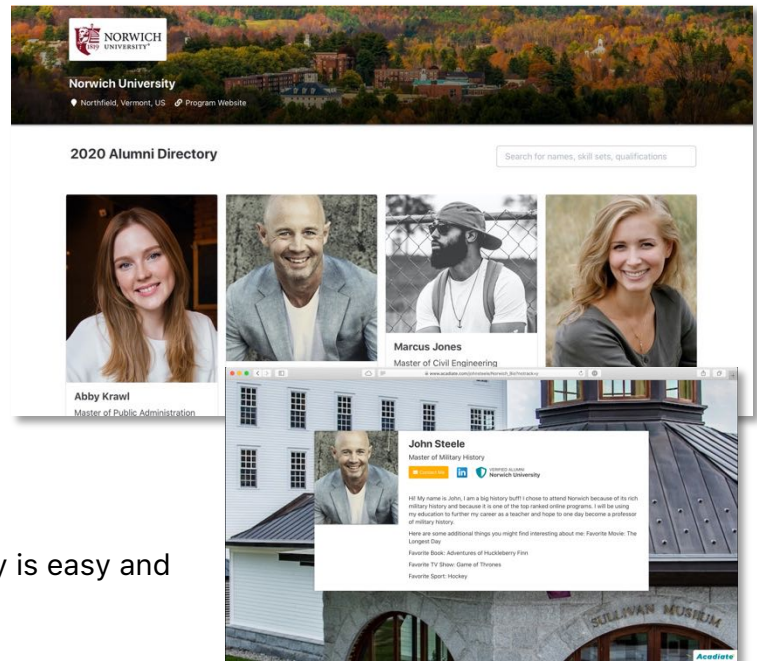


# How to Join the Norwich Alumni Directory

Since this year's residency week will be virtual, we want to ensure you have a way to learn about and connect with other graduates. We will do this through the Norwich Alumni Directory.

Creating your alumni bio and joining the directory is easy and will take you less than 15 minutes.

We'll be using our career development partner, Acadiate, to host our Alumni Directory. Acadiate is an online career development and personal marketing platform. As a Norwich alumni we have arranged lifetime access to the service for you.



## STEP 1: CREATE AN ACCOUNT OR LOG IN TO YOUR ACCOUNT

If you do not already have an account on Acadiate, please create one at: [s.acadiate.com/norwichalumni](https://s.acadiate.com/norwichalumni)

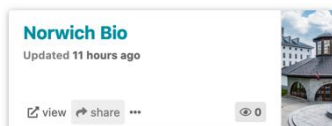
## STEP 2: CREATE YOUR ALUMNI BIO

After you are logged in or have created your account:

- Click on "Create a Showcase"
- Give your Showcase a name, we recommend calling it "Norwich Bio"
- Click on the "Targeted Message" tab
  - Enter the name of your Program in "Branding statement / tagline"
  - Enter your Bio in the "Showcase Message"
- Click on the "Appearance" Tab:
  - Add a photo
  - Choose a background
- Save Showcase
- View your Showcase Alumni Bio

## STEP 3: SHARE YOUR SHOWCASE ALUMNI BIO WITH THE ALUMNI DIRECTORY

- Click on "Share" on the Showcase tile, then click "I have a Share Code".



- Enter the following Share Code, click find, and then Share:  
C-A91BD73F

That's it! You're done! If you need any assistance, send Acadiate a message at [support@acadiate.com](mailto:support@acadiate.com).