

KING'S CONNECT REGISTRATION GUIDE

Forever King's

Your global alumni community

King's alumni office | forever@kcl.ac.uk | kcl.ac.uk/alumni

HOW DO I REGISTER ON THE PLATFORM?

- To create an account on the platform, click on the Get Started button.
 - You can register with your LinkedIn, Google, Facebook or Email account.
 - Once registration is complete, you will either be automatically approved to the platform or you will see a pending approval message.
 - To contact the Alumni Office directly about a pending account, use the contact details in the footer.
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CAN I REGISTER IN A DIFFERENT LANGUAGE?

- Not at the moment, but this is something that may be introduced in the future.
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REGISTERING WITH EMAIL

- Step 1: to create an account on the platform using your email account, click on the Get Started button.
 - Step 2: click on the Register with email button.
 - Step 3: complete the registration questions, including entering your preferred email and password. When you have completed the first page of registration, a verification email will be sent to you. Click on the link to verify your email and complete the registration process.
 - Once complete, you will either be automatically approved to the platform or you will see a pending approval message.
 - To contact the Alumni Office directly about a pending account, use the contact details in the footer.
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REGISTERING WITH GOOGLE

- Step 1: to create an account on the platform using your Google account, click on the Get Started button.
 - Step 2: click on the Google button.
 - Step 3: enter your Google email and password information. This allows you to use Google to log in in the future. The following details will be pulled into your profile, and can be edited by you from your profile page: first and last name, email address, profile photo.

(Note: Administrators of the platform will not have access to your Google contacts or be able to access your Google account in any way.)
 - Step 4: complete the registration questions. Once complete, you will either be automatically approved to the platform or you will see a pending approval message.
 - To contact the Alumni Office directly about a pending account, use the contact details in the footer.
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REGISTERING WITH FACEBOOK

- Step 1: to create an account on the platform using your Facebook account, click on the Get Started button.
 - Step 2: click on the Facebook button.
 - Step 3: enter your Facebook email and password information. This allows you to use Facebook to login in the future. The following details will be pulled into your profile, and can be edited by you from your profile page: first and last name; email address; profile photo.
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(Note: Administrators of the platform will not have access to your Facebook contacts or be able to access your Facebook account in any way.)

- Step 4: complete the registration questions. Once complete, you will either be automatically approved to the platform or you will see a pending approval message.
- To contact the Alumni Office directly about a pending account, use the contact details in the footer.

REGISTERING WITH LINKEDIN

- Step 1: to create an account on the platform using your LinkedIn account, click on the Get Started button.
- Step 2: click on the LinkedIn button.
- Step 3: enter your LinkedIn email and password information. This allows you to use LinkedIn to login in the future. The following details will be pulled into your profile, and can be edited by you from your profile page: first and last name; email address; profile photo; LinkedIn profile summary; work experience; link to your profile on LinkedIn.

(Note: Administrators of the platform will not have access to your LinkedIn contacts or be able to access your LinkedIn account in any way.)

- Step 4: complete the registration questions. Once complete, you will either be automatically approved to the platform or you will see a pending approval message.
- To contact the Alumni Office directly about a pending account, use the contact details in the footer.

WHICH EMAIL ADDRESS SHOULD I USE?

- When you register with LinkedIn, Facebook or Google, the email address associated with that account will pull into the registration form automatically. If that is your primary contact address, there is no need to change it.
- In order to receive notifications of messages and activity on the platform, it is recommended to use an email address that you check on a regular basis.

WHAT IS MY AFFILIATION?

- All users on the platform must choose their affiliation when registering to the platform. Your affiliation defines your relationship to the institution, e.g. alumni, student or staff.
- You are able to choose multiple affiliations when registering.
- Once you have chosen your affiliation, the registration form will populate with the fields relevant to you.

WHERE CAN I VIEW THE TERMS OF USE AND PRIVACY POLICY?

- You can access the terms of use and privacy policy from the footer of the landing and registration pages.
- Once logged in, the links can be found in the navigation menu.

WHERE WILL MY CONTACT INFORMATION APPEAR?

- The contact information will appear on your profile. This can be edited in your Privacy Settings, once you have logged in.
- If your location is visible, it will only show your city, state and country. It will not show your address. Location is shown on your profile and also in the directory, so users can search for connections in their area.

HOW DO I SIGN INTO MY ACCOUNT?

- To log back into the platform, click on the Sign in button.
 - Click on the button corresponding to your method of registering. If you registered with email, enter your email address and password.
 - Note: if your account is still pending approval, you will not be able to sign in.
 - To contact the Alumni Office directly about a pending account, use the contact details in the footer.
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I FORGOT MY PASSWORD, HOW DO I RESET IT?

- Step 1: click on the Sign in button.
 - Step 2: click on the Forgot Password button
 - Step 3: enter the email address that you used when you registered. If you cannot remember which email address you used, please open a support ticket.
 - Step 4: you will receive an email to your inbox. Click on the link and enter a new password.
 - Note: if you registered with LinkedIn, Google or Facebook, you will be prompted to login with the correct account.
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HOW CAN I CONTACT THE ALUMNI OFFICE?

- All non-technical questions should be directed to the Alumni Office. You can find the email and phone number of the Alumni Office in the footer of the landing and registration pages.
- Once logged in, the details can be found in the navigation menu.