Welcome!

The Bren School community is growing rapidly, and an online social community provides a great opportunity to foster connections among members who share common interests.

That’s why we created this online space. We hope you will explore the various features the site has to offer. This guide will cover some of the key site features of the Bren School Online Community, offer instructions on how to create a profile, and provide information about how to manage your profile.

Once a member, you can then log on to collaborate on projects, offer your ideas and expertise and, most important, connect with your fellow members.

We’re excited about this new online space, which begins with members’ connections to the Bren School and expands to include the worlds in which they work, think, plan and connect. You’re already part of the Bren community. Now’s the time to become part of the Bren conversation.

Thank you for joining us.
The Bren School Online Community gives students, alumni, faculty and other Bren community members a forum to stay connected to and network with each other and the Bren School. Users can search for friends, network with employers, connect with organizations, register for events, share photos, and much, much more.

Here are some of the key site features that the Bren School Online Community has to offer:

**Career Center**
Post and search for jobs on the Bren School Online Community’s Career Center. Once you have created a profile and logged in, you can access the Career Center by clicking on the Career Center menu option. The Career Center offers a few useful options:

**Search Openings:** Looking for a job? Search current job listings by location, organization, sector, or keywords, among other search criteria.

**Resume/CV Search:** Hoping to hire someone? Conduct a quick search through users’ posted resumes/CVs, searching by keywords, location, users’ willingness to relocate, etc.

**Subscribe:** To receive an email alert when a new opening is posted, select the categories to which you would like to subscribe (i.e., consulting, corporate, education, among others).

**Chat Feature**
Another great feature that the Bren School Online Community offers is a live chat feature. To open a chat window, log in to the community and click on the Online Community menu option. Click on the “Who’s Online Now?” link to be directed to the Members Online Now page. Click on a member’s name to open a chat window.
**Site Search**

Search the entire Bren School Online Community site using the Site Search feature. To access this, click on the Site Search menu option and enter keywords or phrases in the search bar.

When using the Site Search option, using double quotes ("....") around a set of words will confine the search engine’s results to that specific set of words or phrase. This means it will find those exact words in that exact order. This will help narrow down your results. You may also use operators (i.e.: and, not, or) to include or exclude certain words or criteria in your search.

**Member Search**

The Bren School Online Community offers a Member Search option. The Member Search option allows you to conduct a search for members by Group, Country/State, Member Type, and/or keywords, among other search criteria.

Using the Member Search option will show all members who have self-reported information that relates directly to your search.
Community Groups
The Bren School Online Community has a great Groups feature. Reconnect with former classmates by joining your cohort’s Group, or make new connections with people who live near you by joining one of the Groups by Location.

To join a group, register as a member and then log in to the site. (Instructions on how to register as a user are on the next page of this guide.) Click on the Find a Group link under the Online Community header. To view the corresponding groups, click on the appropriate group type (i.e., Alumni Class or Group by Location). Once you have clicked on a group type, you will be directed to a list of all the community groups under that group type. Click on the group name and click on the “Request Membership” link to request to join the group.

Most groups, specifically the Alumni Class groups, will require administrator approval before a user can join a group. Networking Groups by Geographical Location are open groups, meaning any community members may join them.
How to Register
To register for the Bren School Online Community, click on the Register link, found in the Bren School menu header. After reviewing the User Terms & Guidelines, select the appropriate member type for you and continue. You will be asked to provide information about your educational and professional background and experience. **Please note that the Bren School Online Community is a secure site.**

We ask that users fill out their profile as comprehensively as possible to ensure that we are gathering complete information. The information provided will not only aid other users as they search for connections to expand their professional networks, but it will also help the Career Development and Alumni Relations team track graduate and student information.
Creating Your Profile (continued)

Privacy Settings
The Bren School has a goal to collect complete information from our alumni and students without compromising their privacy and safety. **During the registration process, there are steps you can take to ensure that certain required information remains private (i.e., salary, phone number, and/or date of birth).** When completing your Member Information (Step 2 of the user registration process), you will notice the icon to the left of the required profile fields. **To change a profile field’s visibility from Members Only to Private** (not visible in profile), click on this icon to drop down the privacy options. Click on the image to change that specific field’s visibility to Private (not visible in profile). This will ensure that this personal information is not visible to members on your profile.

Once you’ve filled out the user profile information completely and submitted your request to join, your request will be received by site administrators. Because the Bren School Online Community is exclusive to Bren School alumni, students, faculty, staff and other affiliates, users’ information must be verified before being approved.

You will receive an email notification once your profile has been approved. The notification message will contain a link directing you to log in to the site using the username and password you created when you were making your profile.
The Bren School Online Community offers a dynamic user profile. This section will cover the profile features to ensure easy navigation.

**Feeds**
When you log in to the Bren School Online Community for the first time, a list of email preferences will appear. It is suggested you change the email preferences to avoid receiving an abundance of email updates. After your first log-in, each subsequent time you log-in to the Bren School Online Community you will be automatically redirected to your Profile Home page. Your name will appear at the top of the page. Underneath your name you will see the following links: Profile Pages, More, and Resume/CV. (We will go into these features in greater detail a little bit later.)

**Your home page will feature three news/updates feeds:**

**All Activity:** The All Activity feed will show you updates for all members with whom you are connected, as well as any updates or posts that are made to the walls or forums in your Group pages.

**Groups:** Clicking on the Groups link will show in your news feed only updates from those members who are in the same community Groups as you. This will include any posts that are made to your groups’ walls and/or any photos that are uploaded to your group pages.

**Connections:** If you click on the Connections link you will only see updates that have been made regarding the other members in the Bren School Online Community with whom you’ve connected.
Key Profile Features (continued)

**Bio**
You can edit your professional, personal, and additional information at any time by clicking on the Bio tab on your home page. To edit this information, simply click on the word Edit in the green section header bar.

**Blogs**
Users have the option of creating their own blog associated with their Bren School Online Community profile. To create and manage blogs, click on the icon located below your name on your profile home page. Doing so will drop down a list of additional profile features. Click on the Blogs link to be redirected to your Blogs section.

**Photo Sharing**
Users have the option to upload photos to both their personal profile pages as well as their group pages. To manage your personal photo gallery, again click on the icon to drop down a list of additional profile features. Click on the Photo Gallery link to be directed to your albums. Here you can upload photos.

To edit your photos, change photo and photo album privacy settings, or view photo comments, check the box in the right-hand side of the appropriate picture and select what action you would like to take from the Action for Selected Photos list.
My Profile links
Users can find additional profile features listed under the My Profile link box. These links provide quick access to your messages, files and links, groups, and connections.

To link your other network accounts (such as LinkedIn, Facebook, Flickr, Twitter, YouTube, Google, among others), click on the Networks link in the My Profile link box. You can also search other community members by their other networks in this section.

Users can send or read messages by clicking on the Messages link, found in the My Profile link box. Once at the Message Center, you can use the links provided on the page to manage and organize your messages as well as send messages to members or any and all of your connections.

To change your preferences on how often you receive notifications to your personal email address regarding communications received via the Bren School Online Community Message Center, go to the Quick Jump To... dropdown list and choose the My Preferences option. Here you can customize your member profile options using the form provided and checking/unchecking the appropriate box. You may also suspend the delivery of newsletters of a specific type by unchecking the appropriate box on the screen.
View your group permissions and group memberships by clicking on the Groups link in the My Profile link box. You will be directed to the My Groups page, where you can see which types of groups you may or may not be able to join.

From the My Groups page, you have the option to: view a group’s directory, message and/or email group members, unsubscribe from the group newsletter, and/or leave the group by clicking on the Options icon to view the list of options.

One of the best features of the Bren School Online Community is that it allows users to link with one another to develop connections and further build their professional and personal networks. You can view your contacts by clicking on the Connections link, located in the My Profile link box. Doing so will redirect you to your Connections page, as seen below.

Manage your community connections by assigning them to categories, link quickly to their profiles by clicking on them or remove them from your list by deleting them. Making connections allows you to easily find and communicate with other members of the site. (Please note: A notification is not sent to the other member when a connection is deleted.)

You can also view which members your connections are associated with, check out their photos, view their personal page, and see when they last updated their information.
One of the easiest ways to maintain and update your profile is by visiting the Manage Profile page. To access this from your Profile Home page click on the Manage Profile link, located in the My Profile link box on the right-hand side of the screen.

The Manage Profile screen features four different sections: Information & Settings, Content & Features, Community, and Networking & Careers. Under each section are different linked features that relate to that section with a corresponding icon to guide users, as well as a short sentence about the feature (as seen in the image to the left).

To create and/or upload a Resumé or CV to your profile, click on the Resumé/CV link, located under the Networking & Careers section of the Manage Profile page. You will be redirected to a blank resumé template in which you will enter your professional information. To input your information, click on the Edit My Resumé/CV link. You can either type in your information directly into the textboxes provided or copy and paste information from another document. Users may also upload a draft of their resumé to their profile. Please note that while information input into the Resumé/CV section will be searchable (key words, phrases, organizations’ names, among other items), information on uploaded documents will not be searchable.
Our goal is to make the Bren School Online Community a comfortable forum in which our students, alumni, faculty, staff and extended community members can connect, converse and collaborate.

By registering as a member of the Bren School Online Community, users are indicating that they understand the User Terms & Guidelines outlined on the community website. Therefore, users are verifying that they will not engage in online bullying or harassment, post inappropriate content (including offensive blog posts or offensive images/photos), or provide false information. By registering as a member of the community, users are also giving the Bren School of Environmental Science & Management and its administration the authority to remove any content or information posted if we think it violates our Terms & Guidelines. We also reserve the right to delete your user profile should we feel you have violated any of our guidelines. For a complete list of our Terms & Guidelines, please visit the User Terms & Guidelines page of our Bren School Online Community site.

Questions?
Alumni who have questions regarding the Bren School Online Community can contact the Career Development and Alumni Relations team at career@bren.ucsb.edu.