

# CHAPIN



## **Alumnae Portal Guide**

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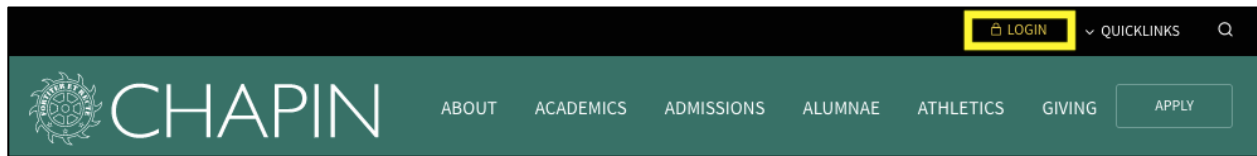
Leadership & Volunteers

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**Click on the topics above to see more information.**

## Chapin Alumnae Portal [chapin.edu/alumnae-portal](http://chapin.edu/alumnae-portal)

To access the Alumnae Portal, navigate to [chapin.edu/login](http://chapin.edu/login) or click on the “LOGIN” button in the upper right corner of the Chapin website homepage.



Enter your username and password on the login screen.

A screenshot of the LOGIN screen. The word 'LOGIN' is at the top in large green letters. Below it is the instruction 'Please provide your username and password to log in:'. There are two input fields: 'Username' and 'Password'. Below the input fields is a dark green button with the word 'LOGIN' in white. At the bottom of the form are two links: 'Forgot Username or Password' and 'Create New Account'.

Even if you haven't logged into the Portal before, there is no need to create a new account. An account already exists for each alumna of the School.

Your account is associated with the primary email address that the Alumnae Office currently has on file for you. If you have multiple email addresses and aren't sure which one is associated with your account, check your inboxes to see where you have most recently received communications from the School.

**Can't remember your username or password?** Click the “Forgot Username or Password” link on the login page. Enter the email associated with your account to receive instructions for retrieving this information. If you can't find the instructions email in your inbox or spam folder, it's possible that the Alumnae Office does not have the email address you entered in our records. Please contact us and we can help you log in.

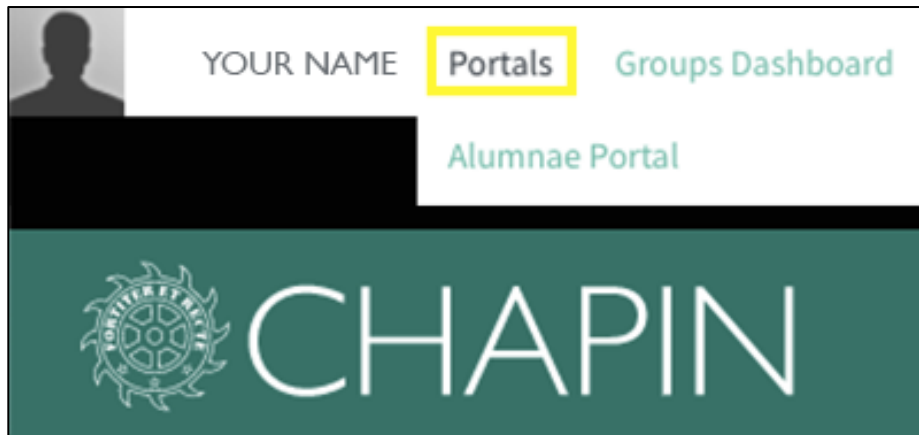
**Hint: most usernames follow the format “First.LastClassYear”**

For example: “Jane.Doe2000”

*If you need help accessing the Alumnae Portal, please contact  
Irina MacGuire, Director of Alumnae Affairs, at [imacguire@chapin.edu](mailto:imacguire@chapin.edu).*

## For Chapin Parent Alumnae

If your child is a current student at Chapin, you will see the Parent Portal as the default view when you log into the Chapin website. Your account has access to both the Parent and Alumnae Portals.



To view the **Alumnae Portal**, log into the Chapin website by navigating to [chapin.edu/login](http://chapin.edu/login). Once you are logged in, hover your mouse over the “Portals” button, which is located above the Chapin logo in the upper left corner of your browser window. The **Alumnae Portal** will appear in a drop-down menu. Click to access the Portal.

To switch back to the **Parent Portal**, use the same steps.

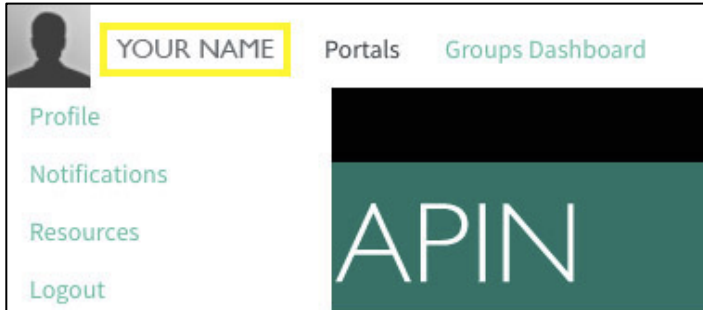
## Using the Alumnae Portal



## Updating your Information

The **Alumnae Portal** is a useful tool for staying in touch with the School and your fellow alumnae. Updating your personal information is simple.

After logging in, hover your mouse over your name as displayed in the upper left corner.



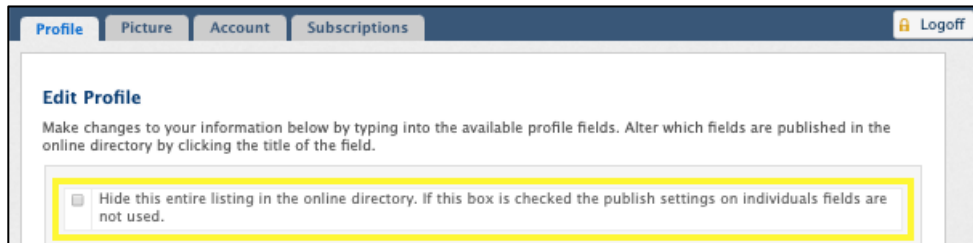
Click on **Profile** from the drop-down menu. A popup window will appear with fields for you to edit and add contact, education, and work information.

When you've added your information, make sure to click the **Update Profile** button in the lower right corner of the window to save changes.



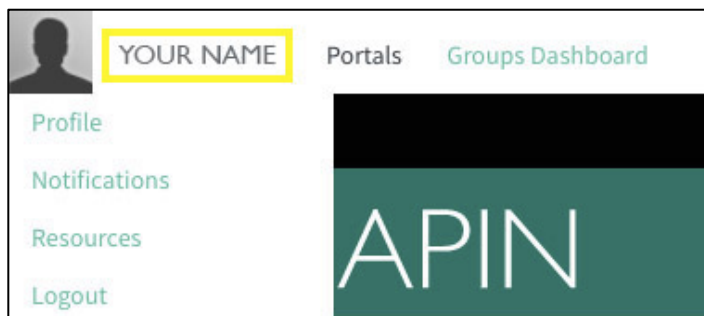
Please note that if you would like to add information for multiple degrees, phone numbers, email addresses, etc, you might have to click **Update Profile** after each entry in order to display the option to add another.

Should you wish to hide your profile so that it will not display in the **Alumnae Directory**, check the box pictured below.

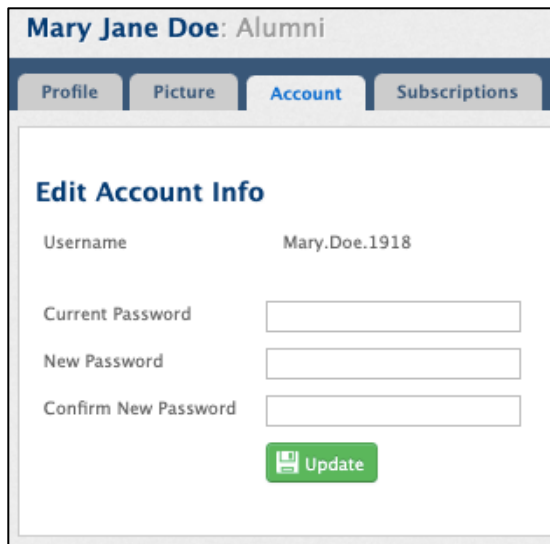


## Changing your Password

To change your password after logging in, hover your mouse over your name as displayed in the upper left corner of the browser window.



Select **Profile** from the drop-down menu. A popup window will appear. Select the **Account** tab.



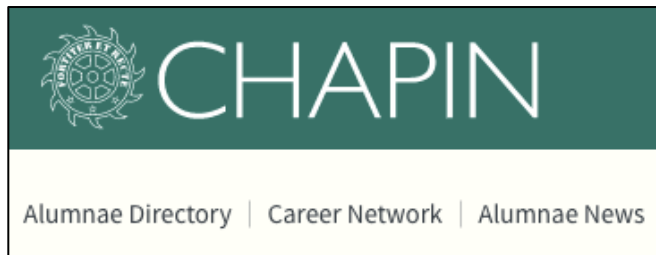
Enter your current password and new password as instructed and click **Update** to save changes.

If you are unable to log into the **Alumnae Portal** because you do not know your username or password, you will need to contact the Alumnae Office in order to reset your account.

Please email [alumnae@chapin.edu](mailto:alumnae@chapin.edu) or [imacguire@chapin.edu](mailto:imacguire@chapin.edu) for assistance.

## Using the Alumnae Directory

To find fellow alumnae in the Directory, select **Alumnae Directory** in the site menu on the upper left corner of the browser window.



The Directory is useful for finding alumnae by **name**, **class year**, **region**, or **industry**.

The image shows a search form for the Alumnae Directory. It has four input fields for 'Keyword', 'First Name', 'Last Name', and 'City'. Below these are three more fields: 'State/Province', 'Country', and 'Class Year'. The 'Class Year' field is a dropdown menu with 'All' selected. A 'SEARCH DIRECTORY' button is located to the right of the 'Class Year' field.

Search by **first name** and **last name** if you are looking for a specific alumna.

Search by **city**, **state**, or **country** to find alumnae in a specific region.

Select a **class year** to display all members of the specified class.

Use the **keyword** field to find alumnae in a specific profession. You can search by **industry**, **business name**, and **job title** within this field. For best results, use one search term at a time.

*Example: “technology” or “banking” or “law” or “education”*

*Example: “Google” or “Bank of America” or “Skadden” or “Columbia University”*

*Example: “Software Engineer” or “Financial Advisor” or “Attorney” or “Associate Professor”*

You can also use the **keyword** field to search by **school name** to find Chapin alumnae who attended other schools, colleges, and universities.

Combine multiple search filters for more specific results.

The image shows the search form with results. The 'Keyword' field contains 'Publishing', 'City' contains 'New York', and 'State/Province' contains 'NY'. The search results are displayed in a grid format. Each result includes the alumna's name (a link), her class year, and her job title (if applicable), followed by a 'View Profile' link.

<a href="#">Alice Allen</a> Class of 1961 <a href="#">View Profile</a>	<a href="#">Mavis Allen</a> Class of 1978 <b>Job Title:</b> Freelance Editor <a href="#">View Profile</a>	<a href="#">Jane Hunter Aussem</a> Class of 2010 <b>Job Title:</b> Account Assistant <a href="#">View Profile</a>
<a href="#">Gretchen Baxter</a> Class of 1980 <b>Job Title:</b> Executive Editor <a href="#">View Profile</a>	<a href="#">Jennifer Bergman</a> Class of 1993 <b>Job Title:</b> Copywriter <a href="#">View Profile</a>	<a href="#">Flora Collins</a> Class of 2012 <b>Job Title:</b> Editorial Assistant <a href="#">View Profile</a>
<a href="#">Jasmine Davy</a>	<a href="#">Andrea Douzet</a>	<a href="#">Isabel Drankin</a>

Select an alumna's name to view their profile.

Alumnae Portal » Alumnae Directory

**Mary Jane Doe**

**Chapin Class Year**

**Class Of**  
1918

**Education**

**Degree(s)**  
BA, English Literature, Princeton University 1922  
MS, Communications, City University of New York 1950

**Contact Information**

**Email**  
[chapinalumnae@gmail.com](mailto:chapinalumnae@gmail.com) (Primary)

**Work Email**  
[janedoe@harpercollins.com](mailto:janedoe@harpercollins.com)

Home (Primary)  
100 East End Avenue  
New York, NY 10028  
United States of America

**Business Information**

**Industry**  
Media and Communications

**Business Name**  
HarperCollins

**Business Website**  
<http://harpercollins.com>

**Occupation**  
Publishing

**Job Title**  
Senior Editor

Profiles display **education**, **contact information**, and **business information**.

Please note that only one most current business information we have on file will display in the **Business Information** section.

All living alumnae will appear in the directory unless they have requested for their profile to be hidden.

## Career Network

Alumnae Portal » Career Network

# CAREER NETWORK

Chapin's Alumnae Association is dedicated to helping alumnae grow personally and professionally. The Chapin Career Network will help facilitate professional networking among alumnae. Whether you're looking for your first job, preparing for a mid-career change, or simply hoping to expand your network, use the [directory](#) and this section of the Alumnae Portal as resources.

Feel free to browse either category below to search for the opportunity that best meets your needs. Have an internship or job opportunity? Please click [here](#) to submit a posting.

### Job Opportunities

- ▶ 2020 Zebrafish Research Associate Position at Icahn School of Medicine
- ▶ Various Positions - Randall's Island Park Alliance, Inc.
- ▶ Various Positions (Darcy Miller Designs)
- ▶ Coordinator of Technology Projects - The Alliance for Downtown New York

The **Career Network** page of the Portal displays job and internship opportunities submitted by members of the Chapin community. Postings are made periodically as they are received, so be sure to check back for updates.

***Know of a job or internship opportunity that  
you'd like to share with the Chapin alumnae community?***

Use the following link to submit details:

<https://www.chapin.edu/alumnae-portal/career-network/jobinternship-submission-form>



## Alumnae News

### ALUMNAE NEWS

There's no telling where Chapin alumnae land after they leave 100 East End Avenue. One thing is certain, though: their connection to Chapin remains strong no matter where they are. Click on the links below to read the latest Alumnae news.



Mar 6 2020

#### Young Alumnae Party 2020

Alumnae from Classes 2005 to 2015 gathered for the annual Young Alumnae festivities.

[Read More](#)

Here you will find Chapin stories focused on the alumnae community. View pictures from recent alumnae events and more!

For more stories from around the School, go to:

<https://www.chapin.edu/about/experience-chapin/chapin-stories>

## Class Notes

### CLASS NOTES

Welcome to our alumnae class notes. Class notes are published as they are submitted in date order. We title every post with the class year prior to the alumna's name.

*If you would like to keep us up-to-date on what is happening in your life, please submit using the Class Notes Submission Form.*

CLASS NOTES SUBMISSION FORM

▶ 1993: Hope McGinn

▶ 1993: Sarah Vincent

▶ 2000: Tamara Goldstein

▶ 1952: Frances Armitage Thorington


▶ 1957: Ann Bellah Copeland

▶ 1975: Elise Michaelides Rogers

▶ 1988: Jennifer Peltz Kane

View your classmates' notes and submit your own notes and photos for the annual **Alumnae Bulletin** using the Class Notes submission form.

## Leadership & Volunteers



Now is an ideal time to become involved in the Alumnae Association, which is at its most vibrant when Chapin women come forward to help the School, its alumnae and students.

Might you:

- Gather Chapin alumnae outside of New York City?
- Offer a job or internship to alumnae or current students?
- Get classmates together on Facebook?
- Interview people for our oral-history project?

**Irina MacGuire, Director of Alumnae Affairs, seeks volunteers of all kinds. Contact her at 212.570.4916 or [imacguire@chapin.edu](mailto:imacguire@chapin.edu).**

Also, keep in mind that supporting Annual Giving is one of the greatest ways in which alumnae can help their alma mater. If you would like to participate, please click [here](#).

*Please contact the Alumnae Office at 212.570.4916 to find out who your class representatives are, or click the gold button below.*

CLASS REPRESENTATIVES

ALUMNAE BOARD MEMBERS

ALUMNAE COMMITTEES

View lists of current volunteers, Class Representatives, committee members, and volunteers. You can also this page to explore opportunities to get involved with the Alumnae Association.

## Alumnae Calendar

Month	Week	Day	< JANUARY 2020 >						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
29	30	31	1	2	3	4			
5	6	7 ● <a href="#">Chapin ACAP Open Meeting</a> ⌚ 5:30 PM - 7:00 PM 📍 BR	8	9	10	11			
12 ● <a href="#">Young Alumnae Party Invite Stuffing</a> ⌚ 6:30 PM - 8:30 PM 📍 LLDR	13	14	15	16	17	18			
19	20	21	22	23	24	25			

Stay up to date with alumnae events using the **Alumnae Calendar**. Click on an event to see more information and RSVP.