

Alumni Sign-Up & Onboarding

This guide shows former students how to create an alumni account, verify their email, sign in and complete the one-time profile step. After that, an administrator approves the account and the full Alumni Portal opens.

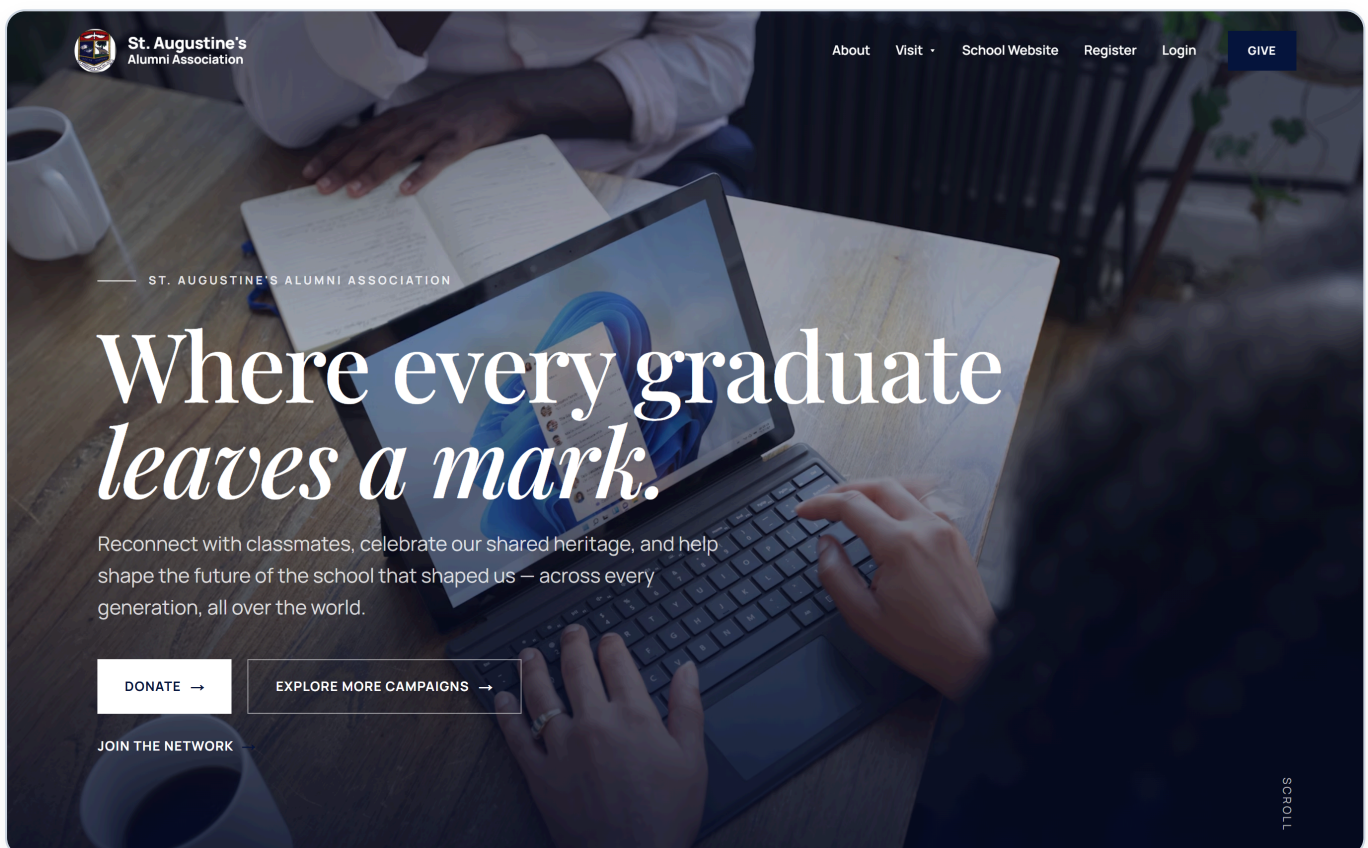
BEFORE YOU START

- ✓ Full Name & Email Address
- ✓ Password (at least 8 characters)
- ✓ Graduation Year
- ✓ Class / Section
- ✓ Job, Employer & Location (optional)

STEP 0

Open the Registration Page

Registration is open to everyone from the public Alumni Association website.



HOW TO OPEN THE PAGE:

- Go to <https://alumni.saintaugustinesgambia.org>.
- Click **Register** in the top menu, or **Join the network** under the main heading. The **Alumni Registration** page opens (URL: <https://alumni.saintaugustinesgambia.org/alumni-register>).
- Already have an account? Use **Login** instead and skip to Step 3.

STEP 1

Fill in the Registration Form

Only four details are required. The optional profile details can also be added later.



St. Augustine's
Alumni Association

[About](#) [Visit](#) [School Website](#) [Register](#) [Login](#)

GIVE

Alumni Registration

Create your alumni account. An admin will review and approve it before you gain full access.

Account Details

Full Name *

Email Address *

Password *

Graduation Year *

Profile (optional)

Employer

Current Location

Phone Number

Short Bio

Proud Augustinian, Class of 2018. Happy to reconnect with old classmates and mentor current students.

101 / 500

Register

Already registered? Sign in

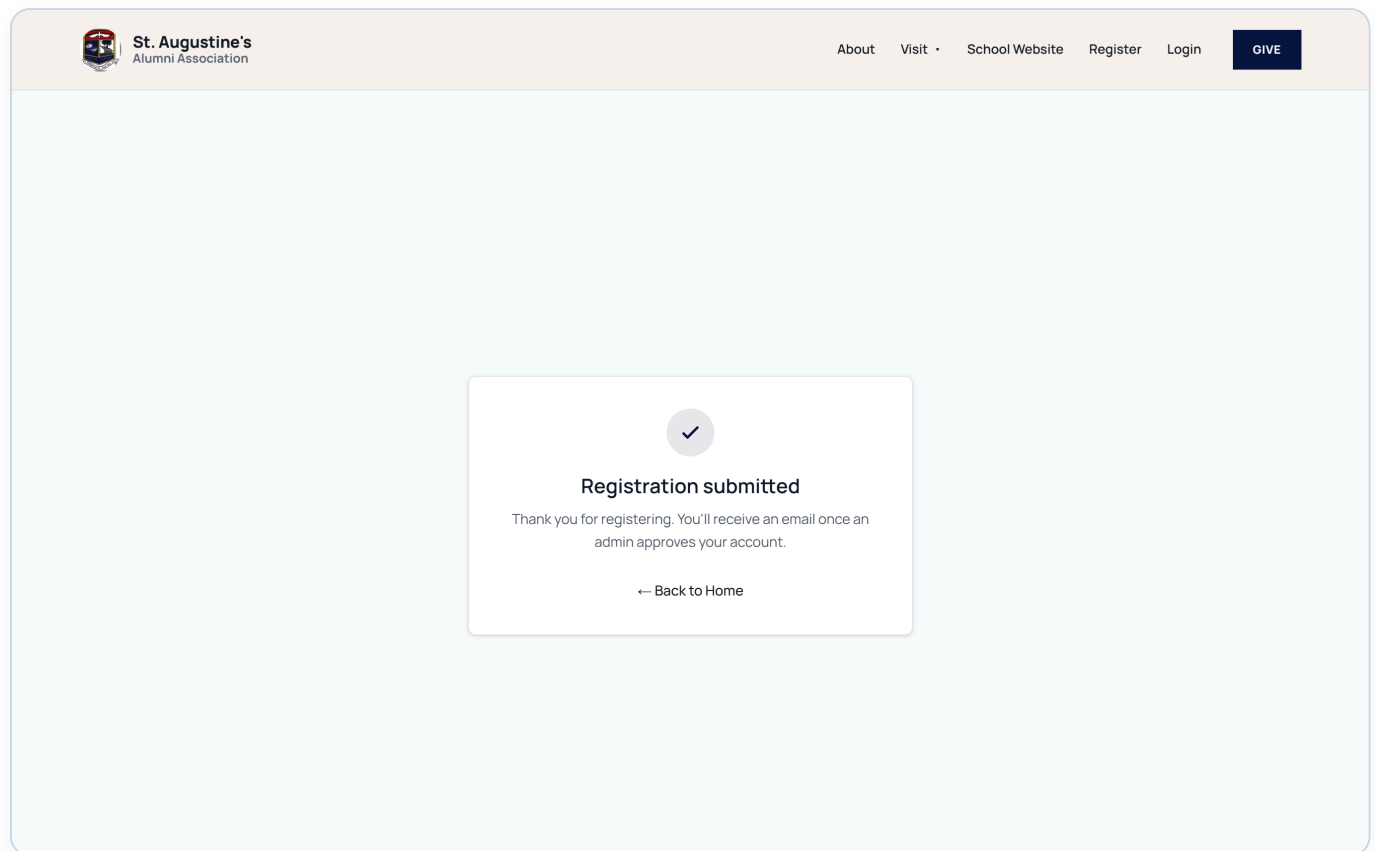
[← Back to Home](#)

- WHAT TO DO:
- Enter your **Full Name**, **Email Address** and a **Password** of at least 8 characters. Fields marked with a red * are required.
 - Enter your **Graduation Year** (e.g. **2018**). It must be between 1920 and the current year.
 - Optional: add your **Employer**, **Current Location**, **Phone Number** and a **Short Bio** (up to 500 characters).
 - Click the **Register** button.

STEP 2

Registration Submitted

Your account is created, but it stays in a waiting state until an administrator approves it.



WHAT TO DO:

- The message **Registration submitted** confirms your application was received.
- Check your inbox (and spam folder) for an email titled **Verify your St. Augustine's account** and click the link inside. Your email must be verified before you can sign in.
- If a red message appears above the form instead (for example the email is already registered), correct it and click **Register** again.

STEP 3

Sign In

Sign in with the same email and password you registered with.

 St. Augustine's

Student Portal

Staff Portal

Parent Portal

Alumni Portal

One login for your entire school community.

Students, staff, parents and alumni all sign in here.

- ✓ You'll land straight on your own dashboard
- ✓ Not sure what's inside? Tap a portal to preview it
- ✓ One account works everywhere — no separate sign-ups

[Visit the school website](#) →

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Welcome — choose your portal

Sign in

Enter your credentials to access your portal.
One login for the Student Portal, Staff Portal, Parent Portal, and Alumni Portal.

Email

fatou.ceesay@example.com

Password

Forgot password?

Sign in

or continue with

 Continue with Google

Protected by enterprise-grade security.

HOW TO SIGN IN:

- Click **Login** on the Alumni website. You are taken to the school's shared sign-in page (<https://auth.saintaugustinesgambia.org/sign-in>).
- Enter your **Email** and **Password**, then click **Sign in**.
- Alternatively click **Continue with Google** to use a Google account instead. Forgot your password? Click **Forgot password?**

St. Augustine's School Ecosystem — Alumni User Guide

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STEP 4

Complete Your Alumni Profile

The first time you sign in, the portal asks you to complete your profile before anything else.

 St. Augustine's
Alumni Association

AboutVisit • School WebsiteRegisterLoginGIVE

ALUMNI PORTAL

Welcome, *Fatou Ceesay*.

Complete your alumni profile to continue. You'll need this before accessing the alumni portal.

CLASS DETAILS

GRADUATION YEAR •
2018

CLASS / SECTION •
e.g. Upper Sixth Science A

ABOUT YOU (OPTIONAL)

JOB TITLE
e.g. Software Engineer

EMPLOYER
Gambia Ports Authority

CURRENT LOCATION
Banjul, Gambia

BIO
Tell fellow Augustinians about yourself...

0/1000

LINKEDIN URL
https://linkedin.com/in/...

PERSONAL WEBSITE
https://yoursite.com

☒ Show my profile in the alumni directory

SAVE & CONTINUE →

WHAT TO DO:

- A **Welcome** page with your name appears. You cannot skip it.
- Under **Class Details**, confirm your **Graduation Year** and enter your **Class / Section** (e.g. **Upper Sixth Science A**). Both are required (*).
- The **About You** section is optional: job title, employer, location, bio, LinkedIn and personal website.

STEP 5

Save & Continue

Add your optional details and choose whether other alumni can find you.

 St. Augustine's
Alumni Association

AboutVisit • School WebsiteRegisterLoginGIVE

ALUMNI PORTAL

Welcome, *Fatou Ceesay*.

Complete your alumni profile to continue. You'll need this before accessing the alumni portal.

CLASS DETAILS

GRADUATION YEAR •
2018

CLASS / SECTION •
Upper Sixth Science A

ABOUT YOU (OPTIONAL)

JOB TITLE
Port Operations Officer

EMPLOYER
Gambia Ports Authority

CURRENT LOCATION
Banjul, Gambia

BIO
Proud Augustinian, Class of 2018. Happy to reconnect with old classmates and mentor current students.

101/1000

LINKEDIN URL
https://linkedin.com/in/fatou-cesay

PERSONAL WEBSITE
https://yoursite.com

☒ Show my profile in the alumni directory

SAVE & CONTINUE →

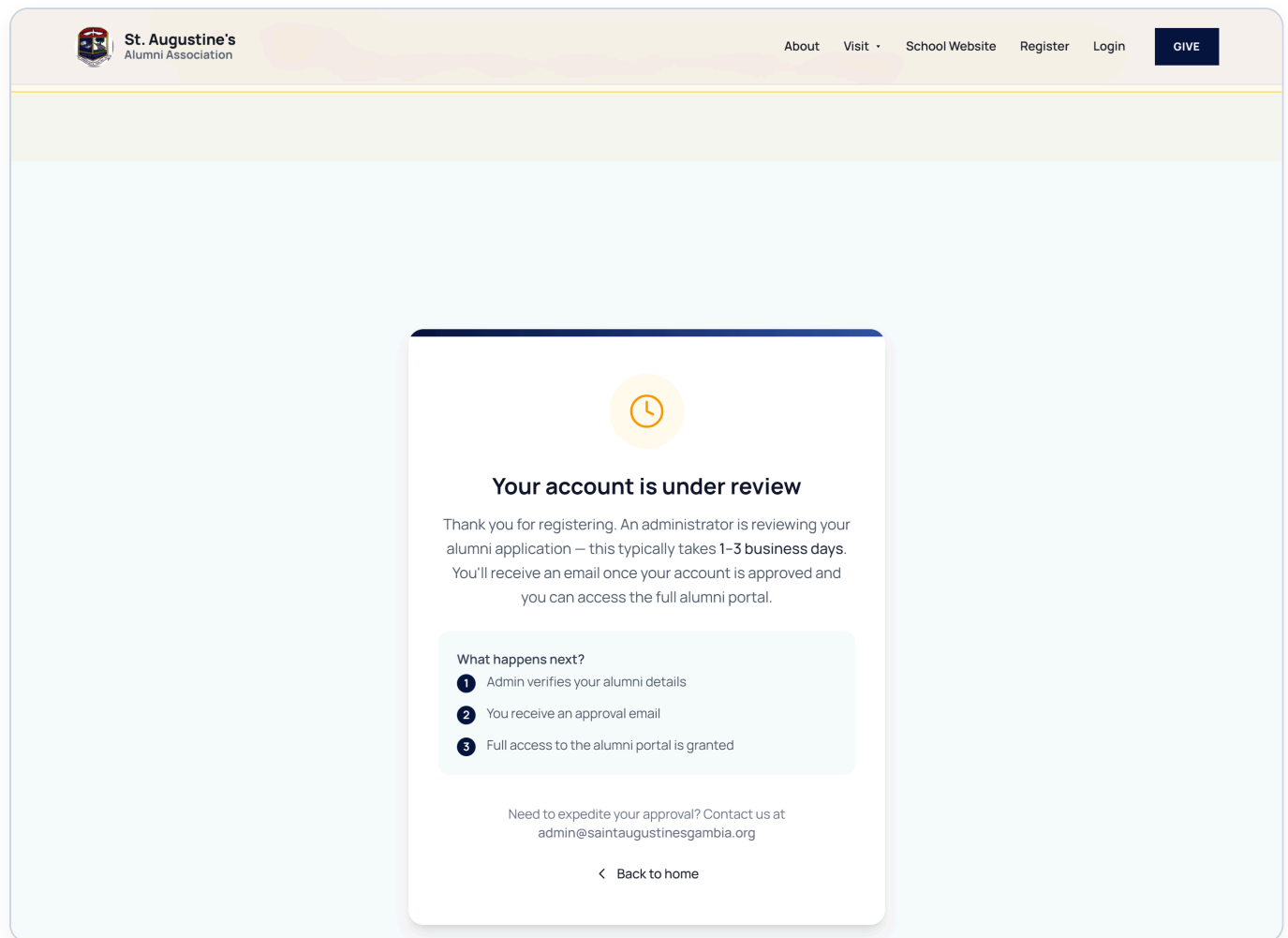
WHAT TO DO:

- Fill in any optional details, for example **Job Title Port Operations Officer** and a short **Bio**. Web links must start with **https://**.
- Keep **Show my profile in the alumni directory** ticked so classmates can find you, or untick it to stay hidden.
- Click **Save & Continue**. If the two required fields are empty, a red message appears under them.

STEP 6

Wait for Approval

An administrator checks your details before the full portal opens.



WHAT TO DO:

- The page **Your account is under review** appears. Review usually takes **1-3 business days**.
- You will receive an **approval email**. After that, sign in again and you land in the Alumni Portal (Feed, Directory, Events, Gallery and more).
- To speed things up, email the address shown on the page (admin@saintaugustinesgambia.org).

IMPORTANT NOTES

- Use an email address you can open: you need it to verify your account and to receive the approval message.
- Until you are approved you can sign in, but you only see the **Your account is under review** page. Portal pages open after approval.
- If you sign in with Google for the first time, you skip the registration form and go straight to the **Complete Your Alumni Profile** page (Step 4). The account still needs administrator approval.
- Graduation Year and Class / Section are required. The other profile details can be edited later (see the guide *Update Your Alumni Profile*).
- Student, teacher and parent accounts are created by the school and cannot be registered here.



Done!

Your alumni account is registered and your profile is complete. Once an administrator approves it, sign in to use the Alumni Portal.