

Update Your Alumni Profile

This guide shows alumni how to keep their profile up to date in the Alumni Portal: your job, location, bio, social links, directory visibility and profile photo. Fellow Augustinians see these details in the alumni directory.

BEFORE YOU START

- ✓ Approved alumni account & login
- ✓ Current Job Title & Employer
- ✓ Location & Short Bio
- ✓ Social Links (optional)
- ✓ Profile Photo (JPEG, PNG or WebP, max 5 MB)

STEP 0

Open Your Profile

Your profile page shows how your details look to other alumni, with an Edit button to change them.

The screenshot shows the 'Alumni Portal' interface. The top navigation bar includes a home icon, a 'Donate' button, and the user's name 'Fatou Ceesay' with a profile icon. The left sidebar contains links for Campaigns, Feed, Notices, Directory, Events, Gallery, My Donations, Profile (highlighted), and My Submissions. The main content area is titled 'My Profile' with the subtitle 'Your alumni profile'. It features a large profile card for 'Fatou Ceesay' with a circular profile picture containing the initials 'FC', a bio 'Gambia Ports Authority', and a location 'Banjul, Gambia'. An 'Edit' button is visible on the profile card. Below the profile card is a 'Details' table with the following information:

Details	
EMAIL	fatou.ceesay@example.com
GRADUATION YEAR	2018
CLASS / SECTION	Upper Sixth Science A
DIRECTORY VISIBLE	Yes

At the bottom of the sidebar, there is a user profile summary for 'Fatou Ceesay' with a 'View profile' link and a 'Sign out' button. A chat icon is located in the bottom right corner of the main content area.

HOW TO OPEN THE PAGE:

- Sign in to the Alumni Portal (<https://alumni.saintaugustinesgambia.org>) with your alumni account.
- In the left sidebar, click **Profile** (or click your name at the bottom of the sidebar). The **My Profile** page opens.
- Check the top card (name, job, location, bio, social links) and the **Details** card (email, graduation year, class / section, directory visibility).

STEP 1**Open the Edit Form**

All text details are changed together in one Edit Profile window.

The screenshot shows the 'Alumni Portal' interface. On the left is a sidebar with navigation icons. The main header area includes a home icon, a 'Donate' button, and a user profile for 'Fatou Ceesay'. The main content area is titled 'My Profile' with the subtitle 'Your alumni profile'. An 'Edit Profile' modal window is open in the center, containing the following fields:

- Graduation Year:** 2018
- Class / Section:** Upper Sixth Science A
- Job Title:** e.g. Software Engineer
- Employer:** Gambia Ports Authority
- Current Location:** Banjul, Gambia
- Bio (max 1000 chars):** Tell fellow alumni a bit about yourself...
- Social Links:**
 - LinkedIn:** https://linkedin.com/in/...
 - X / Twitter:** https://x.com/...
 - Facebook:** https://facebook.com/...
 - Website:** https://yoursite.com
- ☒ Show my profile in the alumni directory

At the bottom of the modal are 'Cancel' and 'Save Changes' buttons.

WHAT TO DO:

- Click the **Edit** button at the right of your profile card.
- The **Edit Profile** window opens with your current details already filled in.
- You can close it any time with the **X**, the **Cancel** button, the **Esc** key, or by clicking outside the window. Nothing changes until you save.

STEP 2

Update Job, Location & Bio

Tell fellow alumni what you do now and where you are.

The screenshot shows the 'Alumni Portal' interface. On the left is a sidebar with navigation icons. The main header area includes a home icon, a 'Donate' button, and a user profile for 'Fatou Ceesay'. The main content area is titled 'My Profile' with the subtitle 'Your alumni profile'. An 'Edit Profile' modal is centered on the screen. The modal contains the following fields:

- Graduation Year:** 2018
- Class / Section:** Upper Sixth Science A
- Job Title:** Software Engineer
- Employer:** Africell Gambia
- Current Location:** Serrekunda, Gambia
- Bio (max 1000 chars):** Proud Augustinian (Class of 2018). I build mobile apps for Gambian businesses and mentor students interested in technology.
- Social Links:**
 - LinkedIn:** https://linkedin.com/in/...
 - X / Twitter:** https://x.com/...
 - Facebook:** https://facebook.com/...
 - Website:** https://yoursite.com
- ☒ Show my profile in the alumni directory

At the bottom of the modal are 'Cancel' and 'Save Changes' buttons.

WHAT TO DO:

- Update **Graduation Year** and **Class / Section** if they are wrong (e.g. **2018**, **Upper Sixth Science A**).
- Enter your **Job Title** (e.g. **Software Engineer**) and **Employer** (e.g. **Africell Gambia**).
- Enter your **Current Location** as City, Country (e.g. **Serrekunda, Gambia**).
- Write a short **Bio** (up to 1000 characters) about yourself for other alumni.

STEP 3

Add Social Links & Choose Visibility

Optionally link your professional profiles and decide whether other alumni can find you.

The screenshot shows the 'Edit Profile' modal in the Alumni Portal. The modal is titled 'Edit Profile' and has a close button (X) in the top right corner. It contains the following fields and options:

- Graduation Year:** 2018
- Class / Section:** Upper Sixth Science A
- Job Title:** Software Engineer
- Employer:** Africell Gambia
- Current Location:** Serrekunda, Gambia
- Bio (max 1000 chars):** Proud Augustinian (Class of 2018). I build mobile apps for Gambian businesses and mentor students interested in technology.
- Social Links:**
 - LinkedIn:** https://linkedin.com/in/fatou-cesay
 - X / Twitter:** https://x.com/...
 - Facebook:** https://facebook.com/...
 - Website:** https://fatoucesay.example.com
- Visibility:** ☒ Show my profile in the alumni directory
- Buttons:** Cancel, Save Changes

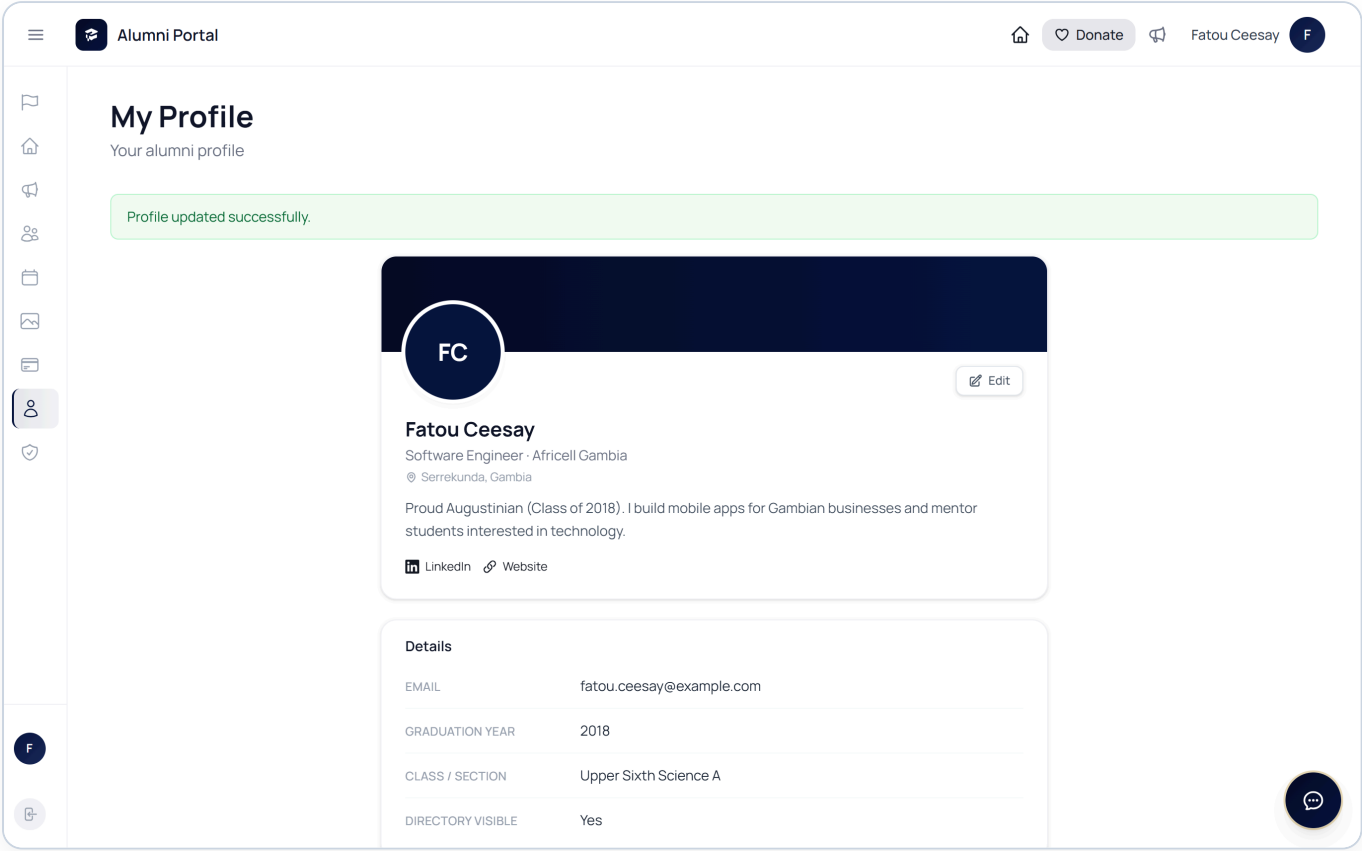
WHAT TO DO:

- Under **Social Links**, paste the full web address of your **LinkedIn**, **X / Twitter**, **Facebook** or **Website** page. Each must start with https://. Leave a box empty if you do not want that link.
- Keep **Show my profile in the alumni directory** ticked so other alumni can find you in the Directory. Untick it to hide your profile from the Directory.
- Click **Save Changes**.

STEP 4

Confirm the Update

The window closes and your profile shows the new details straight away.



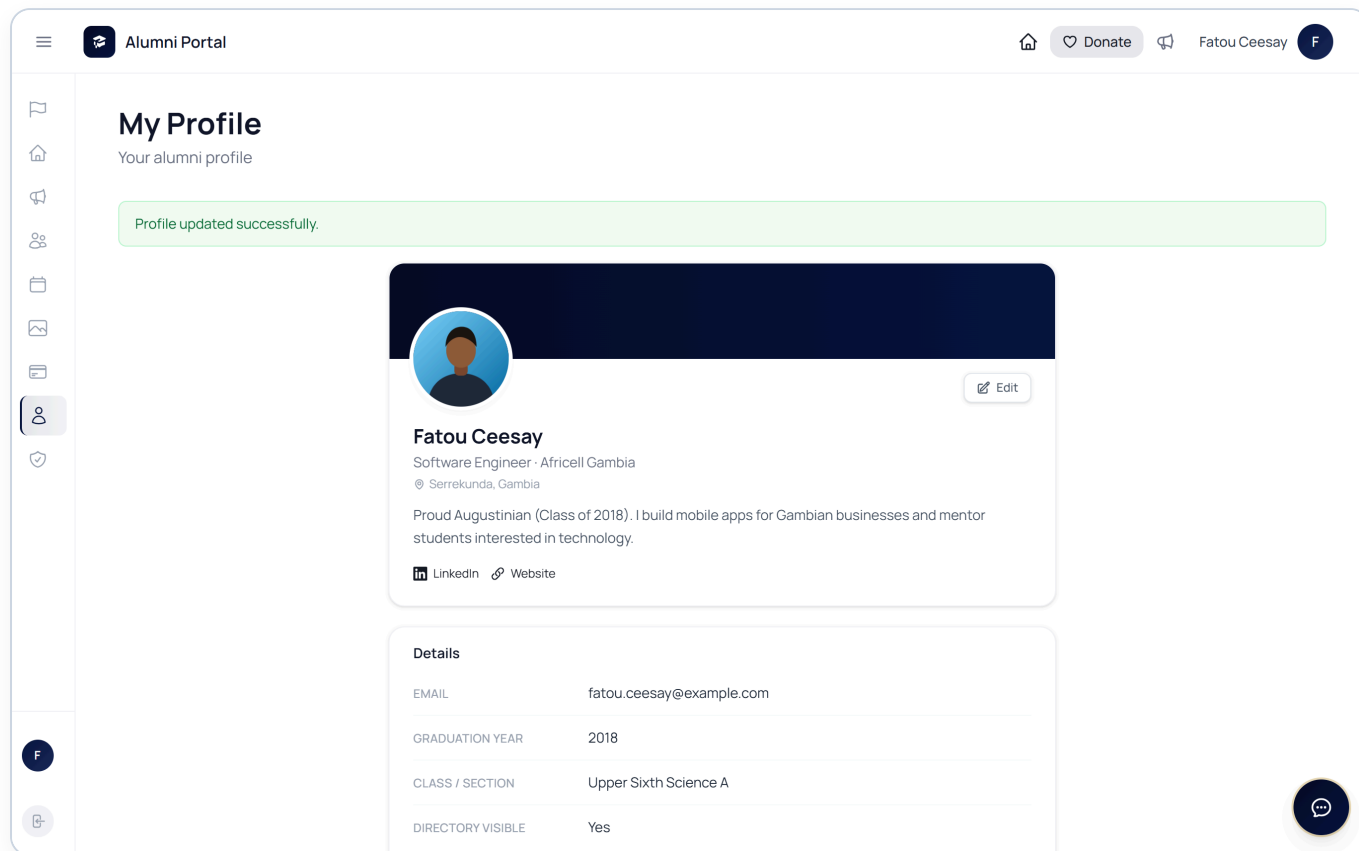
WHAT TO DO:

- A green **Profile updated successfully.** message appears for a few seconds.
- Check that your job, location, bio and social links (LinkedIn, Website) now appear on your profile card.
- If a red message appears under a box instead, correct that box (for example a link that does not start with https://) and click **Save Changes** again.

STEP 5

Change Your Profile Photo

Your photo is changed separately, straight from the profile card.



WHAT TO DO:

- Click your round profile picture (a camera icon appears when you point at it).
- Choose a photo from your device. It must be **JPEG, PNG or WebP** and **no larger than 5 MB**.
- The photo uploads and is saved automatically; you will see it on your profile card. There is no separate save button.
- Your photo also appears next to your name in the Directory. It shows in the top bar and sidebar the next time you open or refresh the page.

IMPORTANT NOTES

- Your **email** and **name** cannot be changed on this page. Contact the school administrator if they are wrong.
- Empty boxes are saved as empty, so clearing a box removes that detail from your profile.
- Untick **Show my profile in the alumni directory** to hide yourself. The change applies to the Directory immediately.
- Graduation Year must be between 1920 and the current year. Job Title and Employer can be up to 200 characters, Class / Section up to 100.
- If you see a message that your session has expired, sign in again and repeat the update.



Done!

Your alumni profile is up to date, and fellow Augustinians can see your latest details and photo.