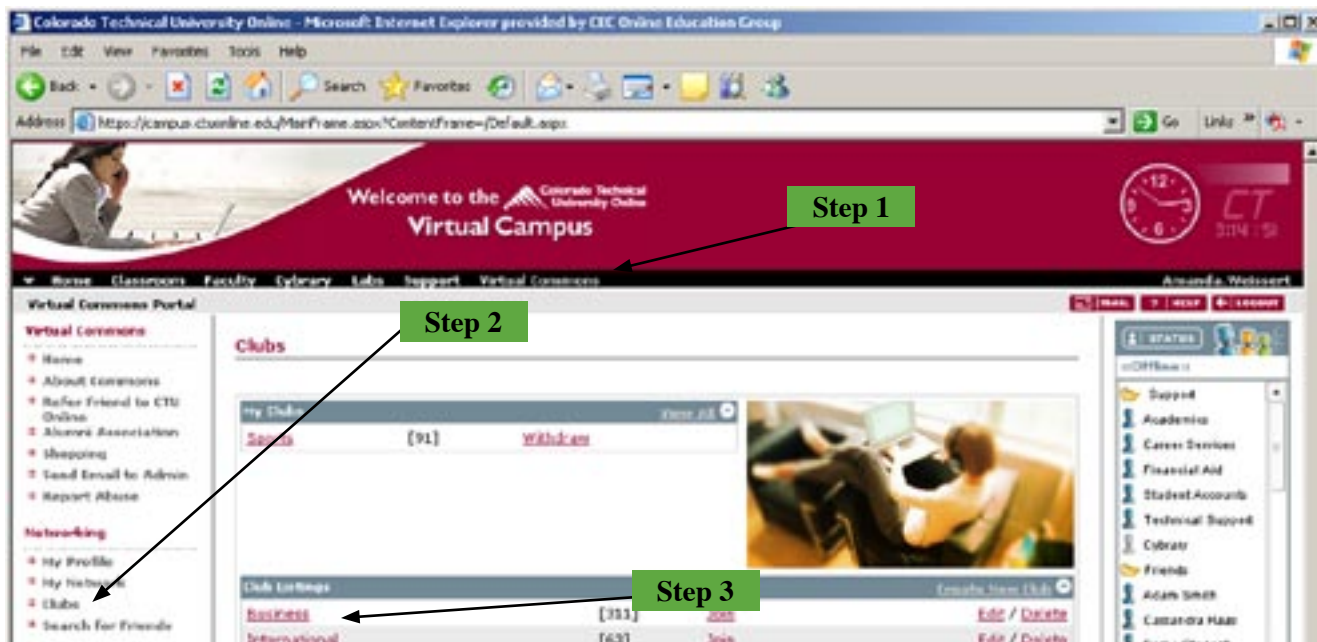


Helpful Hint:

Joining a Club

Joining a club is easy.

- **Step 1:** Enter the Virtual Campus and click on the Virtual Commons link on the menu at the top of the page (it is to the right of the “Support” link).
- **Step 2:** Click the “Clubs” link on the left-hand menu and you will see a list of all the clubs available.
- **Step 3:** Click the link to any club name to go to that club’s homepage.



- **Step 4:** Each club homepage will give you a description of the club and will have a “Join Club” button. Just click the button and you are a member of that club!

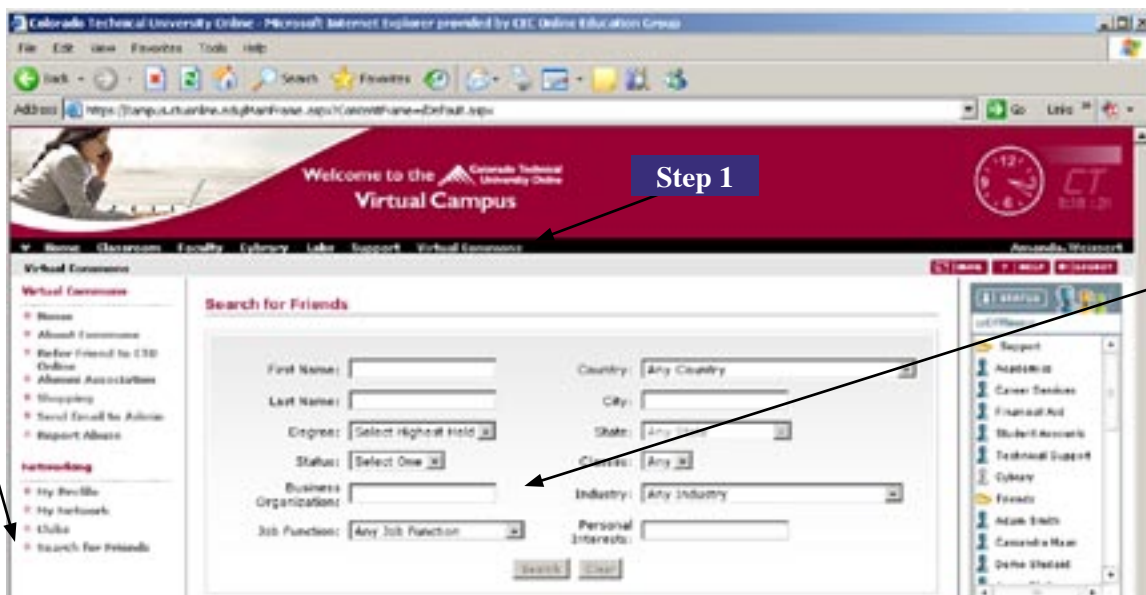


Helpful Hint:

Finding My Friends & Networking

The Virtual Commons gives you many ways to search for friends and people with similar interests.

- **Step 1:** Enter the Virtual Campus and click on the Virtual Commons link on the menu at the top of the page (it is to the right of the “Support” link).
- **Step 2:** Click the “Search for Friends” link on the left hand menu and you will see a search page.
- **Step 3:** Enter the search criteria of your choice.
 - You can search for a friend by name
 - You can search for anyone who works in a specific company or industry
 - You can find fellow users who live in a given region
 - You can also search personal interests. For example, you can search for anyone in Seattle who has a personal interest of “tennis.”



- **Step 4:** Sort through the search results and click on the profiles you are interested in viewing.



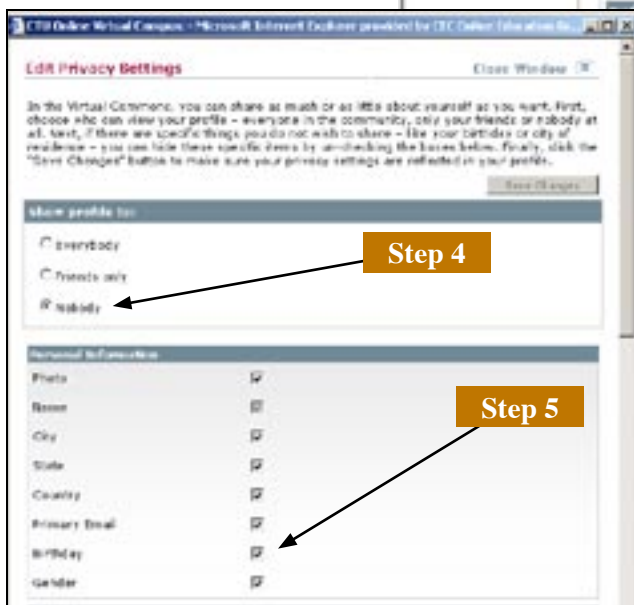
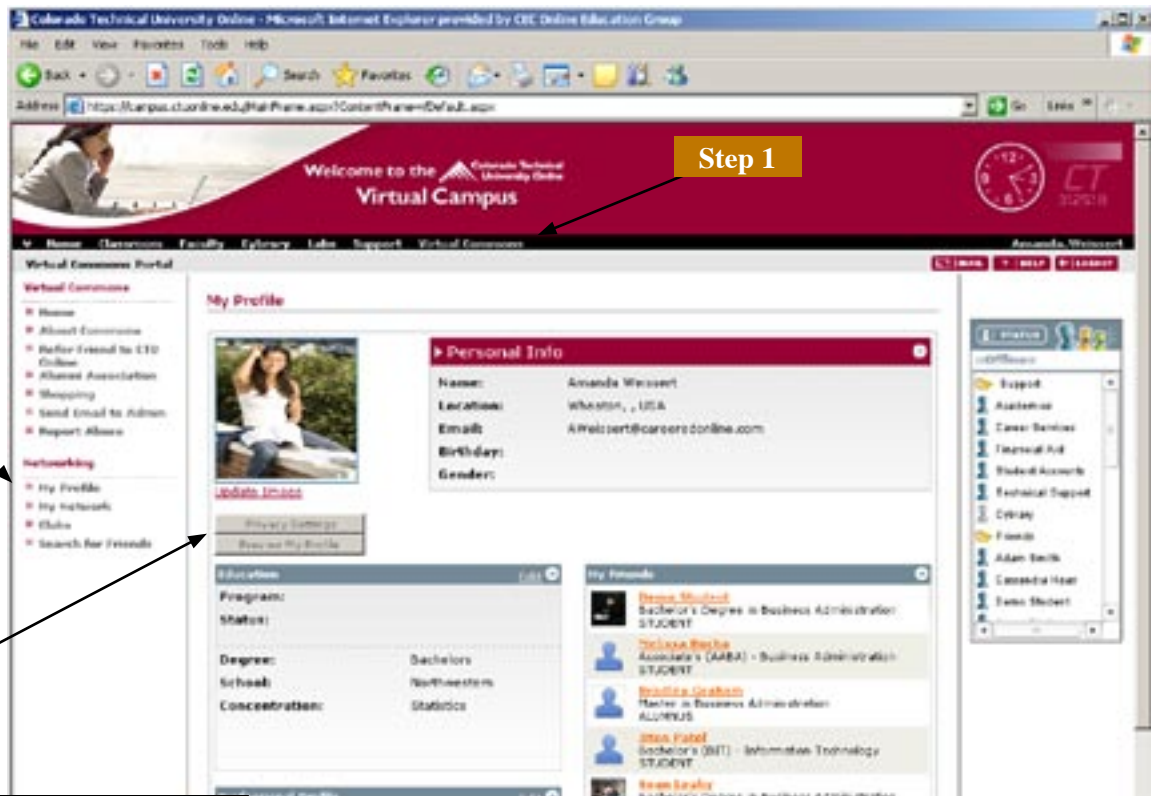
- **Step 5:** Add someone as a friend. Click the “Invite to Friends” button in the user’s profile below their picture. If that user accepts your “Friend Request” they will be listed as one of your friends and you will be able to instant message them whenever they are on the Virtual Campus!

Helpful Hint:

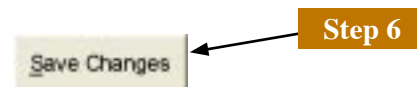
Choosing your Privacy Settings

Privacy Settings allow you to provide as much or as little information about yourself as you choose.

- **Step 1:** Enter the Virtual Campus and click on the Virtual Commons link on the menu at the top of the page (it is to the right of the “Support” link).
- **Step 2:** Click on “My Profile” on the left-hand side menu.
- **Step 3:** Click “Privacy Settings” below the picture box.



- **Step 4:** Choose to show your profile to “Everybody” on the Site, only to people who are your “Friends” or to “Nobody” by selecting the option at the top of the “Privacy Settings” page.
- **Step 5:** If there is a particular item, like your birthday, that you do not want anybody to see, uncheck that particular item.
- **Step 6:** Scroll to the bottom of the screen and click the Save Changes button.



Helpful Hint:

Posting Your Profile

Posting your profile is an easy process, and you can provide as much or as little information about yourself as you choose.

- **Step 1:** Enter the Virtual Campus and click on the Virtual Commons link on the menu at the top of the page (it is to the right of the “Support” link).
- **Step 2:** Click on “My Profile” on the left-hand side menu.
- **Step 3:** Upload your picture by clicking the link below the square picture box.
- **Step 4:** Enter your personal and professional interests and your educational background by clicking the “Edit button” on top of each sub-menu.
- **Step 5:** Choose your privacy settings by clicking the Privacy Settings button below your picture. You can show your profile to anybody in the University community or limit who can see your profile to a small circle of friends.

The screenshot shows the 'My Profile' page on the Virtual Commons Portal. The page is divided into several sections: 'Personal Info', 'Education', 'Professional Profile', 'My Clubs', and 'Personal Interests'. Each section has an 'Edit' button. The 'Personal Info' section displays fields for Name, Location, Email, Birthday, and Gender. The 'Education' section displays fields for Program, Status, Degree, School, and Concentration. The 'Professional Profile' section displays fields for Title, Organization, Location, Org. Website, Job Function, Industry, and Resume. The 'My Clubs' section displays a list of clubs with a 'Share' button. The 'Personal Interests' section displays fields for 'About Me' and 'Hobbies'. The page also features a navigation menu at the top, a search bar, and a sidebar with various links and a status bar.

Step 1: Points to the 'Virtual Commons' link in the top navigation menu.

Step 2: Points to the 'My Profile' link in the left-hand side menu.

Step 3: Points to the 'Update Image' link below the profile picture.

Step 4: Points to the 'Edit' buttons for the 'Personal Info', 'Education', and 'Professional Profile' sections.

Step 5: Points to the 'Privacy Settings' button below the profile picture.