Alumni Directory Login and Registration Instructions

1. Type https://alumni.maryvillecollege.edu in your browser (or click this link)

   Please note: you can also click the link in an email you received from the Alumni Office, but the following images may appear differently by taking that step.

2. View the MC Alumni Directory homepage. Ensure and click blue "Login/Sign Up" button.
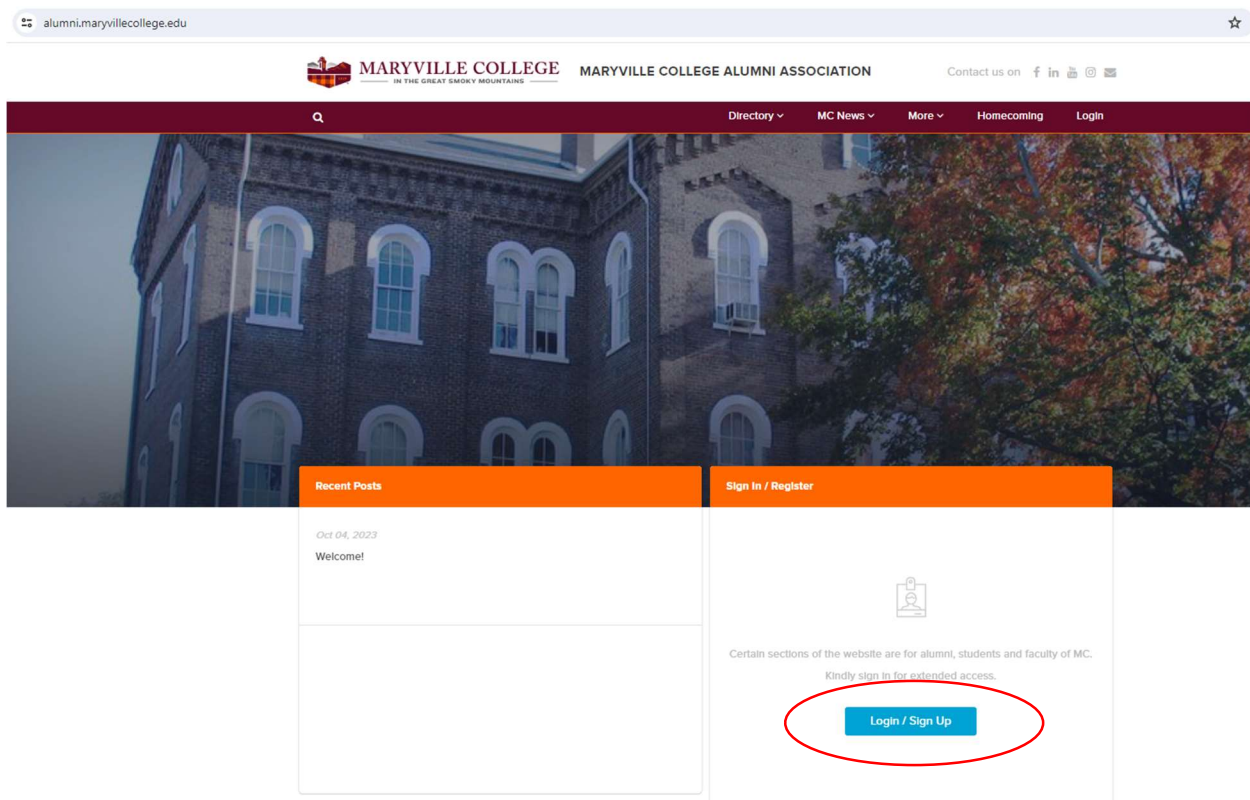
3. The Alumni Directory does not require you to have or remember a password. Instead, each time you login, a one-time code will be sent to your email address to verify your login (like any other two-step verification).

   Be sure your email is open on another device (computer or mobile phone) or a different browser or tab than the Alumni Directory login screen. You will need to access your email to complete the registration.

You may select to login through your Facebook account, Google account, LinkedIn account or via your email address directly.

Please note: if you login via your Facebook, Google, or LinkedIn accounts, the one-time verification code will be sent to the email address associated with that account.

4. These instructions will follow login procedure via email address. Type your email address into the field and click "Submit."

5. **You will now see a prompt to enter a verification code.**
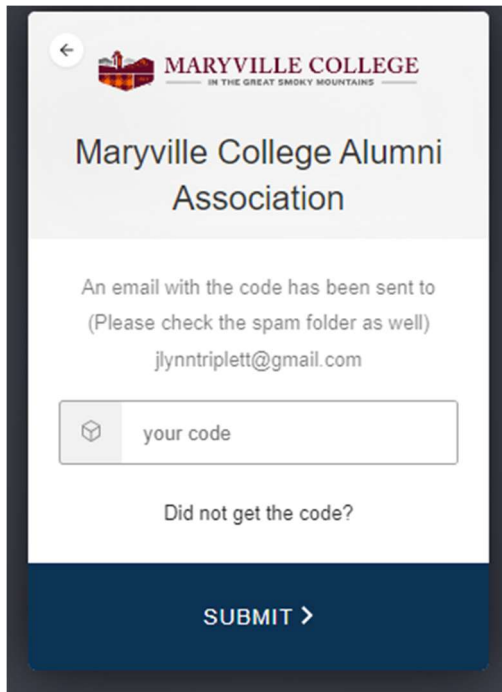
6. **Check your email inbox. You should receive a verification code email like the example below. Please check your spam or other inbox folders also.**

   If you do not receive a verification code email, click "Did not get the code?" and return to the login screen to select a different mode of login (via Facebook, Google, or LinkedIn accounts or a different email address).

   Verification email:
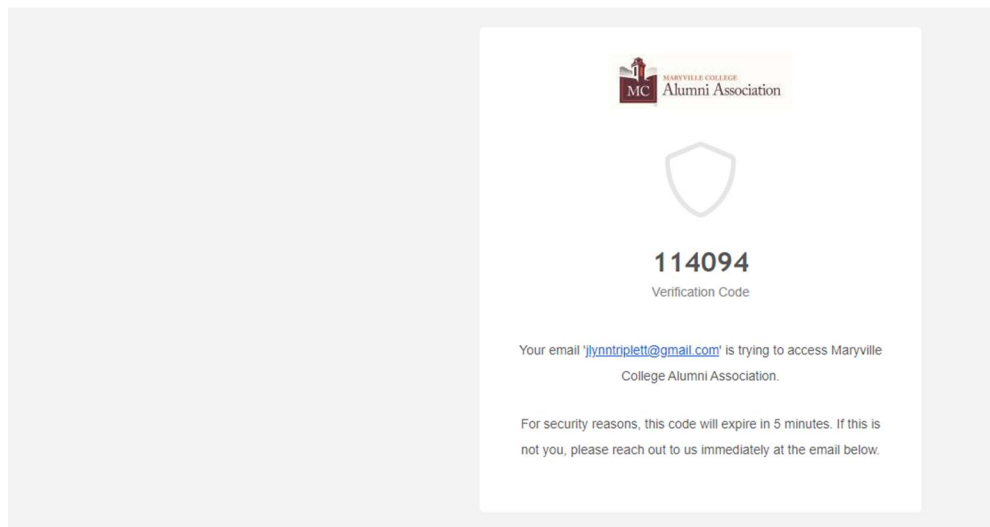
7. **Return to the Alumni Directory website and enter the code. Click "Submit."**

You will follow this process every time you access the Alumni Directory, as the one-time code allows for no passwords.
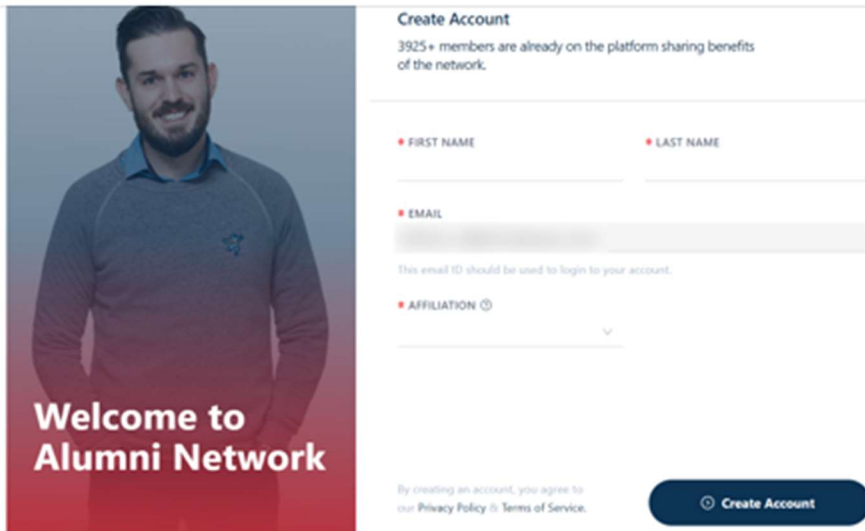
8. **If this is your first time accessing the Alumni Directory, proceed through the registration steps, beginning on the next page.**

    Please note: these images are an example only and you will see Maryville College related images and information.

Registration Step 1:

Enter information, including your preferred email address for future logins to the Alumni Directory.

The Affiliation field is a drop down. Click on the field to select "Alumni" or begin typing "Alumni" in the field.
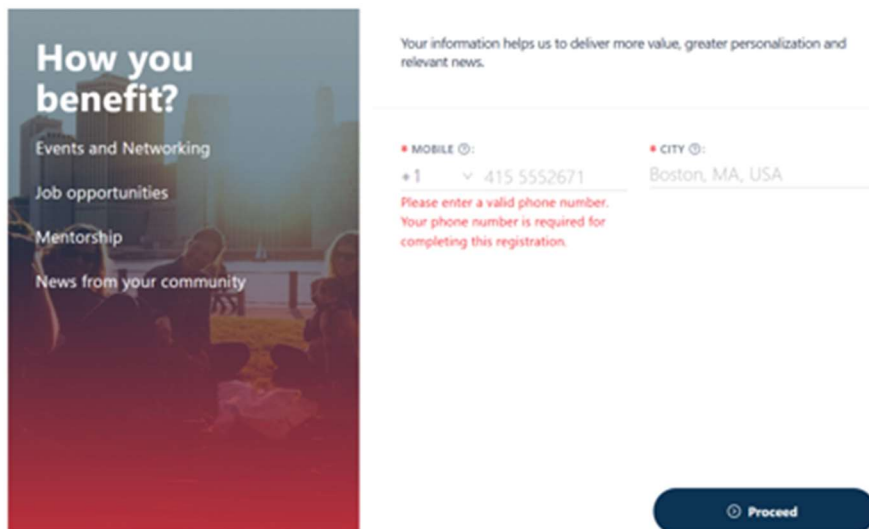
Registration Step 2:

Enter additional information.

Registration Step 3:

Select communication preferences.

Please note: the options you see may be different than this example.
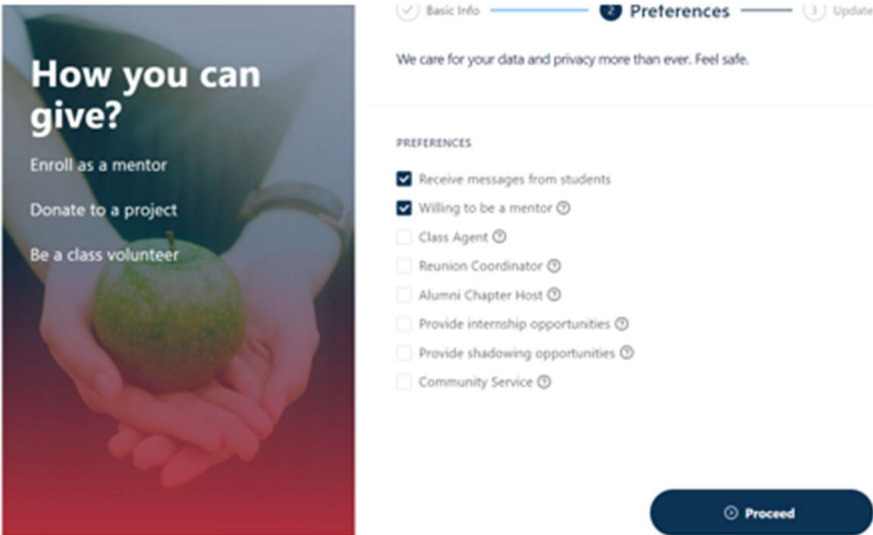
Registration Step 4:

Click "Complete your Profile" to view your Alumni Directory profile and add a photo, additional information, update your profile, and then search for former classmates.

If you used a new email address that the College did not already have, you will receive a notice that your account is being reviewed. Once verified, you will receive an email to complete your profile.
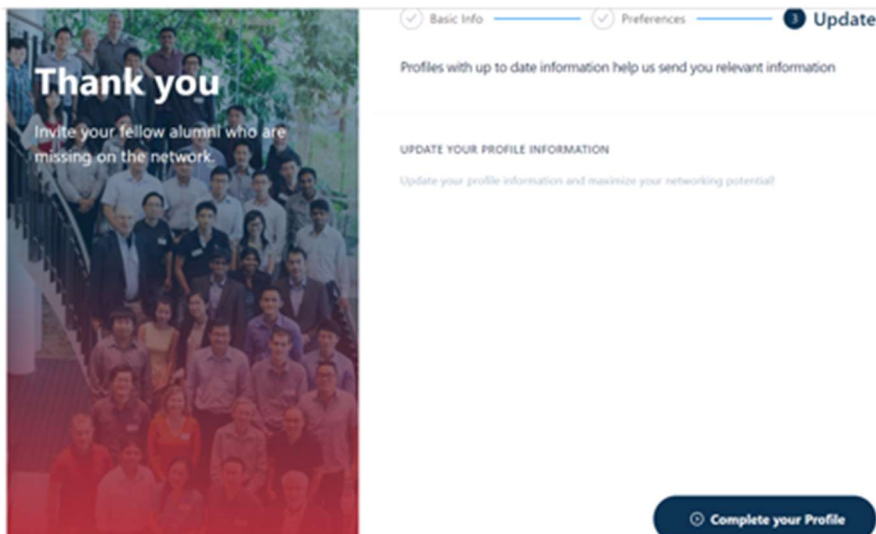
Profile example:

Any fields with LOCK symbol are visible just to you and not publicly on your profile.