

Getting started on Bristol Connects

Are you visiting Bristol Connects for the first time? If so, please read the information below on getting started and setting up your profile.

If you have any questions, you can reach us by emailing bristol-connects@bristol.ac.uk.

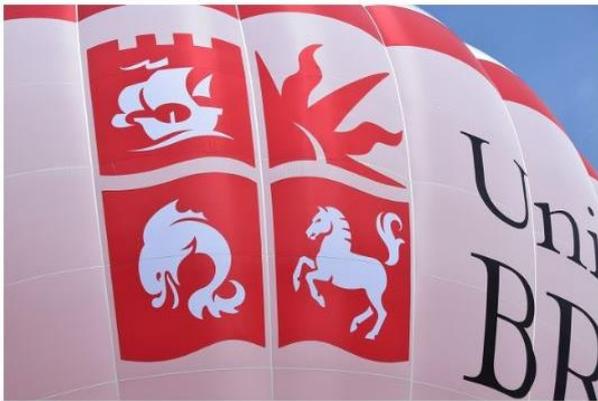
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- Page 2: Reset your password
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- Page 5: Completing your Alumni Profile
- Page 6: Your University Record: update your details online
- Page 7: Activate your Career Expert profile
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Getting started: creating your account

1. Sign up by clicking on the 'Create an account' link at bristol.ac.uk/bristol-connects.

Alumni and friends > Reconnect > Bristol Connects

Bristol Connects



Bristol Connects is an exclusive, online space for alumni, students and staff. Connect with your global alumni community to gain insights, share professional experience, find old friends and make new connections.

Bristol Connects
[Log in to your account](#)
 Not registered? [Create an account](#)

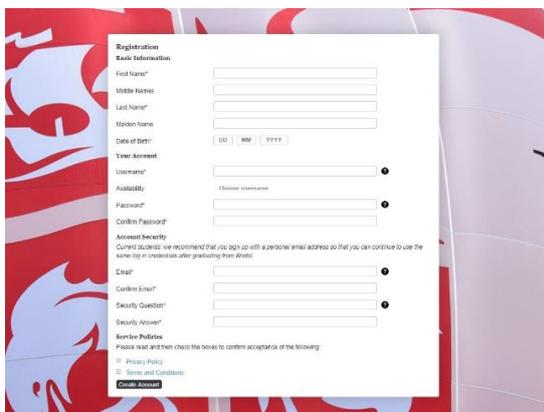
Contact us
 Contact the Bristol Connects team at bristol-connects@bristol.ac.uk

Related links
[University of Bristol alumni privacy policy](#)
[Bristol Connects Terms of Use](#)
[Bristol Connects Code of Conduct](#)
[LinkedIn Third Party Applications Data Use](#)

Alumni and friends

- Reconnect
 - Alumni networks
 - Benefits
 - Bristol Connects**
 - Update your details
- Give back
- Volunteer
- Careers
- News
- Events and reunions
- Bristol alumni
- Recently graduated
- The Alumni Association
- Students
- About

2. Complete the registration form.



Registration
Basic Information

First Name*

Middle Name*

Last Name*

Matron Name*

Date of Birth* DD | MM | YYYY

Your Account

Username*

Availability Choose username

Password*

Confirm Password*

Account Security
 Current address: We recommend that you sign up with a personal email address so that you can continue to use the same log in credentials after graduating from Bristol.

Email*

Confirm Email*

Security Question*

Security Answer*

Service Policies
 Please read and then check the boxes to confirm acceptance of the following:

Privacy Policy

Terms and Conditions

[Create Account](#)

Personal information such as your date of birth and home address will only be used to match you to our records.

All Bristol Connects users are verified so you can be sure every member is connected to the University in some way.



Registration
Verification
I am ...

- a current student
- a recent graduate (within the last five years)
- an alumnus/alumna (graduated more than five years ago)
- a member of staff

Selected

You will be asked about the subject you studied, level of study and year of graduation. This information is used to help us link your registration to your alumni record – if you're not sure, don't worry, we'll be able to contact you if we need more information.

Those who have completed more than one course should include details of their first degree. Current students should indicate the year you expect to graduate.

Most accounts will be automatically verified if the information you use to register matches the information we have on your alumni record. Some accounts will need to be manually verified, this typically takes 2-3 working days but may take longer during holiday periods.

3. Once you have completed the registration form you will receive two emails:
 - the first confirming that your account has been created;
 - the second once your account has been verified. Once you receive this message you will be able to use the username and password chosen at registration to log-in.

Forgotten your password?



Log in to your Bristol Connects account

Remember Me

If you have forgotten your password do not attempt to register again.

Reset your password by clicking the 'Forgot your password' link.

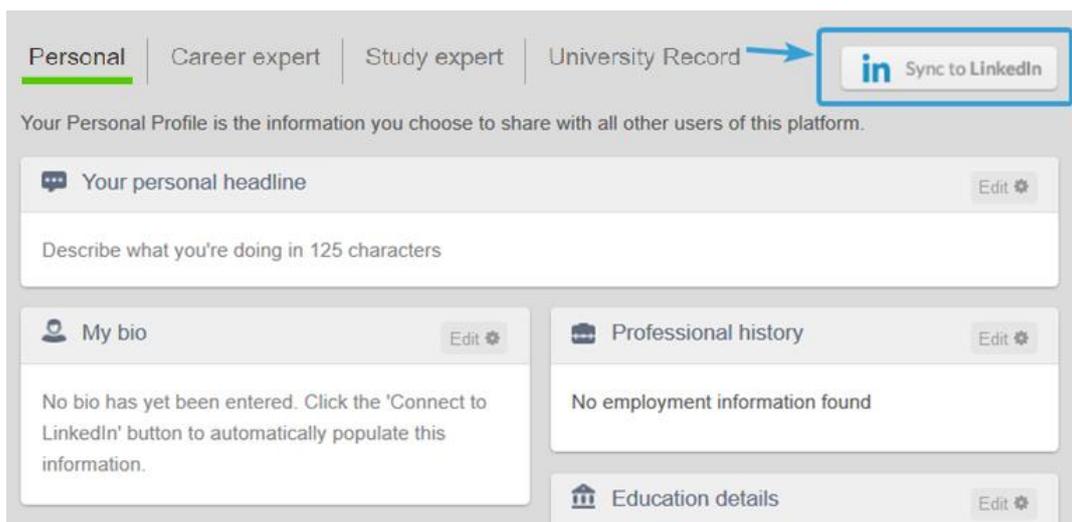
If you have forgotten your username, please contact help@aluminati.net

Bristol Connects can help you expand your network and get in touch with fellow former students. Complete your profile as best you can to ensure those who may be looking to connect with you can find you easily. Include a photo, your interests, your professional history and what you studied at Bristol.

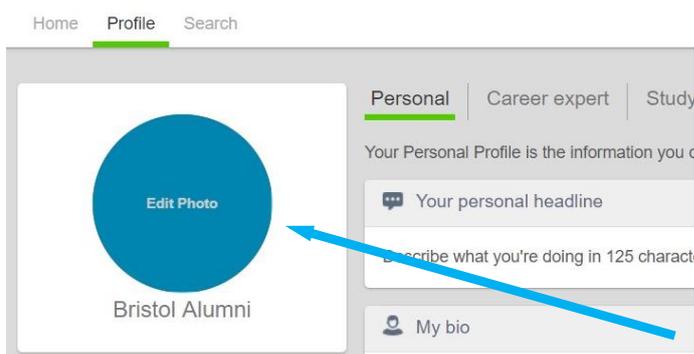
Complete your personal profile

1. Sync with LinkedIn

The fastest way to populate your profile is to sync with LinkedIn. This process pulls information from your LinkedIn profile such as your profile photo, education and professional history into your Bristol Connects profile, saving you from having to enter these details manually. Re-sync with LinkedIn at any time to update your profile.



2. Add a profile picture

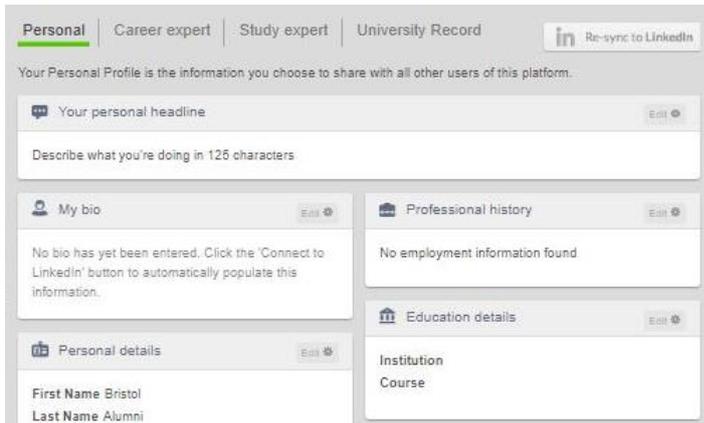


Putting a face to a name is a great way to make your profile more engaging and help you to be found in search results.

You can change your picture at any time by hovering over it in your profile and clicking on 'Edit Photo'.

3. Tell people about yourself

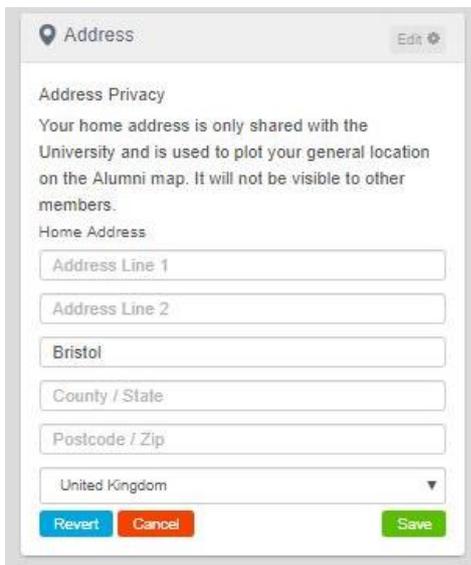
The more information you have on your profile, the easier it will be for the right connections to find you and vice-versa.



Your personal headline is a brief summary of what you are up to nowadays - particularly nice for any old classmates to see!

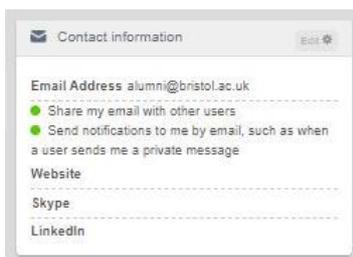
The bio section is where you can add more detail about your history, inspirations and motivations.

4. Add your location



Your full address is not visible to other members of Bristol Connects – maintaining your privacy – but a pin will be placed on the alumni network map to help members in the same region connect.

5. Help other get in touch with you



Have a website, LinkedIn profile or blog? Like to communicate on social media?

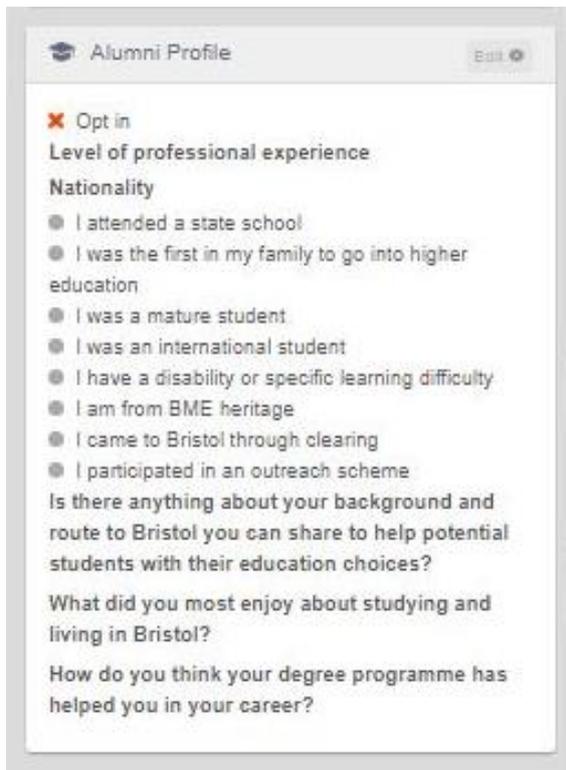
Add your details to your contact information to allow others to contact you via other platforms as well.

Complete your Alumni Profile

Your Alumni Profile is not visible to other members but can be used by the University to help current and potential students. Please read the information in this section carefully – it is an optional module that you can opt in or out of at any time.

The University of Bristol uses real alumni stories to help engage with potential students. Share your career stories to help current and prospective students visualise where their time at University could lead them.

Creating your Alumni Profile is quick and easy:



The screenshot shows a web form titled 'Alumni Profile' with an 'Edit' button. The form contains the following sections:

- Opt in
- Level of professional experience
- Nationality
 - I attended a state school
 - I was the first in my family to go into higher education
 - I was a mature student
 - I was an international student
 - I have a disability or specific learning difficulty
 - I am from BME heritage
 - I came to Bristol through clearing
 - I participated in an outreach scheme
- Is there anything about your background and route to Bristol you can share to help potential students with their education choices?
- What did you most enjoy about studying and living in Bristol?
- How do you think your degree programme has helped you in your career?

To activate your Alumni Profile, toggle the 'Opt in' button and complete your profile with as much information as you can.

The information provided will be used to highlight the different career paths of our alumni.

Once completed, your profile will be added to our database of graduate stories for use by University staff. It will not be visible to any other Bristol Connect users.

Ensure that you read and understand the programme statement when opting in to the Alumni Profile module.

If you have any questions about how your Alumni Profile will be used please get in touch with the Bristol Connects team at bristol-connects@bristol.ac.uk.

Your University Record: update your details online

Personal | Career expert | Study expert | University Record

Your University Record is the information that the University of Bristol holds about you. Update your details online or change how we communicate with you so that we're able to let you know about the news, events and services most relevant to you.

Go to your University Record to update your:

- personal details
- employment history
- contact details
- communication preferences.

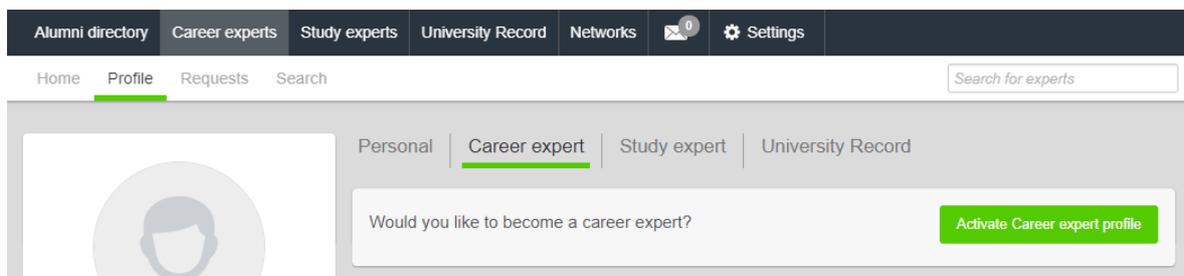
Staying in touch with alumni, like you, is hugely important to us. We use your data responsibly to enrich your experience with the University through relevant and interesting communications and events. You can read about how we use your data in our [data protection policy](#).

Our Career Expert programme helps alumni and students give and receive careers advice online. Alumni from all subjects, disciplines and careers are encouraged to activate their profiles.

Becoming a Career Expert is particularly well suited to alumni who are knowledgeable and passionate and can ask questions and share ideas effectively.

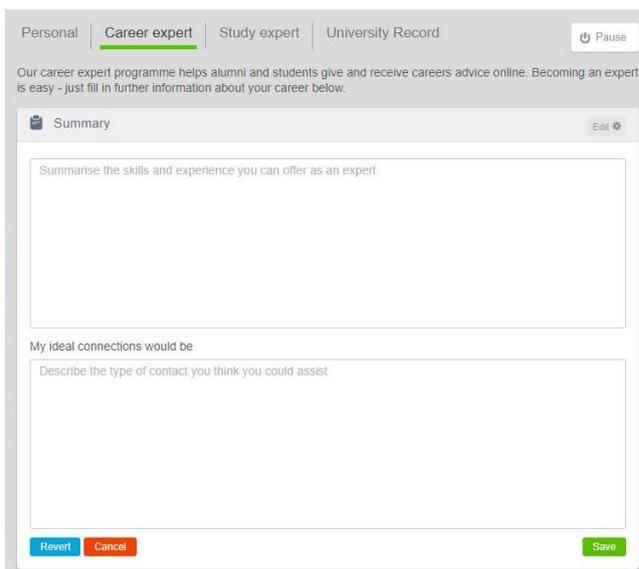
Activate your Career Expert profile

1. Becoming an Expert is easy. Activate your Career Expert profile to connect with potential students and allow them to view your profile.



The screenshot shows the top navigation bar with links for Alumni directory, Career experts, Study experts, University Record, Networks, and Settings. Below this is a secondary navigation bar with Home, Profile, Requests, and Search. A search box for experts is on the right. The main content area has tabs for Personal, Career expert, Study expert, and University Record. The Career expert tab is active, showing a question: "Would you like to become a career expert?" with a green "Activate Career expert profile" button.

2. Fill out your Career Expert summary.

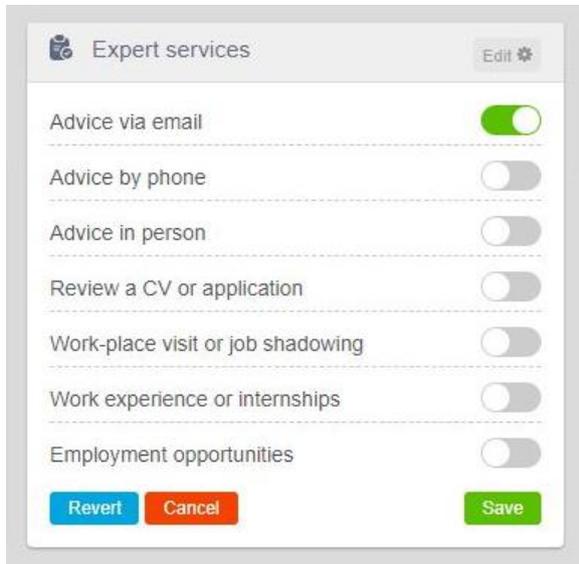


The screenshot shows the "Career expert" tab with a "Pause" button. Below the navigation is a message: "Our career expert programme helps alumni and students give and receive careers advice online. Becoming an expert is easy - just fill in further information about your career below." The "Summary" section has an "Edit" button and a text area with the prompt: "Summarise the skills and experience you can offer as an expert." Below this is another section titled "My ideal connections would be" with a text area and the prompt: "Describe the type of contact you think you could assist." At the bottom are "Revert", "Cancel", and "Save" buttons.

Your Career Expert summary is your chance to elaborate on why you decided to become a Career Expert, how you can help, and your experience and expertise.

You can also describe your ideal contacts to increase the likelihood of being contacted by someone that can benefit from your particular skill set.

Choose the services you would like to offer.

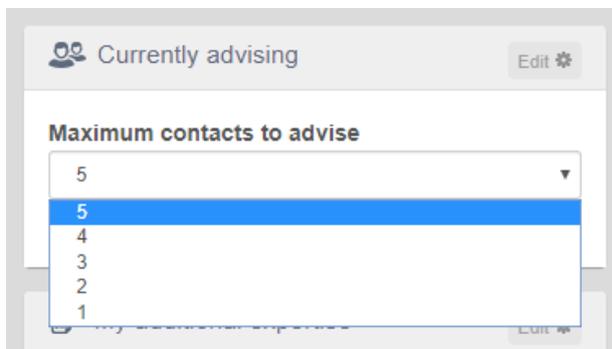


You have the option of offering services in person or virtually, meaning alumni across the world can connect for meaningful relationships.

Whatever your capacity, you can select the expert services that suit you and your schedule the best.

Make sure that the checklist of services you are able and willing to provide is kept up to date and work for you.

3. Set a limit to the maximum number of contacts to advise

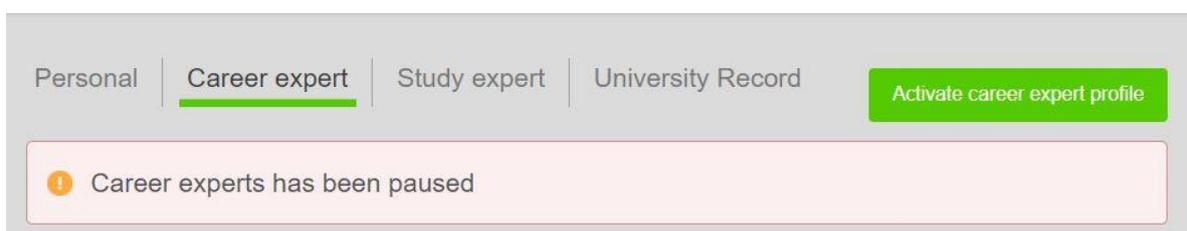


The maximum number of simultaneous contacts you can advise should reflect your current capacity based on the time and energy you have available.

This number can be updated at any time. Your Career Expert profile will be hidden from searches once this number has been reached, meaning you will not be inundated by more requests than you have time for.

4. Pause your Career Expert profile at any time.

While paused, your Career Expert profile will no longer be visible to fellow alumni and students and they will not be able to connect with you. Reactivate your profile by selecting the green 'Activate your career expert profile' button.

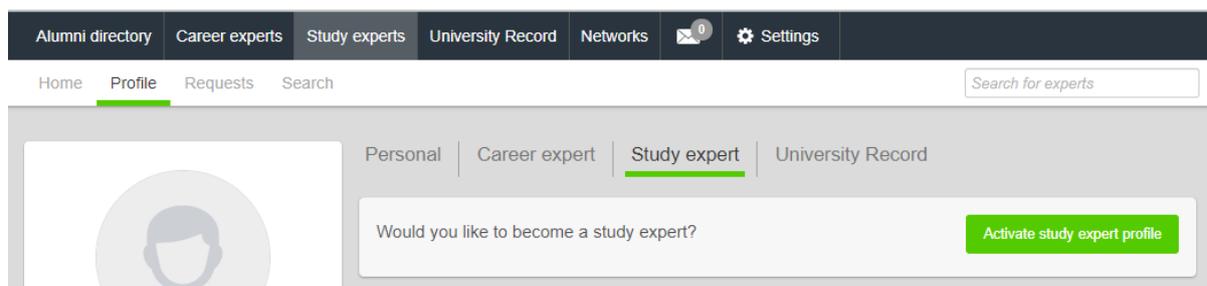


Alumni who have graduated within the last five years are encouraged to activate their Study Expert profile. Becoming a Study Expert is a great opportunity to help a prospective student make their higher education choices by sharing your unique insights and experiences.

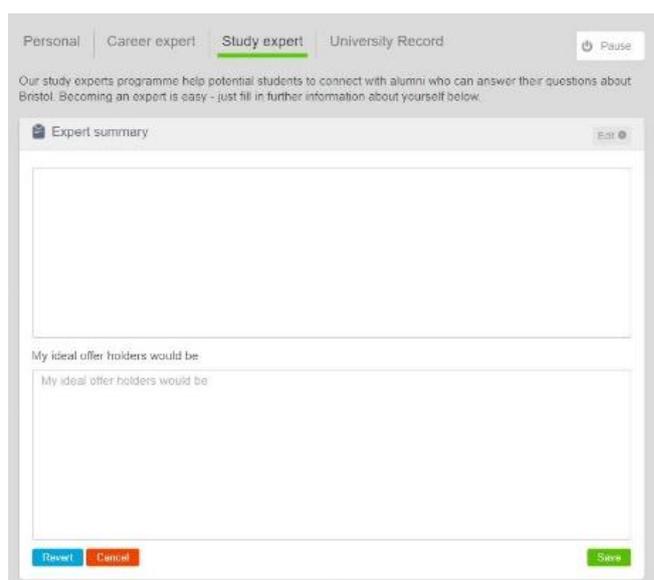
The Study Expert programme is particularly well suited to alumni who are passionate about Bristol and are keen to share their student experience.

Activate your Study Expert profile

1. Becoming an Expert is easy. Activate your Study Expert profile to connect with potential students and allow them to view your profile.



2. Fill out your Expert summary.

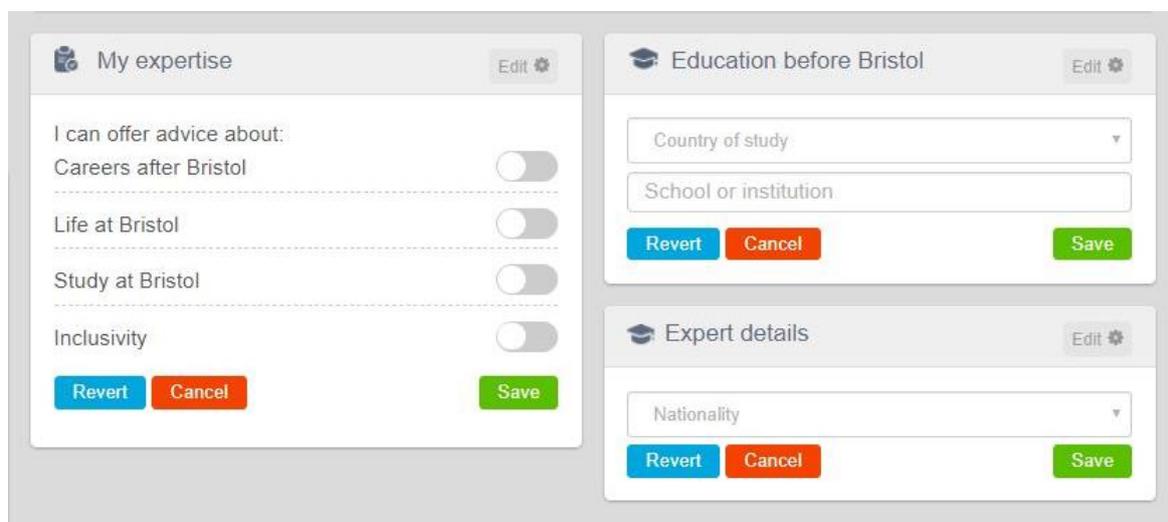


Your Expert summary is your chance to elaborate on why you decided to go to Bristol, about your experiences here, what advice and tips you can offer and what questions you are happy to answer from potential students.

You can also describe your ideal offer holder to increase the likelihood of being contacted by a potential student that can benefit from your knowledge and experience.

3. Fill out your personal details.

Your personal details allow you to highlight the areas you can advise on, your educational background and nationality. Filling in this information helps offer holders determine whether your background is similar to theirs and whether you may be able to offer relevant advice.

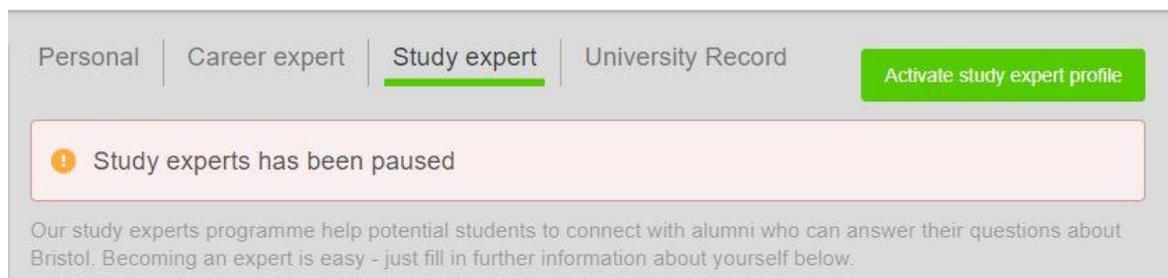


The screenshot shows two form panels. The left panel, titled 'My expertise', has an 'Edit' button and contains four sections with toggle switches: 'I can offer advice about: Careers after Bristol', 'Life at Bristol', 'Study at Bristol', and 'Inclusivity'. At the bottom are 'Revert', 'Cancel', and 'Save' buttons. The right panel, titled 'Education before Bristol', has an 'Edit' button and contains a 'Country of study' dropdown menu and a 'School or institution' text input field. Below these are 'Revert', 'Cancel', and 'Save' buttons. A second panel below it, titled 'Expert details', has an 'Edit' button and contains a 'Nationality' dropdown menu with 'Revert', 'Cancel', and 'Save' buttons.

4. Pause your Study Expert profile at any time.

While paused, your profile will no longer be visible to potential students and they will not be able to connect with you.

Reactivate your profile by selecting the green 'Activate your study expert profile' button.



The screenshot shows a navigation bar with four tabs: 'Personal', 'Career expert', 'Study expert', and 'University Record'. The 'Study expert' tab is underlined and highlighted. To the right is a green button labeled 'Activate study expert profile'. Below the navigation bar is a pink warning box with an exclamation mark icon and the text 'Study experts has been paused'. At the bottom, there is a paragraph of text: 'Our study experts programme help potential students to connect with alumni who can answer their questions about Bristol. Becoming an expert is easy - just fill in further information about yourself below.'