

How do members log in or register onto our site?

The Registration Process

For a user to be allowed to register as a member of your online community, the site first needs to verify that the registrant is indeed a valid member. The site does this by comparing the details held on the database, with the details that the user enters upon registering. The first name, last name, date of birth, and peer year (sometimes called 'leaving year' or 'End Year') details must match exactly. For example, if the site user record has a first name of 'William' and the person is trying to register using 'Will', the site will not grant access. The same applies if the user enters the wrong DOB or peer year.

Topics covered within this page:

[How do members register onto our site?](#)

[How do I deal with unsuccessful registrations?](#)

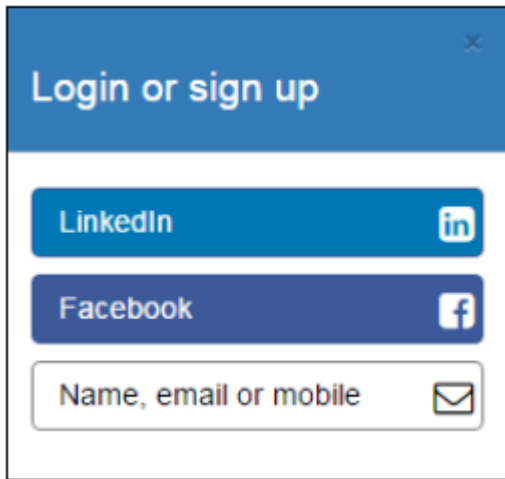
How does our school community log onto our site?

As explained above, before anyone can access your Potentiality site, they must go through the registration process to verify that they are a valid member. Once they have completed all the necessary steps, they can log in quickly and easily using Facebook, LinkedIn or their username/password.

How do members register onto our site?

Registrants can access your site by following the steps below:

1. Navigate to your online community website (using a link that you may have sent to those you wish to join or via your school website - **Please ensure that you have prominent links on all school related websites directing your community to your online portal.**)
2. Members will see a log in area similar to the one below (either on the login page and/or if they click on the **Your account** option from the main menu at the top of the screen (depending upon how your community portal has been set up).
3. There are three ways for a user to register onto your site, logging in with [LinkedIn](#), [Facebook](#) or their [name, peer year and date of birth](#).



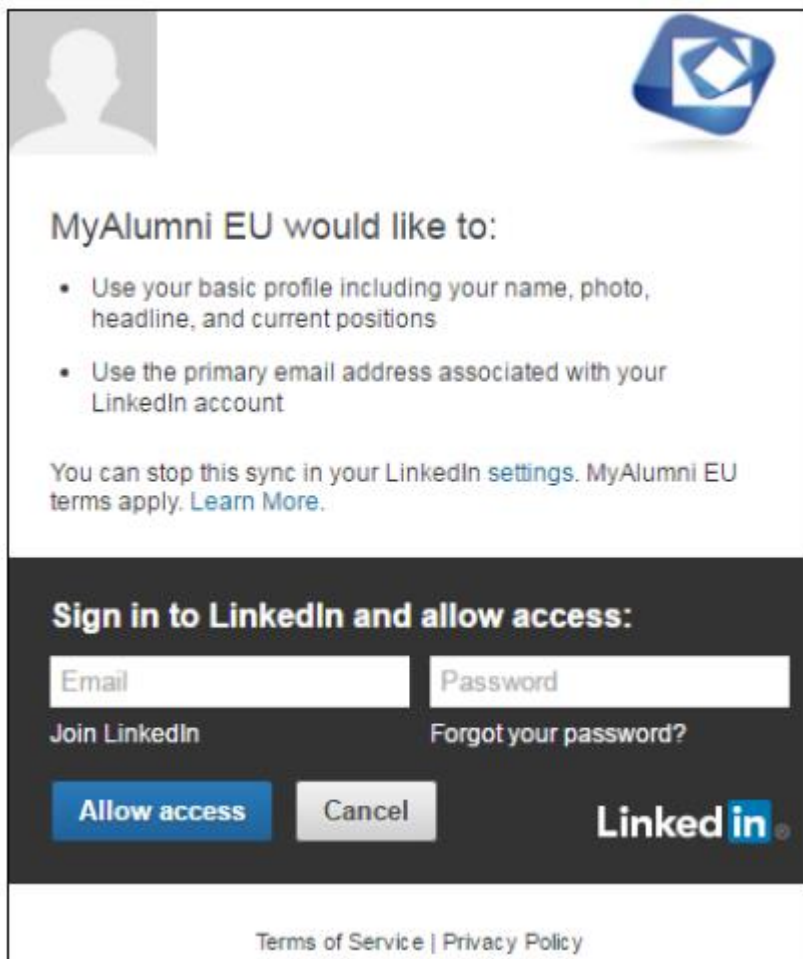
NOTE: To log in via Facebook or Linked In:

- The user must be logged into their chosen social network site at the time of registration/log in AND the email on their social media account **MUST** match the email address held on your database.

Otherwise, the registration/login will be unsuccessful. Please see '[How to Deal with Unsuccessful Registrations](#)' at the bottom of this page for assistance on how to respond to help requests from those have difficulty logging on.

Logging in with LinkedIn

- Registrant clicks on the **LinkedIn** option on the login screen.
- The user must enter their email address and their **LinkedIn** password to access your site (see below).



MyAlumni EU would like to:


- Use your basic profile including your name, photo, headline, and current positions
- Use the primary email address associated with your LinkedIn account

You can stop this sync in your LinkedIn [settings](#). MyAlumni EU terms apply. [Learn More](#).

Sign in to LinkedIn and allow access:

Email Password

[Join LinkedIn](#) [Forgot your password?](#)

[Allow access](#) [Cancel](#) 

[Terms of Service](#) | [Privacy Policy](#)

- If a member record on your Potentiality database has a matching email address to those entered via the LinkedIn login, they will be presented with the [registration page](#) and given access to your site. If their email does not match with an existing record, they will receive a message to say that they have not been authenticated and will be asked to provide their email address so that a site administrator can contact them. See [How to Deal with Unsuccessful Registrations](#) for further details.

Logging in with Facebook

- Registrant clicks on the **Facebook** option on the login screen.
- The user must enter their email address or phone number and their Facebook password to access your site (see below).

Facebook

Log in to use your Facebook account with **My Alumni EU**.

Email address or phone number:

Password:

Log In

[Forgotten account?](#)

Create New Account

- If a member record on your Potentiality database has a matching email address to those entered via the Facebook login, they will be presented with the [registration page](#) and given access to your site. If their email does not match with an existing record, they will receive a message to say that they have not been authenticated and will be asked to provide their email address so that a site administrator can contact them. See [How to Deal with Unsuccessful Registrations](#) for further details.

Logging in with their name, peer year and date of birth

- Upon clicking on **Name, email or mobile**. Registrants will be given the opportunity to register by clicking on the **Register** tab or **Sign Up** link in the bottom right-hand corner (both are highlighted below and will take the user to the same screen).

- Users will be asked for the following information to help identify them on the system:
- SURNAME and FIRST NAME – **The full official version of their name.**
- DATE OF BIRTH - Registrants can select a date using the drop-down calendar
- PEER YEAR – Registrants should enter the FOUR digit year that they WOULD HAVE FINISHED YEAR 12.

NOTE: Registrants should take care to spell their names correctly and only using the names that they were enrolled with i.e. NO nicknames, double-barrelled names or abbreviations).

- If the registrant enters all the required information correctly via any of the channels described above, your system will be able to successfully verify their identity, they will be sent a temporary password to verify they have access to the email provided.



To access this site we will send you a temporary password. This will allow you to complete your registration.
Please note: you are resetting the password for **Support Ptly**
If this is not you, please login again as yourself

Send password

Select your preferred method: (a portion of your details are masked to protect your privacy)

Send via email: *****uk@ptly.com

[Don't have access to this account?](#)

Already have your password?

Enter your password here:

Example of email sent:

Your temporary login code is: 8075

[Click here](#) to login and reset your password (this link contains your temporary login code so it may not be required).

Please add your own password within the site

If you did not request a temporary password for your account, please contact us immediately

Once they have entered the temporary code below, the [registration page](#) will automatically display. The registration page will display all the information your school currently holds on the registrant and will give them the opportunity to add/amend any information where appropriate.



Your temporary login code was sent to *****uk@ptly.com, if you do not have access to this account, please contact us immediately.
[Potentiality](#)

Please check your spam or junk email folder if you haven't received your password within the next hour.

When you receive your code you can enter it here or as your password when logging in

Submit

Log me in automatically

Below is a snippet from the registration page. In the table of **PERSONAL** details, We recommend that you encourage users to enter:

- A NON SCHOOL EMAIL ADDRESS (using a generic family one if they do not have their own).
- A MOBILE PHONE NUMBER – this is for SMS updates and news.
- Registrants will be required to create their own security password to be used for any future access to the site.

Any other details they wish, however they can update all the information below at a later date by accessing the appropriate tab on their online profile.

The image shows a registration form with three main sections: Personal, Security, and Contact Information. The Personal section includes fields for Title (Mrs), Date of birth (1990-01-01, 28yo), Last/Family name (Smith), First/Given name (Claire), and Former last name (if applicable). The Security section includes fields for Secret question 1, Secret answer 1, Secret question 2, Secret answer 2, Password, and Re-enter Password. The Contact Information section includes an Email address field (Claire@email.com).

Personal

Title
Mrs

Date of birth
1990-01-01
(28yo)

*Last/Family name
Smith

*First/Given name
Claire

Former last name (if applicable)

Security

*Secret question 1

*Secret answer 1

*Secret question 2

*Secret answer 2

Please enter and confirm a new password to be used on this site from now on.

*Password

*Re-enter Password

Contact Information

*Email address
Claire@email.com

- Once users have completed filling out the registration page, they must click the big green "**ACCEPT**" button before logging off. The **Accept** button can be found at the very bottom of the page when they scroll down.