2017

A STEP BY STEP GUIDE TO MAKING CONNECTIONS
OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS
Introduction

Welcome to ConnecTRIN—the place for the entire Trinity community to find and contact each other! Alumni, senior students, faculty, and staff are all welcome to join the online community.

This guide is designed to help you understand how the platform works and how to register, update your profile, and contact others.

ConnecTRIN makes it easier to maximise the benefits of being part of the Trinity network. You’ll find the entire Trinity community at your fingertips. Within the system you can:

- **Update your profile:** Make instant updates to your contact details and employment information when they change, plus share updates with the rest of the network about projects you’re currently involved in.
- **Find old friends:** and make new connections—professional or personal, collaborate on special projects, find contact information and browse the directory of Trinity students, alumni, faculty, staff and fellows.
- **Share knowledge:** Volunteer to be a mentor for current students and other alumni, or search for an alumnus who can help you with career advice and information. Read our mentoring guidelines for more information.
- **Find and register for events:** Find out about alumni events and register.
- **Message community members:** Receive and send messages to other alumni in a variety of ways: through the platform, by email, or through LinkedIn or Facebook. Manage what you receive by amending your settings.
- **Join special interest groups:** Join one of the regional groups. If you have an idea for other possible groups let us know.
How to access ConnecTRIN

Step 1 – Registration

1. Go to www.trinitycollegeconnect.ca

2. Hover over the ‘Join Now’ text in the box on the right of the screen.

   There are three ways you can register – through your LinkedIn account, through your Facebook account or by using your email with a chosen password.

   **NB:** Once you choose a method of registration, you cannot switch to another method without re-registering. As we do not allow duplicate accounts, please email alumni@trinity.utoronto.ca so that we can help you re-register.

   **We recommend using LinkedIn** to register as it means you have less to complete in the registration form. It also means that if your profile information changes (for example you get a new job) you can auto update your ConnecTRIN profile via LinkedIn, rather than making manual updates.

   Accounts created through LinkedIn or Facebook will automatically use the login details associated with these sites, please remember to update before registering through these accounts.

3. Complete the registration pages to create your account.

   The following information is mandatory:

   - Your affiliation – choose one of alumni, student, staff, faculty or friend
   - Trinity College Degree – Choose one of the listed degrees.
   - Trinity graduation year – Enter the Trinity graduation year that you use for Spring Reunion. If you have a second or third Trinity degree, you can list it later in your profile.
   - Field of Study – if your field is not listed, please choose “other” and list it in your profile.
   *Email alumni@trinity.utoronto.ca and we will do our best to add your field

Step 2: Approval

For many of you, your request will be automatically approved. However, for some of you, it will take us time to approve your request. This happens where any of the details you provide do not match our records. For example, if you’ve entered a different email address to what we have on file. Your application should be approved within five working days.
Using the platform

Step 1 – Logging in

1. Go to www.trinitycollegeconnect.ca and hover over the ‘Sign in’ text at the top right of the screen.

   Click on LinkedIn or Facebook if you registered through them, or click inside the email box and enter the email address and password that you set up.

2. Next, you will see your homepage/dashboard. It will look something like below:

   ![Homepage Dashboard Image](image)

Step 2 – Updating your profile

1. Click ‘Me – update your profile’ to make any updates you wish to your profile:
What can you update?
1. Summary - Tell other users a bit about yourself! You can add as much or as little here as you like.
2. Willing to help – During the registration process, you were asked if there were ways you were willing to help your community. You can update your preferences at any time through your profile page.
3. Reconnecting – Share your progress since Trinity, and memories. Or add more details about your Trinity subject studied.
4. My Trinity Profile – Information about your Trinity degree. You can also add your non-Trinity academic information here.
5. LinkedIn sync – Make life easier for yourself and use this button to periodically synchronise your LinkedIn profile with your ConnecTRIN profile. Less typing for you.
6. Work
   - If you haven’t registered with LinkedIn, update your current work details here.
   - Your professional title – Make sure you’ve updated your current job title.
7. Name and Location – Let us know if your name has changed. Plus check location details. Is it right? Make sure to update where you are currently living so others can find you.
8. Profile photo – If you registered through LinkedIn or Facebook, your profile photo from those sites will automatically be uploaded. But you can change your photo at any time.
9. Contact and social – Add your contact information and links to your social networks. You can choose whether your contact email is displayed on your profile or not.

NB If you registered via email and password, changing your email here will change your log in details!

Make sure that you click the ‘Update’ (or other action word, such as ‘change picture’) button next to the item you are updating once you are finished each time. If you do not click each individual update, changes will not be registered.

Once you have finished making updates, click on the ‘I’m done updating’ button at the top right of the screen.
Step 3 – Using the site (account functions)

Use the buttons at the top right of the screen to manage your account.

1. **Notifications from ConnecTRIN** You can amend what notifications you receive by accessing your ‘Account settings’ page through this button at the top right of the page:

2. **Messages from ConnecTRIN** Click on the envelope icon to send and read messages to and from other users through the messaging service. When someone sends you a message, you’ll receive an email notification unless you have turned off notifications.

3. **Help the ConnecTRIN community grow!** Use the ‘Invite Alumni’ button to encourage Trinity friends and associates in your personal network to join the community:
Step 4 – Using the site (things you can do)

The tabs at the top of the page will help you navigate the site

(a) Updates - Use this to post a message to the entire platform, and check on other users’ messages. You can also like and comment on other messages here. You can attach documents and links to an update as in this one here

(b) Album - Upload photos, tag friends, view and like other users’ photos.

(c) Events - All users are able to create and sign up to events. Please see the separate guidance on event listings for more information.

(d) Directory - Search by name, or refine your search using Trinity details, location, or job sector. At the bottom are alumni not yet on ConnecTRIN. You can invite them to join.

(e) News - This is a live feed of the main Trinity social media channels. A handy way to see what we’re saying daily. Click on any of the tiles to go to the Trinity Facebook page or Twitter account.

(f) COMING SOON Jobs - A place where any user can post a job or other opportunity and where users can apply for opportunities. Please see the separate guidance for more information on the Jobs and Opportunities function.
Good to know:

1. How to connect with people
There are different ways to make connections with people you either know, or are interested in knowing within the network.

(a) Follow someone: Go to the person’s profile page and click on the ‘Follow’ icon to receive notifications when they post or update on the site:

![Follow Jaime Martinez](image)

(b) Send a message to them through ConnecTRIN: Go to the person’s profile page and click on ‘Send message’. You can see the message you sent by accessing your mailbox in the platform.

(c) Send a mentor request: Use the ‘Request mentor’ button on the profile page to send a mentorship request. This is the best way to connect with someone you want to guide and advise you in a specific and meaningful way. Look for alumni who have signed up as ‘Willing to help’ and find someone who best fits your requirements by searching in the directory.

(d) Connect via LinkedIn or Facebook: If the person has added their social networking information, you can directly connect to them on LinkedIn or Facebook through their profile page.

Connect on: 🌐
FAQ

How secure is ConnecTRIN?

The platform is a closed network only accessible by individuals that have been approved by Trinity College staff. You can also control the amount of information that others on the site can see about you through your profile settings. Please take a look at the privacy policy.

What can I do on ConnecTRIN?

ConnecTRIN makes it easier to maximise the benefits of being part of the Trinity network.

- **Your profile**: Make instant updates to your contact details and employment information when they change, plus share updates with the rest of the network about projects you’re currently involved in.
- **Directory**: Find old friends, make new connections—professional or personal, collaborate on special projects.
- **Knowledge sharing**: Volunteer to be a mentor for current students and other alumni, or search for an alumnus who can help you with career advice and information. Read our mentoring guidelines for more information.
- **Events**: Find out about alumni events and register.
- **Messaging**: Receive and send messages to other alumni in a variety of ways: through the platform, by email, or through LinkedIn or Facebook. Manage what you receive by amending your settings.
- **Special interests**: Follow a special interest page to bring together Trinity community members who have a common goal or interest.

Who will I find on ConnecTRIN?

You’ll find the entire Trinity community at your fingertips—alumni (all over the world), current senior students, faculty and fellows, and Trinity staff and friends. If you know a member of the Trinity community who is not on there, let them know this is where the community comes together.

Is this just another social networking channel?

No, it’s better! ConnecTRIN is there to help all members of the Trinity community to interact, participate, and inspire each other through mentoring and sharing of experience. It’s different from social media because it enables you to find and connect with the huge Trinity network in a really easy way.

[www.trinitycollegeconnect.ca](http://www.trinitycollegeconnect.ca)
How can I access the platform?
You can access it on your desktop, tablet, or mobile, using all major internet service providers.

Can you update my profile for me?
No. Although we are admins, your profile is personal to you and we cannot change it. You will need to make any changes yourself.

I am having technical issues. Who should I contact?
If you’re getting error messages or pages are not loading properly. Please email support@graduway.com for help.

Trinity related questions? Not sure how to make a change on the site? Please email alumni@trinity.utoronto.ca for help.
As a member of the ConnecTRIN platform, I acknowledge and agree to comply with the following program guidelines and components to make this experience as successful as possible:

- ConnecTRIN is intended for official College use; use of any information contained therein for any other purpose is prohibited and constitutes misappropriation of College property.

- Trinity officials are not involved or responsible for the matching of mentors with mentees and vice-versa. Members are free to accept or refuse to initiate a relationship.

- Members are expected to maintain professional conduct at all times free from discrimination and harassment in all forms.

- All information within the platform shall remain strictly confidential. Members will not disclose, share, duplicate or distribute any personal information without consent.

- Participants must ensure all communications and interactions are pursued at all times in a professional, business-like, respectful and civil manner, both in terms of content and tone.

- Participants agree to the collection and use of their personal information by Trinity College for the purpose of co-ordinating ConnecTRIN. In accordance with Canadian privacy legislation, Trinity will not disclose, share, duplicate or distribute personal information beyond the express purpose of ConnecTRIN and University of Toronto record management.

- Participants understand and agree that the personal information contained on the alumni directory for the purposes of co-ordinating ConnecTRIN will be visible to all members who are participating in the program.

- Participants agree that Trinity College may contact them directly with messages related to the ConnecTRIN platform, provided that participants shall be permitted to withdraw this consent at any time by contacting alumni@trinity.utoronto.ca.

- Participants agree to act in good faith at all times and not to hold Trinity College, the University of Toronto, or other participants liable for any consequences that may arise through his or her participation in ConnecTRIN.

- Trinity College reserves the right to remove participants from ConnecTRIN at any time, without notice, and at its absolute discretion.
What’s coming up next?
This is a new site and we are constantly working with the developer to make improvements to it. Your feedback is greatly appreciated! However, there are some changes coming up during the next six months including:

• The ConnecTRIN app! You’ll soon find CC on Google Play and in the Apple App Store.

• Groups! Even more exclusive groups for you to share events, updates and photos just in that space, rather than with the entire platform.

• Jobs! We will enable the job function on the site in the coming months.

STAY TUNED!

Any ideas? What do you want to see on the site? Please let us know and we will try to get good suggestions implemented. Send your comments and feedback by completing this form, or send an email to alumni@Trinity.org