



Information Technology Services (ITS)

Alumni Relationship Management System **USER MANUAL**

■ USP Alumni

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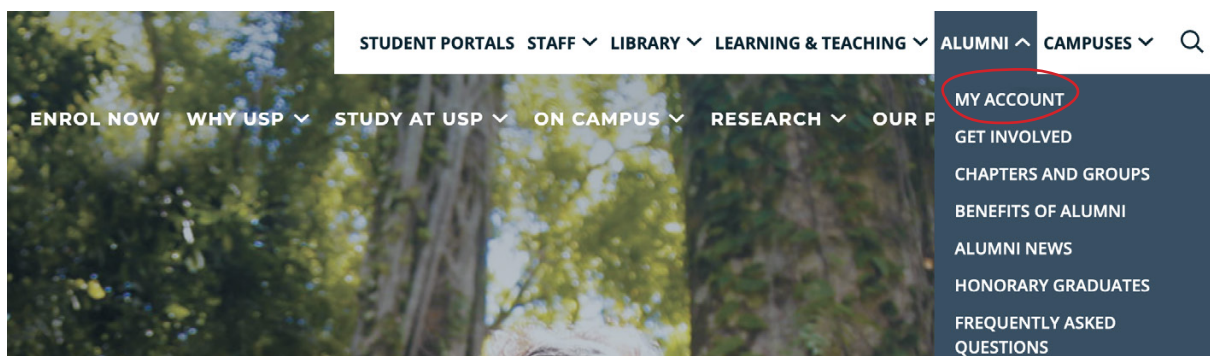
1.0 Definition

Alumni - An individual who has graduated in a Senate approved program from The University of the South Pacific and recipients of honorary degrees from USP.

2.0 ARMS Link

The user can get to the Alumni Relationship Management System through USP Website via <https://www.usp.ac.fj/>

From USP homepage, select Alumni from the Top menu and click on [My Account](#)



The Link will redirect you to the landing page for ARMS.

3.0 Create Account

For first time users who do not have login credentials for ARMS, Click on Create Account



Step 1 click on Create

The Application will redirect to the New User Registration Page.

New User Registration

Personal Information

Use the name you registered with as a student at USP

First Name * <input type="text"/>	Middle Name <input type="text"/>	Last Name * <input type="text"/>
Student Id <input type="text" value="E.g. SXXXXXXXX"/>	Date of Birth * <input type="text"/>	Gender * <input type="text" value="--Select--"/>

Graduation Information

This section is optional.

Latest Campus Studied <input type="text"/>	Latest Graduation Date <input type="text"/>	Latest Graduation Qualification <input type="text"/>
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Account Information

This will be your username, use a personal email address (eg Gmail, Outlook, Yahoo etc).

Email * <input type="text"/>	Password * <input type="password"/>	Confirm password * <input type="password"/>
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[Create Account](#) [Home](#)

What combination should the password have?

Your password must comprise of the following:

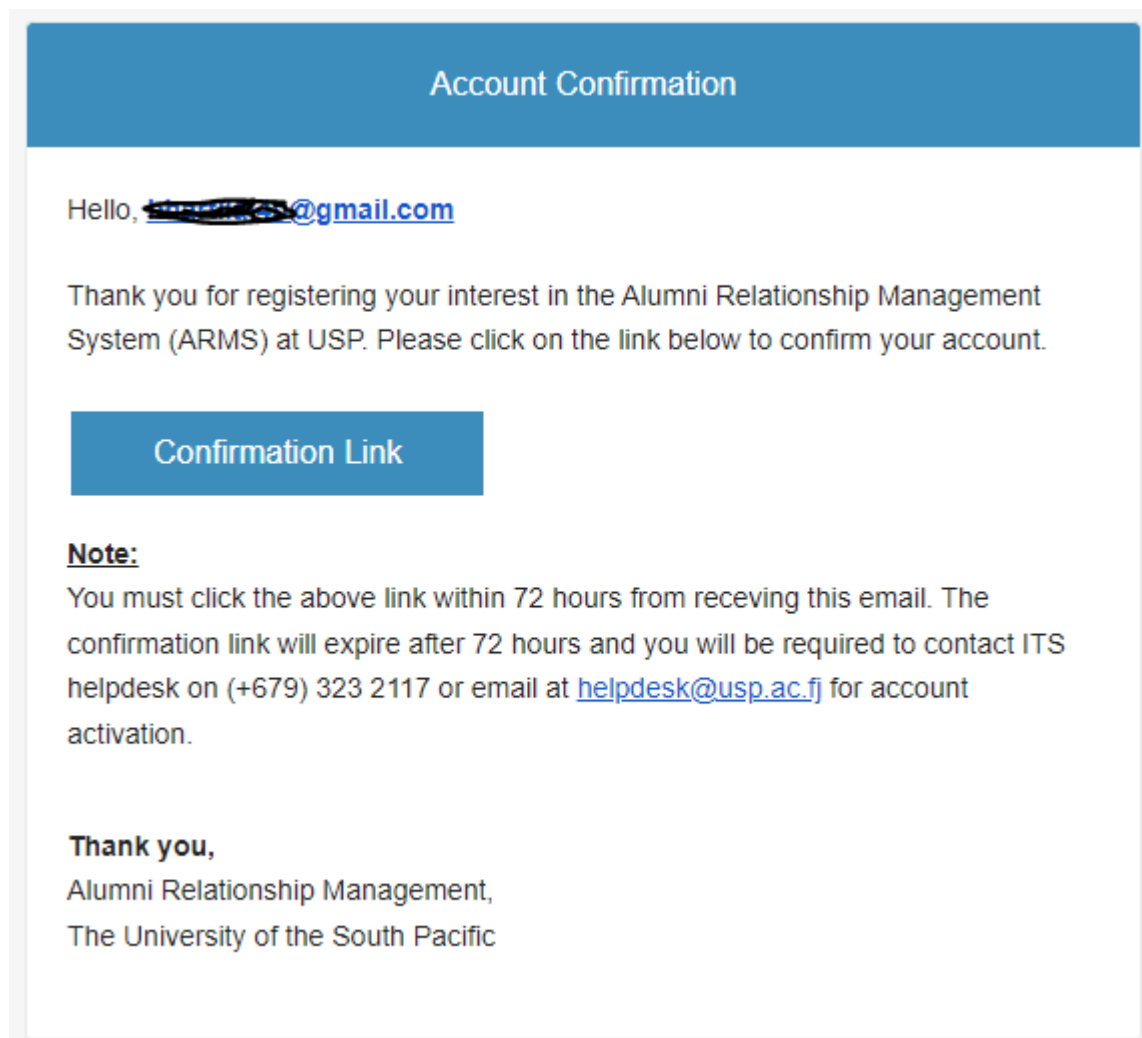
- Minimum length is 6 characters
- Must have at least one uppercase ('A'- 'Z')
- Must have at least one digit ('0'- '9')
- Must have at least one non letter or digit character (e.g. '!#)

Step 2 Fill in all the required fields**Note:**

1. Fill in the mandatory fields only. Leave the optional fields blank unless you are sure of the details
2. The details entered in **Personal Information** and **Graduation** details will be matched against the University Banner system, for verification
3. For Account information, those details will be your login details once the account has been activated.
4. Use a personal email address that you always have access to.

Step 3 Click on **Create Account** once you are satisfied with all the entered information

1. If your information does not match against Banner, it will go for manual verification to the Admin team; then you will be notified by email to activate your account.



2. On direct verification, an email will be sent to the email address you have provided to activate the account.
3. The email notification will be as follows

Step 4 Click on Confirmation Link to Activate the account

Alumni USP

Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

4.0 Login

Everyone has to login to use the features and functionalities for the ARMS Application

Step 1 Click on Login from the landing page



The Application will re-direct you to the Login form

Step 2 Enter the email address and password, you used at Account Creation

A screenshot of the ARMS Login form. The form has a teal header with the text 'Log In'. Below the header, there are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below these fields are three buttons: a teal 'Log in' button with a refresh icon, a teal 'Forgot Password' button, and a teal 'Create Account' button with a person icon. Below the buttons, there is a red error message: 'Please create an account first before login.' At the bottom, there is a section titled 'Having difficulties Logging in?' with contact information: 'Contact ITS helpdesk on (+879) 323 2117 or email at helpdesk@usp.ac.fj'.

4.1 Forgot Password

If you have forgotten or need to reset your password, you can use the 'Forgot Password' button and will need to enter the email address and follow the steps to choose a new password.

Forgot your password?

Email

Email Link
Home

Step 3

Click on 'Login' after entering your email address and password

Log In

Log in
Forgot Password

Create Account


Please create an account first before login.

Having difficulties Logging in?
 Contact ITS helpdesk on (+879) 323 2117
 or email at helpdesk@usp.ac.fj


5.0 Home Page

On successful login, ARMS will redirect to the Home Page. **Update your Profile.**


Home Search Alumni Posts My Account Contact Us Articles Groups
Welcome Bharti Lal (Alumni) Log off




Welcome!




Update Profile



Classmates



Articles & stories



Generate your E-card

Volunteer

Your Alumni Network needs your energy and ideas!

Get Involved in one of the following ways:

- Mentor a current student
- Assist Admissions in recruiting future students
- Hire our interns and help with career development
- Coordinate an alumni event in your area
- Volunteer at networking events and on-campus events

Read More

Quick Links

Quick links

- Read the latest copy of the USP magazine The Conch
- Check out the past alumni newsletters
- USP Alumni Website
- Giving Back to your Alma Mater
- USP Recruitment Portal

Read More

Benefits for Alumni

As a USP Alumnus, you have access to a range of benefits. With your USP Alumni e-ID, which you can generate through your profile page and save on your phone, take advantage of these offers designed especially for you. -

Recreational Activities

The USP Alumni also provides discounted memberships to the USP Laucala Campus Fitness Centre.

Read More

Things to do

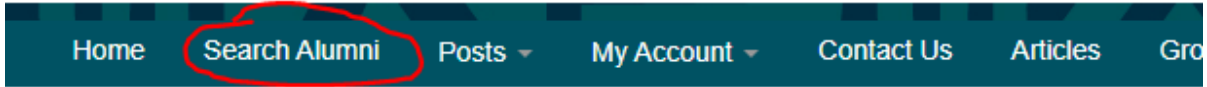
Welcome to ARMS!

- Please complete your profile
- Search for classmates
- Share your recent publications or success stories
- Create your digital alumni card

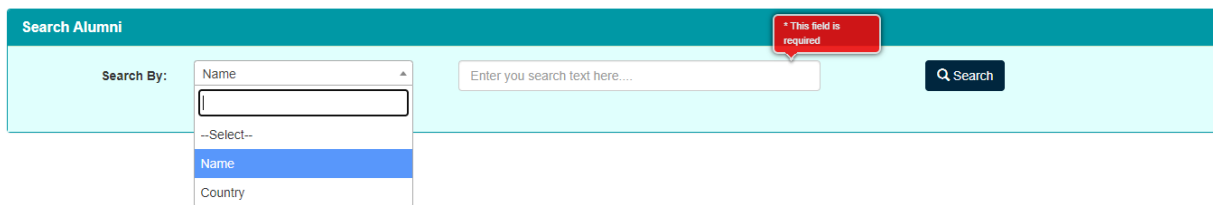
Join en route Read More

6.0 Search Alumni

To contact other Alumni, click on Search Alumni



Step 1 Enter the details in the Search Alumni Form



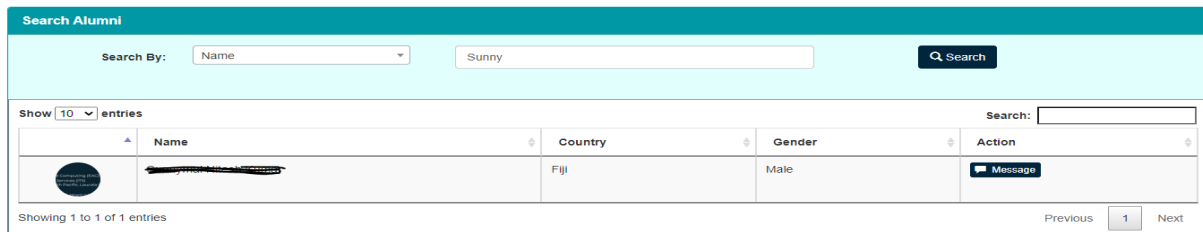
The search form is titled "Search Alumni". It has a "Search By:" label followed by a dropdown menu currently showing "Name". Below the dropdown is a text input field containing "Sala". To the right is a search button with a magnifying glass icon and the text "Search". A red error message bubble above the search button says "This field is required".

Step 2 Click on Search after entering the search Details




The search form is the same as in Step 1, but the search button is now highlighted with a red circle.

The application will return the Search records



The results page shows the search form with "Sunny" entered in the search field. Below the form is a table with one entry. The table has columns for Name, Country, Gender, and Action. The entry shows a profile picture, a name (blurred), "Fiji" as the country, and "Male" as the gender. There is a "Message" button in the Action column.

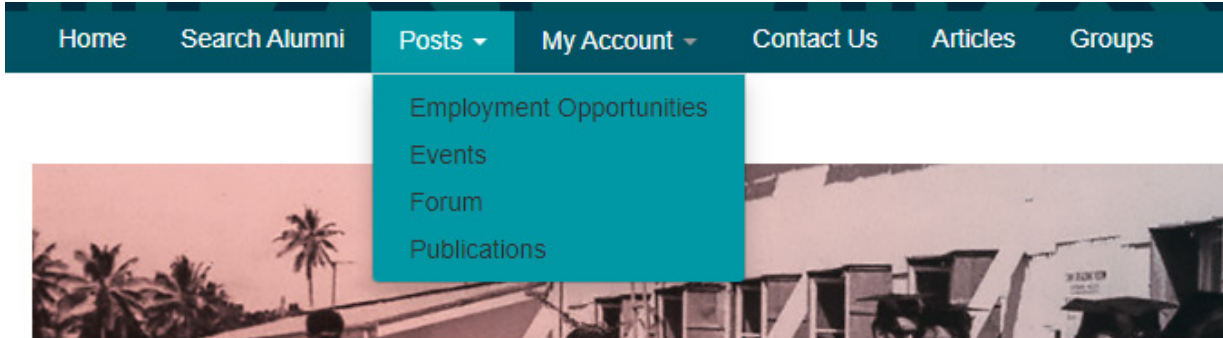
Name	Country	Gender	Action
 [blurred]	Fiji	Male	Message

Showing 1 to 1 of 1 entries Previous **1** Next

7.0 Posts

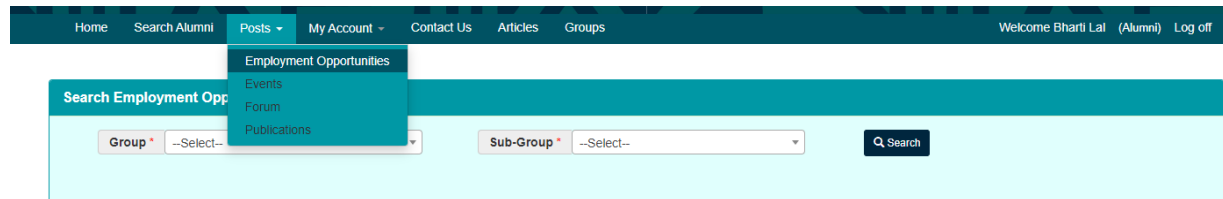
Under post, there are various options such as Employment Opportunities, Events, Forum and Publication. These options are also available under Groups

Click on Posts to view the various Options

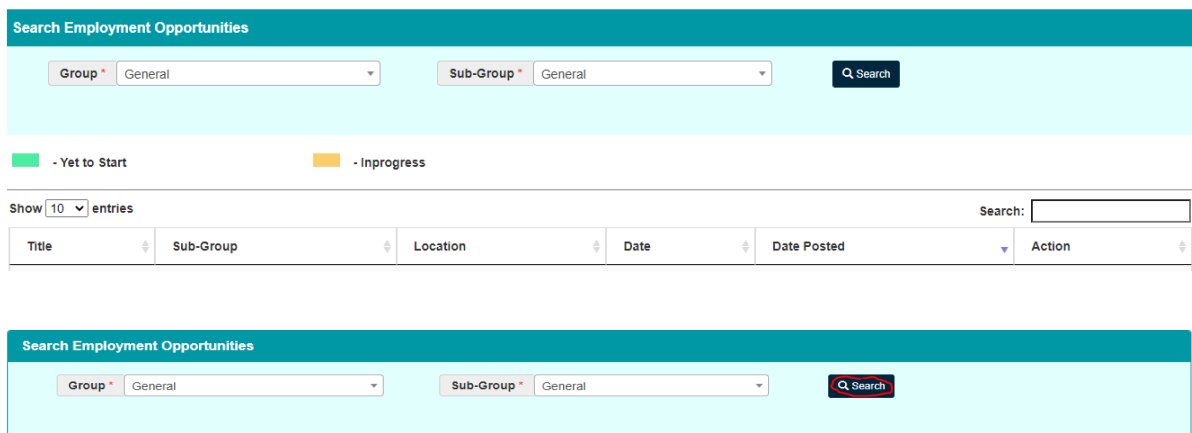


Step 1 Click on the link to view the details. Click on any of the links available

Note – You need to be part of the group to view its records



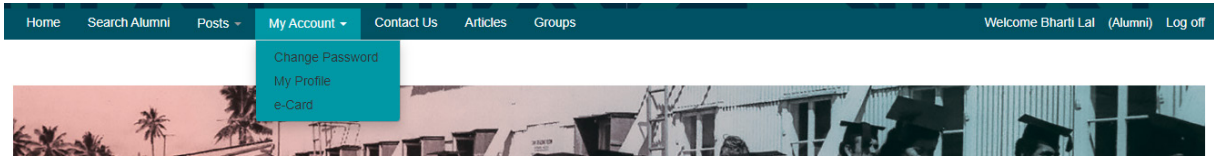
Step 2 Fill in the details in the Search form and click on Search



The Application will redirect to the searched Details

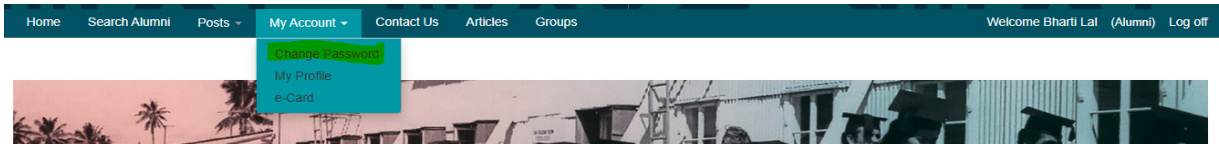
8.0 My Account

Under My Account, there are different options to choose from, which includes **Change Password, My Profile** and **e-Cards**



8.1 Change Password

To change the password used to log into ARMS Application, click on Change Password



A form to change password will be displayed

Change Password

Old Password

Password

Confirm Password

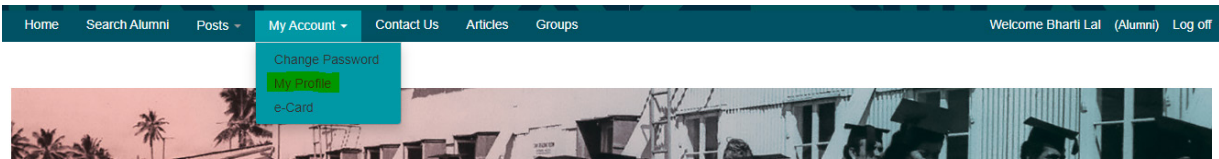
Step 2

Enter the details in the form and click on Change Password

The confirmation notification will be displayed once the password is successfully changed

8.2 My Profile


To update and maintain your Profile details, click on My Profile



The Profile will be displayed

Profile Qualifications Groups Articles/Stories Services

Personal Information
[Edit Profile](#)



Full Name: Bharti Lal

Student Id: ██████████

Gender: Female

Preferred Name:

Date of Birth: ██████████

Country:

Nationality:

Marital Status:

Method of Communication

Upload Valid ID
No file Uploaded

Do you want to be searchable by other Alumni? - No

Would you like to receive email notifications? - Yes

Employment Details

Are you a current USP Staff?

Job Title:

Organization:

Contact Information

Mobile: 9364424

Telephone:

Primary Email: bhartilal4u@gmail.com

Secondary Email: lal_bharti@yahoo.com

LinkedIn:

Facebook:

Twitter:

Instagram:

Address Information

Residential Address:

Postal Address: P O Box ████████, Nadi Airport, Fiji

General Information

Interests:

Other Interests or more details:

Other Relevant Information:

[Edit Profile](#)

To update/change details in the profile, click on **Edit Profile**

Profile Qualifications Groups Articles/Stories Services

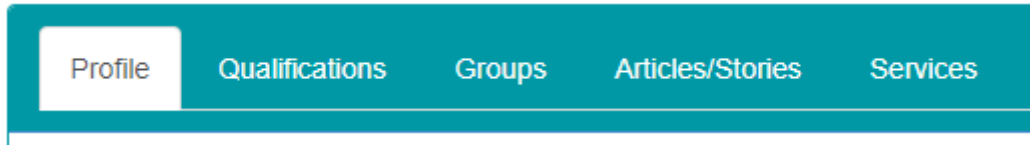
Personal Information
[Edit Profile](#)



Full Name: Bharti Lal

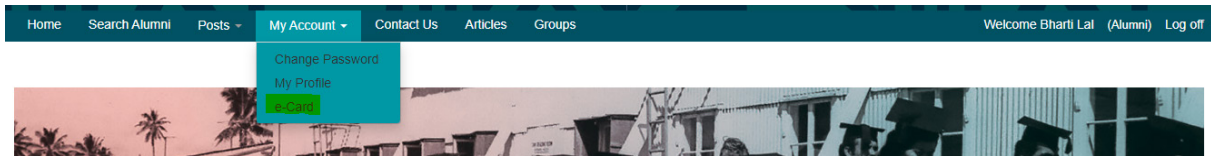
Preferred Name:

As part of Profile, the following Tabs are available which can be updated

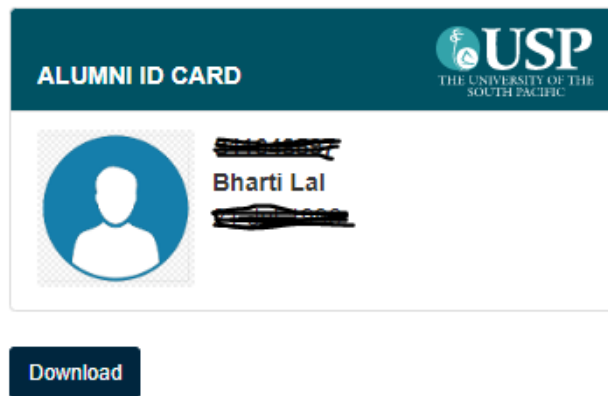


8.3 e-Card

ARMS will generate an Alumni electron card on the photo upload in the profile. Click on e-Card to view e-Card



The e-Card will be displayed as

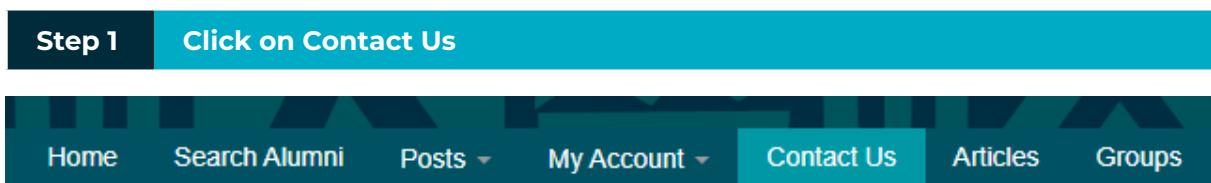


The e-card is also downloadable by clicking on the download button under the e-Card

9.0 Contact Us

To contact the Alumni unit, the Contact Us feature can be used.

An email will be sent directly to the Alumni unit with the details outlined in Contact Us.



Step 2 Enter the message and click on Send Message

Contact Alumni Team

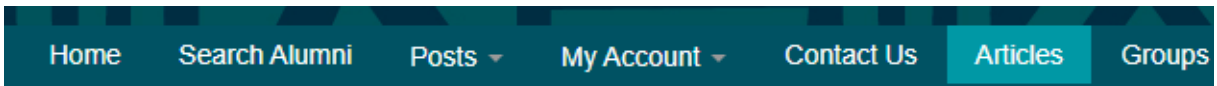
Message *

Enter message here...

Send Message

10.0 Articles

This feature is to add any articles or stories that the Alumni has done. The Alumni Unit will be notified on any article details that will be added. This can be used in USP publications and can be shared to alumni groups with similar interests.

Step 1 Click on Articles

The Application will redirect into the Articles/Stories page

Articles/Stories

Add Abstract or Journal Link and email the articles/attachment to alumni@usp.ac.fj. An email will be sent to Administrator upon saving the article/story

Add Article/Story

Step 2 Click on Add Articles/Story button to add a new record

Articles/Stories

Add Abstract or Journal Link and email the articles/attachment to alumni@usp.ac.fj. An email will be sent to Administrator upon saving the article/story

Add Article/Story

Step 3 Enter the details in the Article/Story Form and click on Save & Email

Article/Story ✕

Title *

Article/Story *

✕ Close Save & Email

- Only enter the abstract or link for the Article here.
- Full story can be emailed to alumni@usp.ac.fj

11.0 Groups

Become part of group to receive any notification on Employment Opportunities, Events or Publication added in the group

Step 1 Click on Groups

Home Search Alumni Posts ▾ My Account ▾ Contact Us Articles **Groups**

11.1 Join Group

The list of Groups will be displayed after clicking on Groups

Base Private

Show 10 entries Search:

Group Name	Status	Action
All Welcome	Not a member of the group	Join Group

Showing 1 to 1 of 1 entries Previous 1 Next

Step 2 click on Join Group beside a Group Name for which you want to be part of

Base Private

Show 10 entries Search:

Group Name	Status	Action
All Welcome	Not a member of the group	Join Group

Showing 1 to 1 of 1 entries Previous 1 Next

Once you join a group, will be see different options available beside the Group Name as Leave Group, Employment Opportunities, Events, Forum, Publication

Show 10 entries Search:

Group Name	Status	Action
All Welcome	You are a member of this group	Leave Group Employment Opportunities Events Forum Publications

Showing 1 to 1 of 1 entries Previous 1 Next

11.2 Leave Group

Leave Group – can be used to remove yourself from the group. Click on Leave Group beside the Group Name from which to be removed

Show 10 entries Search:

Group Name	Status	Action
All Welcome	You are a member of this group	Leave Group Employment Opportunities Events Forum Publications

Showing 1 to 1 of 1 entries Previous 1 Next

The Application will prompt to confirm the action

Confirmation
✕

You are about to leave this group.

Do you want to proceed?

✕ No
✓ Yes

11.3 Employment Opportunities, Events, Forum, Publication

Other Options Employment Opportunities, Events, Forum, Publication are similar to Post and all records for those post will be displayed

Step 1 click on any other the options

Group Name	Status	Action
All Welcome	You are a member of this group	Leave Group Employment Opportunities Events Forum Publications

Showing 1 to 1 of 1 entries Previous Next

The application will display any record under the clicked link

Employment Opportunities

■ - Yet to Start ■ - Inprogress

Title	Sub-Group	Location	Date	Date Posted	Action
TEST: OS Geo 2022 Pacific Geospatial Conference	All Welcome	Suva, Fiji	11/28/2022 - 11/28/2022	Tuesday, October 18, 2022 8:21 AM	Details

Showing 1 to 1 of 1 entries Previous Next

12.0 Log-Out

The user needs to click on Log Out beside their Name

Welcome Bharti Lal (Alumni)
Log off



Information Technology Services (ITS)

■ USP Alumni