Northwest Educational Foundation Alumni

Helping Northwest School keeping track of our Alumni, Providing 50 year of education services to Grand Island. (1963-2013)

Welcome to the Northwest Alumni Web site, http://sid.ginw.org/al_nwef.htm. This program was created for Northwest Education Foundation, to help keep track of the student that went to school here.

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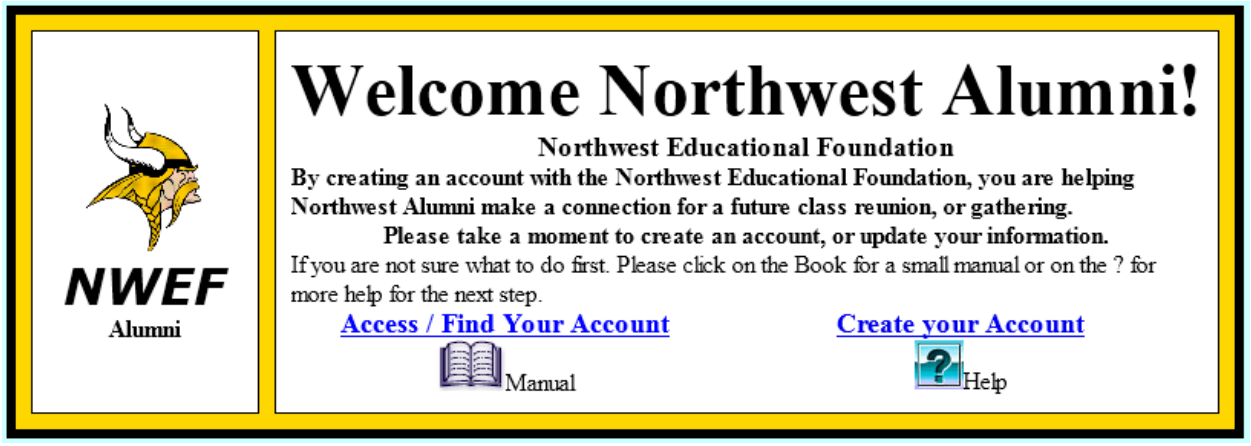
Welcome to the Northwest Alumni Web site, http://sid.ginw.org/al_nwef.htm . This program was created for Northwest Education Foundation, to help keep track of the student that went to this school.

By creating your account with the Northwest Education Foundation, you are helping Northwest Alumni make a connection for future class reunion or group gathering. We hope that this site will be a great deal of use in planning your next Northwest school Alumni event. Please help us by keeping your information up to date.

Thank you from the Northwest Educational Foundation Alumni.

Start Here

1. ***Home page***, this is where it start. http://sid.ginw.org/al_nwef.htm



When you first connect to the Web site you will see this home page. You are given two choices to choose from "**Access / Find Your Account"** and "**Create your Account".**

1) Access / Find Your Account – Here you will access your account if you know it or have created it or you can look to see if your account is listed and then you can change or updated your account. (*Proceed to step **2** to find your account or step **13** if you know your account login*)

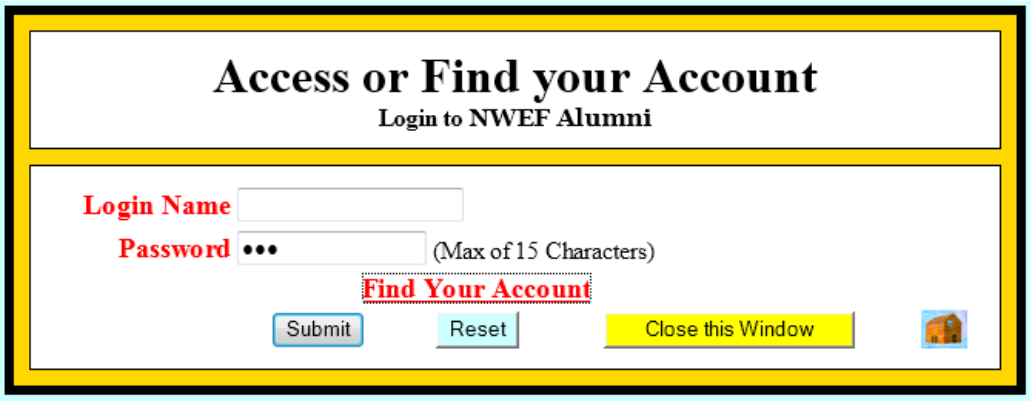
2) Create Your Account – Here you would create a new account that did not exist in in the alumni or could not be found in **"Access / Find your Account"**. (*Proceed to step **18***)

Manual – Here you can get the complete manual on how to use this this Web Program.

Help – Here you will get per page that you are on.

Accessing or Finding your Account

2. "***Access / Find Your Account***"



If you have created your account then you can login here by entering you Login Name and Password and press the **Submit** button (*proceed to step **13***). If you are not sure if an account has been created for you or what your password is, you can search to find it by clicking on "**Find Your Account**" (*Proceed to step **3***).

3. "***Find My Account Information***"

Enter your last Name and or first, both are not needed. Then press **Search** button.

4. **"*Account Find*"** Listing

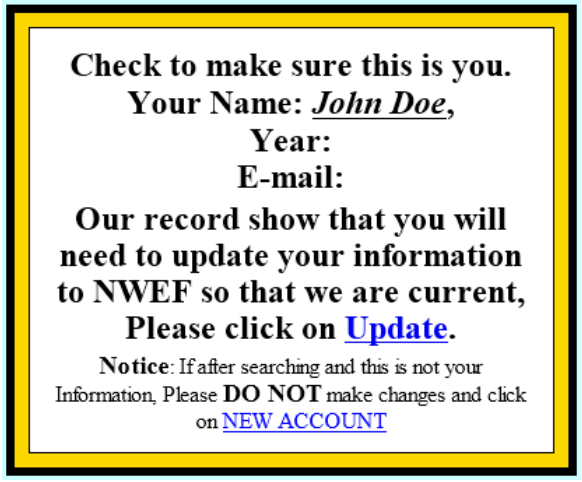
Account Find

Click on your name to update or retrieve your account or password.

Name	Year	Email Address	If your name is not in this list then click on NEW ACCOUNT
John Doe			Please update your Record by clicking on your name.
LISA DOERING	1983		Please update your Record by clicking on your name.
Lisa Doe	1979	ldoe@mail.com	Click on your name to retrive or reset your password.

Here you will find your name listed, by clicking on it you will be taken to one of two setup. You will be asked to update your information to your name as listed, or to recover your password (*Proceed to Step **7***).

5. ***Update your account information***.



Check to make sure this is you.
Your Name: *John Doe*,
Year:
E-mail:
Our record show that you will need to update your information to NWEF so that we are current, Please click on Update.
Notice: If after searching and this is not your Information, Please **DO NOT** make changes and click on NEW ACCOUNT

Recover Your Password

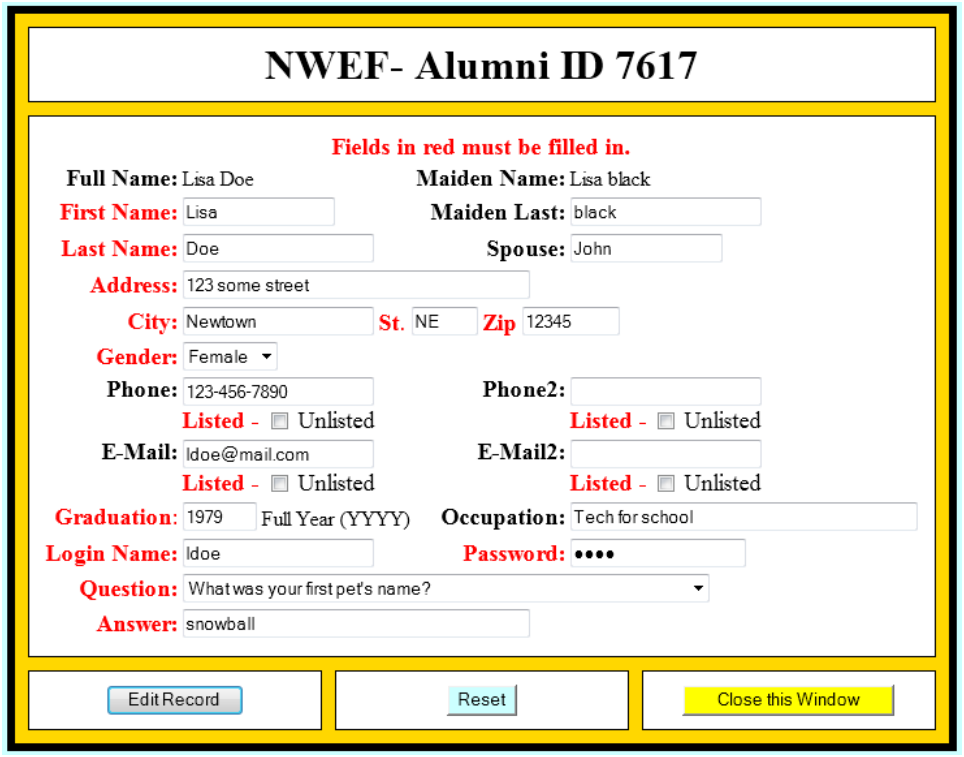
Check to make sure this is you.
Your Name: *Lisa Doe*,
Year: *1979*
E-mail: *ldoe@mail.com*
If this is you, requesting your password, you can click on Password reset or have it E-mailed to you, click E-Mail **.**
If you can not get your password because some of the information is incorrect,
then you will need to contact **NWEF Administrator** and let them know what information needs to be corrected.

You will be show current information that has been collected on you, check it over and if it is you then click on "Update" and make correction. (*Proceed to step **6***).

IF you have an account but don't know your password then the Recover your password box will come up, here it will then provide two options to retrieve or reset your password. (*Proceed to step **7***).

IF the information being shown is not you please do make any change to this account, but create a new account under you name. (*See Step **18***)

6. ***Updating your Alumni Record***.



Fill in all Required Fields and then click on "**Edit Record**". You will have updated your Alumni Record. (*Return to Step **2***)

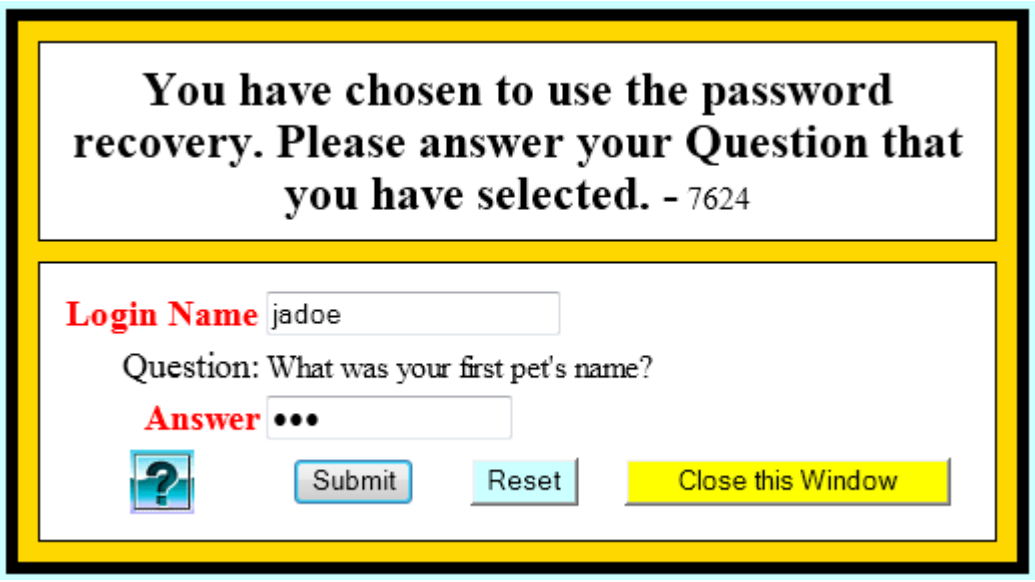
7. ***Recover your password***

Click on your account name, and you will be taken to an Information sheet that will have your info on it.

8. ***Information Sheet***

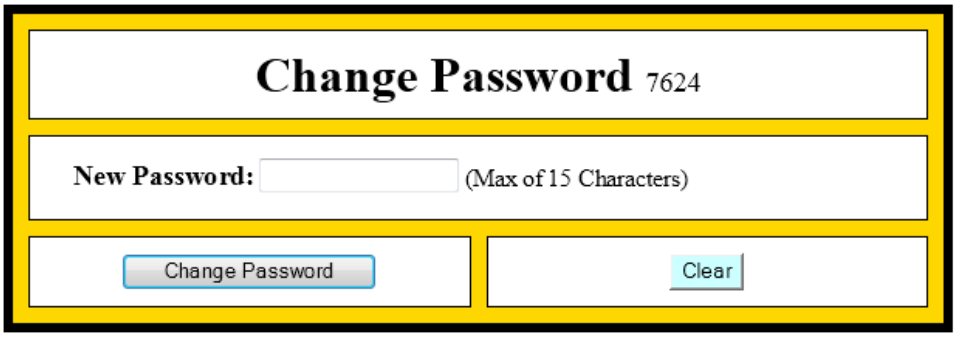
Check to see if your information is correct, if so you can do one of two password retrievals.
A) Password Reset – Here you will be ask to answer a question that you had setup when creating a new account or updating an account.
B) Or you can have the password Emailed to you for access. (*Proceed to step **11***)

9. ***Password Reset*** – To reset your password.



Enter in the answer of your Question that you had selected and press the **Submit** Button.

10. ***Password Reset*** – At this point you can change your password.



Enter in your New Password and then click on **Change Password** button. You will be taken back to the login page to log into your account to make changes. (*Return to step **2***)

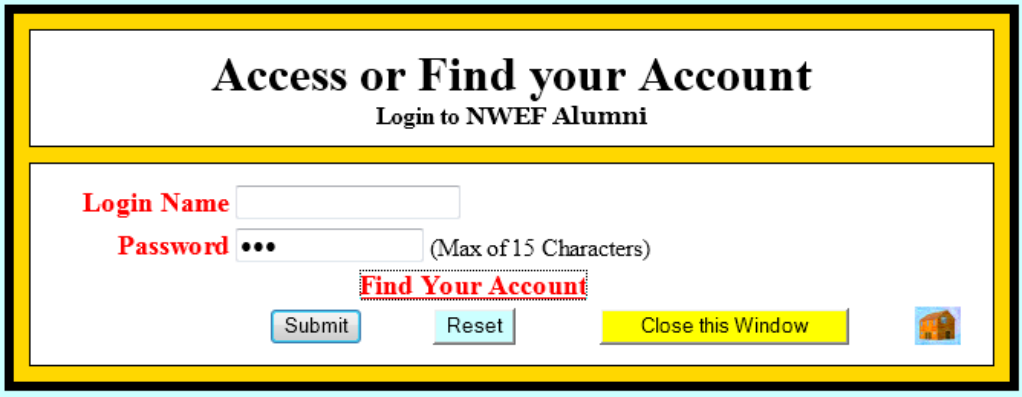
11. Email Recovery

Click on the E-Mail button for your password to be emailed to you.

12. You will get a notification indicating to you that your password has been sent to you.

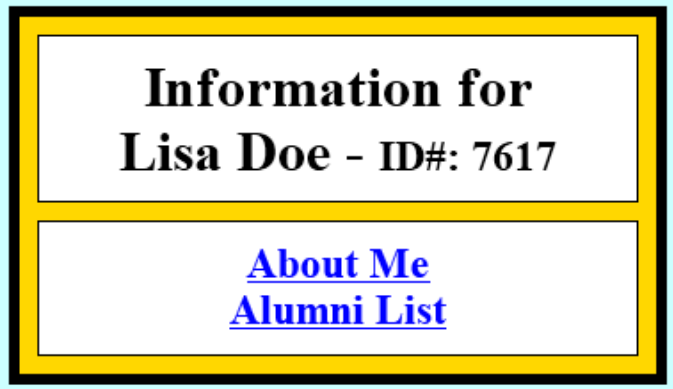
Login to Your Account

13. ***Login to your account***- This will be if you know your login and password to your account.



Enter you login name and password in to the field shown above and press **Submit**.

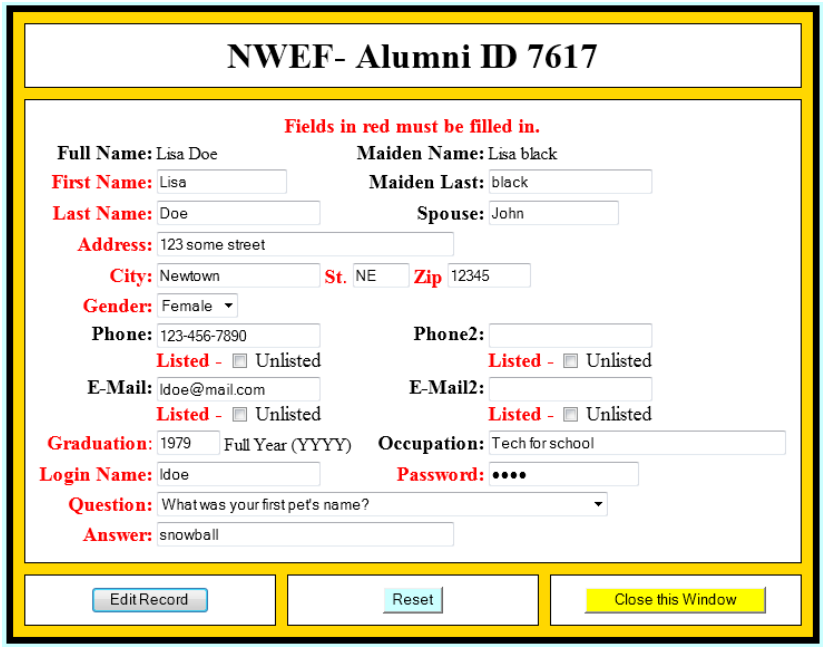
14. ***Menu Listing***- Here you will be able to choose from two listing.



A) About Me will take you to your personal pave to make any update or changes to your account.

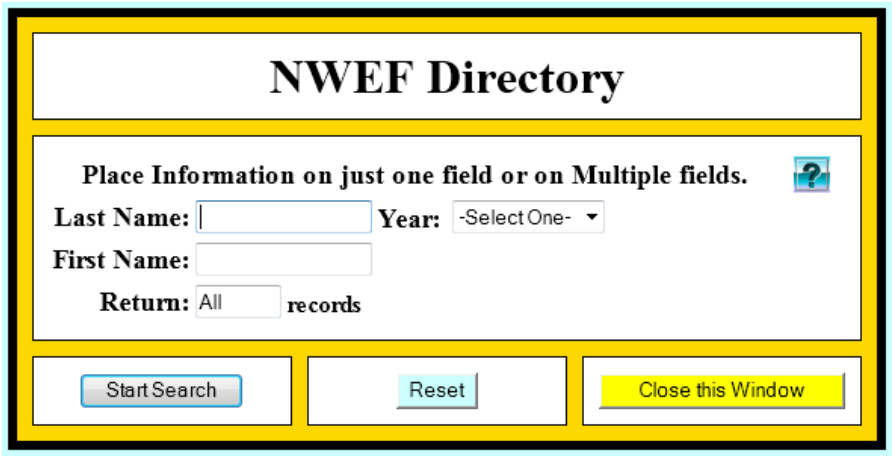
B) Alumni List will let you fine a listing of your class mates and there address.

15. ***About me*** – Change your account.



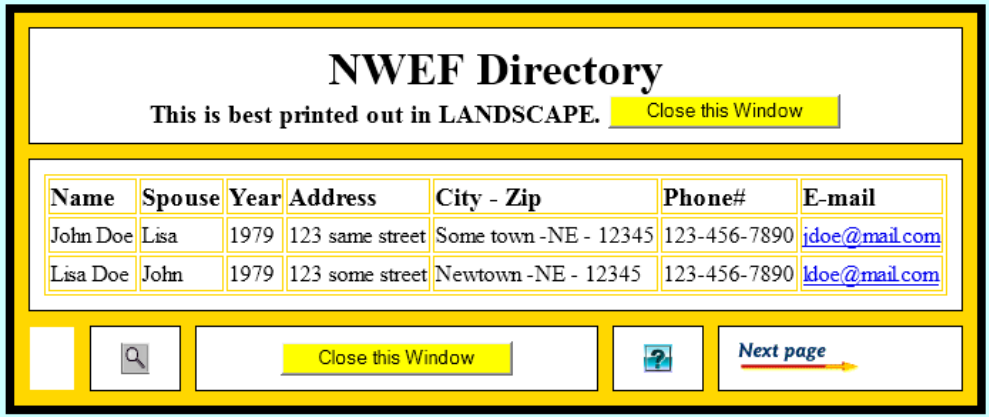
You can change information as need or check to see if the information is correct.

16. ***Alumni List*** - will let you fine a listing of your class mates and there address.



You can search by name or search by year to get a full listing. In the Return you can change the number of line listed per page as needed.

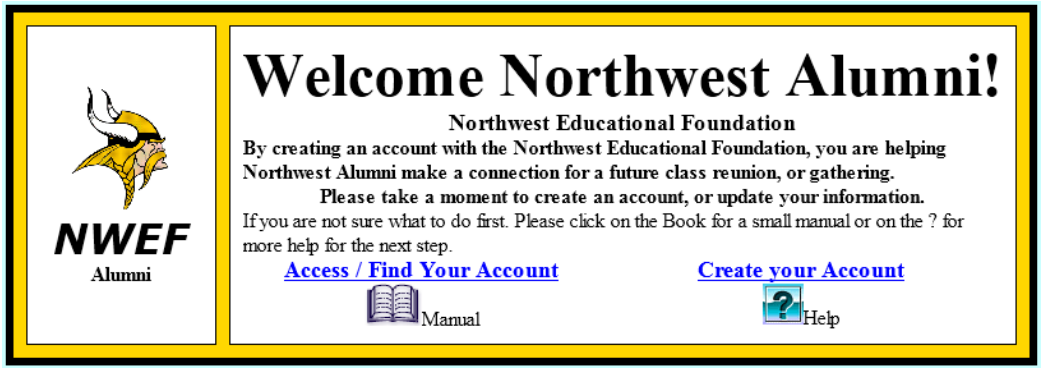
17. ***NWEF Directory*** – Listing by year.



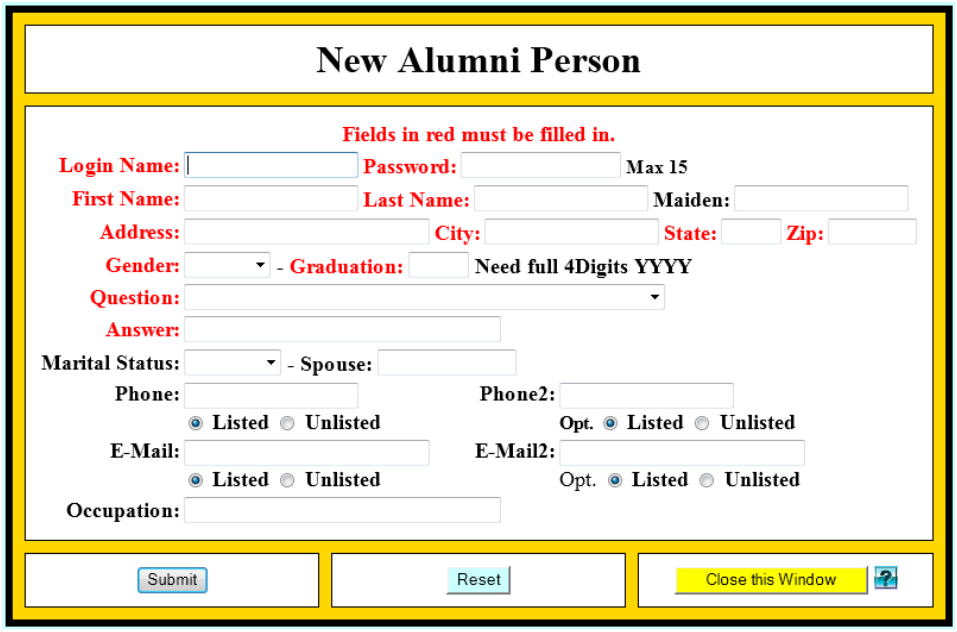
This is a printable list that you can print off for your own records.

Create Your Account

18. From the main page Click on "**Create your Account**"



19. ***New Entry***.



Enter in all your information above, Field in **RED** are required field and need to be filed in before pressing the **Submit** button.