



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.

Northwest Education Foundation Alumni

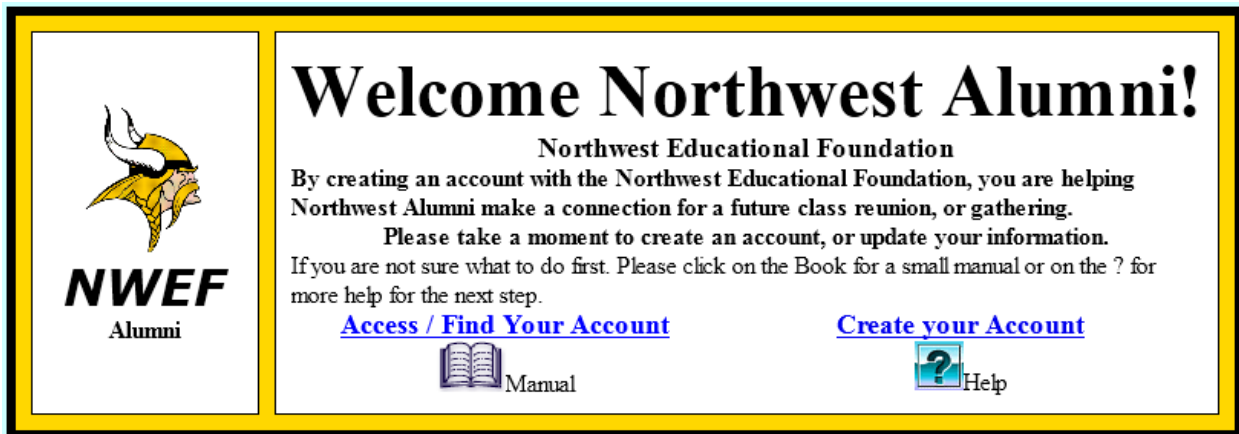
Welcome to the Northwest Alumni Web site, http://sid.ginw.org/al_nwef.htm . This program was created for Northwest Education Foundation, to help keep track of the student that went to this school.

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"

The screenshot shows a web form titled "Access or Find your Account" with the subtitle "Login to NWEF Alumni". It contains two input fields: "Login Name" and "Password" (with a "Max of 15 Characters" note). A red "Find Your Account" link is positioned below the password field. At the bottom, there are three buttons: "Submit", "Reset", and "Close this Window", along with a small house icon.

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"

The screenshot shows a search form titled "Find My Account Information". It includes the instruction "Place Information in one field, or on Multiple fields." and two input fields for "Last Name" and "First Name", separated by "AND / OR". Below these is a "Return:" dropdown menu set to "All" records at a time, with a help icon. At the bottom, there are "Search" and "Reset" buttons.

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 retrieve 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 .

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.**

NWEF- Alumni ID 7617

Fields in red must be filled in.

Full Name: Lisa Doe **Maiden Name:** Lisa black
First Name: Lisa **Maiden Last:** black
Last Name: Doe **Spouse:** John
Address: 123 some street
City: Newtown **St.** NE **Zip:** 12345
Gender: Female ▾
Phone: 123-456-7890 **Phone2:** _____
Listed - Unlisted **Listed -** Unlisted
E-Mail: ldoe@mail.com **E-Mail2:** _____
Listed - Unlisted **Listed -** Unlisted
Graduation: 1979 Full Year (YYYY) **Occupation:** Tech for school
Login Name: ldoe **Password:** ●●●●
Question: What was your first pet's name? ▾
Answer: snowball

Edit Record

Reset

Close this Window

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**

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 retrieve or reset 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 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 .

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.

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.

You have chosen to use the password recovery. Please answer your Question that you have selected. - 7624

Login Name

Question: What was your first pet's name?

Answer



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.

Change Password 7624

New Password: (Max of 15 Characters)

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

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 .

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.

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.

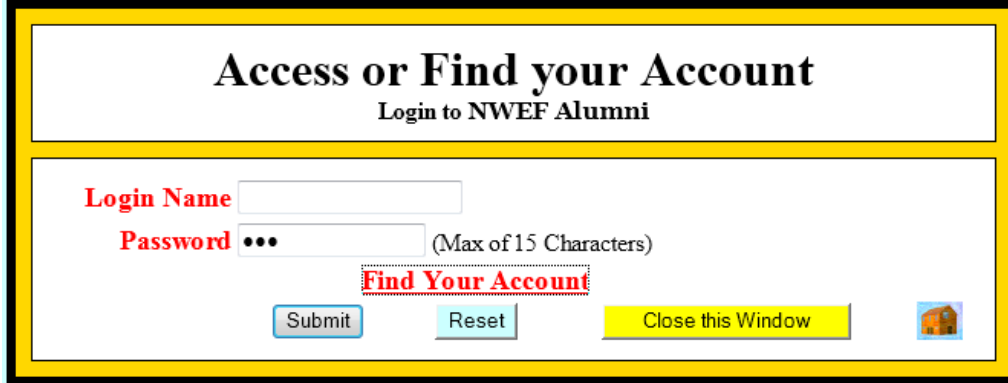
Your password has been sent to you, by E-Mail.

You will be returned to the Login Page in 3 sec.

Thank you Lisa Doe for your request.

Login to Your Account

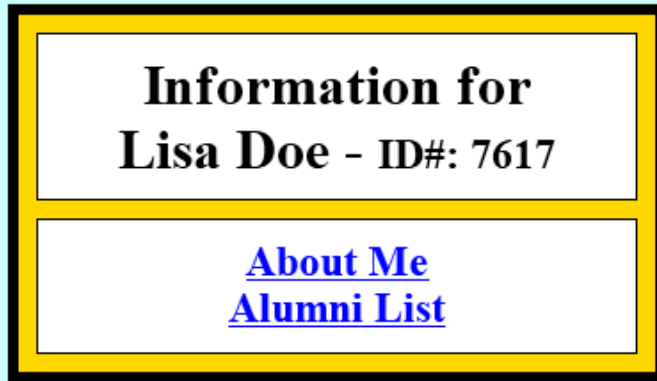
13. **Login to your account**- This will be if you know your login and password to your account.



The screenshot shows a login form titled "Access or Find your Account" with the subtitle "Login to NWEF Alumni". It contains two input fields: "Login Name" and "Password". The password field has a "Max of 15 Characters" limit and is currently masked with three dots. Below the fields are three buttons: "Submit", "Reset", and "Close this Window". A "Find Your Account" link is also visible between the password field and the buttons. A small house icon is located to the right of the "Close this Window" button.

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.



The screenshot shows a menu listing titled "Information for Lisa Doe - ID#: 7617". Below the title are two links: "About Me" and "Alumni List", both in blue text and underlined.

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.

NWEF- Alumni ID 7617

Fields in red must be filled in.

Full Name: Lisa Doe	Maiden Name: Lisa black
First Name: Lisa <input type="text"/>	Maiden Last: black <input type="text"/>
Last Name: Doe <input type="text"/>	Spouse: John <input type="text"/>
Address: 123 some street <input type="text"/>	
City: Newtown <input type="text"/>	St. NE <input type="text"/> Zip 12345 <input type="text"/>
Gender: Female <input type="text"/>	
Phone: 123-456-7890 <input type="text"/>	Phone2: <input type="text"/>
Listed - <input type="checkbox"/> Unlisted	Listed - <input type="checkbox"/> Unlisted
E-Mail: ldoe@mail.com <input type="text"/>	E-Mail2: <input type="text"/>
Listed - <input type="checkbox"/> Unlisted	Listed - <input type="checkbox"/> Unlisted
Graduation: 1979 <input type="text"/> Full Year (YYYY)	Occupation: Tech for school <input type="text"/>
Login Name: ldoe <input type="text"/>	Password: <input type="password"/>
Question: What was your first pet's name?	<input type="text"/>
Answer: snowball <input type="text"/>	

Edit RecordResetClose this Window

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.

NWEF Directory

Place Information on just one field or on Multiple fields.

Last Name: <input type="text"/>	Year: <input type="text" value="-SelectOne-"/>
First Name: <input type="text"/>	
Return: <input type="text" value="All"/> records	

Start SearchResetClose this Window


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.


NWEF Directory


This is best printed out in LANDSCAPE. Close this Window

Name	Spouse	Year	Address	City - Zip	Phone#	E-mail
John Doe	Lisa	1979	123 same street	Some town -NE - 12345	123-456-7890	jdoe@mail.com
Lisa Doe	John	1979	123 some street	Newtown -NE - 12345	123-456-7890	ldoe@mail.com



Close this Window




[Next page](#) 

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](#)”





NWEF
Alumni

Welcome Northwest Alumni!

Northwest Educational Foundation
By creating an account with the Northwest Educational Foundation, you are helping Northwest Alumni make a connection for a future class reunion, or gathering.
Please take a moment to create an account, or update your information.
If you are not sure what to do first. Please click on the Book for a small manual or on the ? for more help for the next step.

[Access / Find Your Account](#) [Create your Account](#)

 Manual  Help

19. *New Entry.*

New Alumni Person

Fields in red must be filled in.

Login Name: **Password:** Max 15

First Name: **Last Name:** **Maiden:**

Address: **City:** **State:** **Zip:**

Gender: - **Graduation:** Need full 4Digits YYYY

Question:

Answer:

Marital Status: - **Spouse:**


Phone: **Phone2:**

Listed Unlisted Opt. Listed Unlisted

E-Mail: **E-Mail2:**

Listed Unlisted Opt. Listed Unlisted

Occupation:

Submit Reset Close this Window 

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