



W&M One Network User Guide

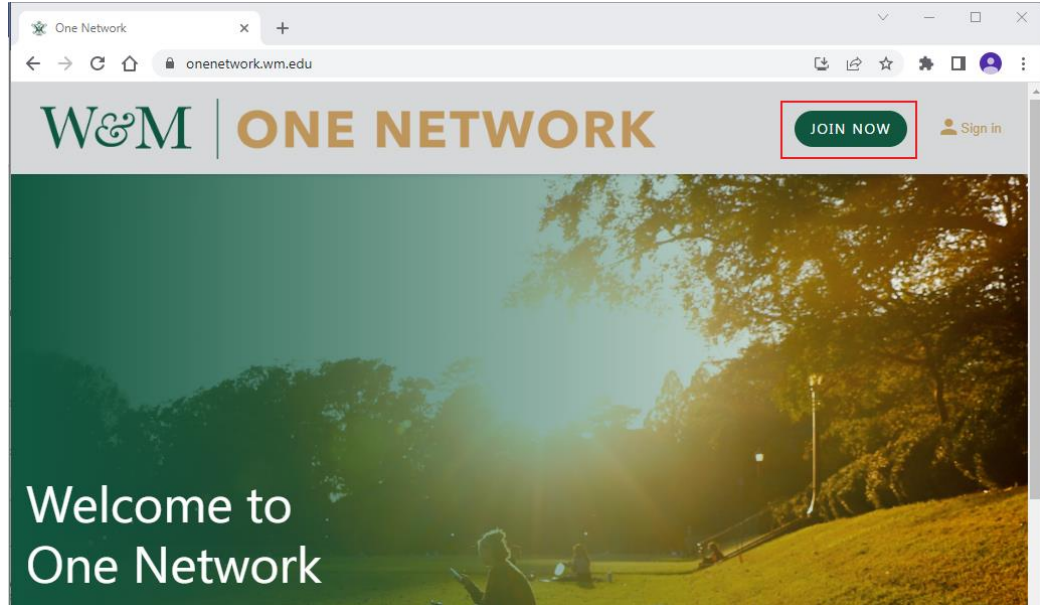
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Part 1: Account Registration

Step 1: Basic Profile

- Open <https://onenetwork.wm.edu/>
- Click the green "Join Now" button in the top right of the webpage.



- o **Please Note:** We recommend using the email address the university has on file when registering (faculty and staff, please use Single Sign On (SSO); students and alumni, please do NOT use SSO or your email.wm.edu address, as those expire). For a streamlined login experience, consider using the 'Sign in with LinkedIn' or 'Sign in with Google' feature.
 - *Tip: Not sure what email address the university has on file? Look for any recent W&M correspondence in your inbox(s) or log into my1693.com to find and update your contact information.*
- o Select the appropriate affiliation(s) to the university. You click the checkbox for more than one affiliation as appropriate. *i.e., student, alumni, W&M volunteer, spouse/partner, parent and/or staff & faculty.*

Affiliation *

<input type="checkbox"/> Alumni
<input type="checkbox"/> Student
<input type="checkbox"/> Parent
<input type="checkbox"/> Staff & Faculty

- Answer all the required questions as indicated by an “*” i.e., *degree, gender, affinity affiliations, etc.*

Are you a veteran or a currently serving member of the Armed Fo... ▼	Race/ethnicity ▼
Gender Designation ▼	Personal Pronoun * ▼
Affinity & Identity Groups (open to all community members) ▼	Please select your professional interests: (Choose all that apply) * ▼
Would you like to advertise your business to the W&M communi... ▼	W&M Athletic Team (for use ONLY by current/former Division I v... ▼

- Click the checkbox to agree to the site’s Terms of Use and Privacy Policy.

I agree to the site’s Terms of use and Privacy policy and understand that I will be receiving emails and notifications until I choose otherwise.

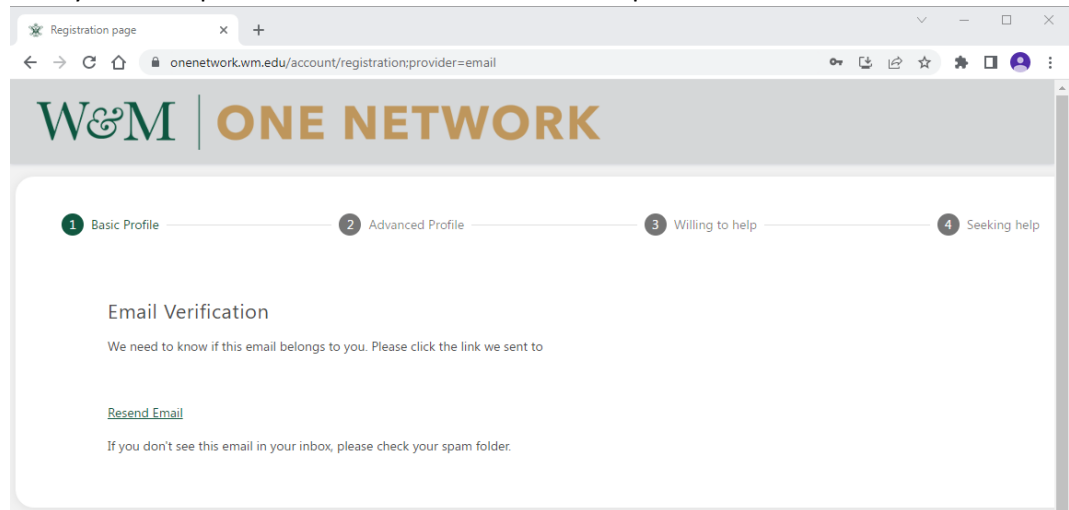
- Click the green “Continue” button when finished.



- If the “Continue” button at the bottom of the webpage is gray, you have missed answering a required question, indicated by an “*”. Scroll through the questions again, answering any that may have been missed.



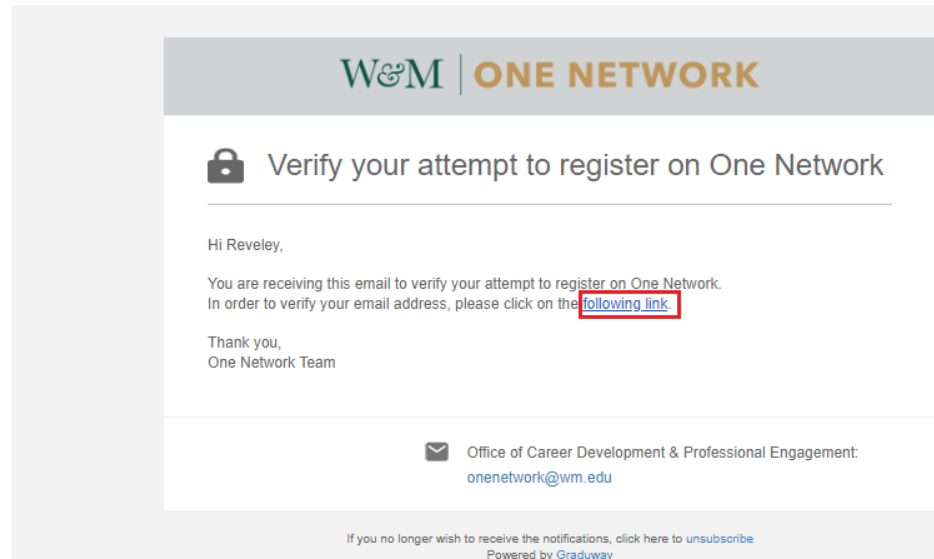
- The system will proceed to the email verification step.



- Open your email inbox and click the verification link provided via email.

One Network <no-reply@onenetwork.wm.edu>
to One, bcc: me

3:59PM (1 minute ago)



- *Tip: We recommend checking your email on a computer to click the link. If you click the link on a mobile device, registration must continue on that device.*
- If you do not see the email, please check your spam folder for a message from no-reply@onenetwork.wm.edu.

Step 2: Advanced Profile

- Once you click the email verification link, you will be prompted to input your professional information, professional organizations/association memberships, and to share your favorite W&M memory or experience.
 - Click the green “Continue” button when finished.

A screenshot of the 'Advanced Profile' registration form. The header shows the W&M logo and 'ONE NETWORK' with navigation icons. A progress bar at the top indicates three steps: '1 Basic Profile' (completed), '2 Advanced Profile' (current step), and '3 Willing to help'. The form contains several input fields: 'Company', 'Industry', 'Job title', and 'Job function'. Below these are sections for 'Open questions' and 'Professional Organization & Association Memberships'. At the bottom, there is a text prompt 'Please share a favorite W&M memory/experience.' and a prominent green 'CONTINUE' button highlighted with a red box.

Step 3: Willing to Help

- You are now prompted to answer how you may be willing to help the W&M One Network community both informally (resume review, etc.) or formally (career connections/mentorship).
 - o Check all those that apply.
 - **Please Note:** Some selections may be pre-populated based on your affinity *i.e., student, alumni, etc.*
 - If you are not interested in helping or providing career connections, simply click the green checkboxes so they are no longer selected.
 - *Tip: Career connectors on the One Network platform can control the maximum number of people they help/mentor at a time. (See Step 7 below.)*
 - o Click the green “CONTINUE” button when finished.

W&M | ONE NETWORK

←

Basic Profile Advanced Profile **3 Willing to help** 4 Seeking help

How are you willing to help?

<input checked="" type="checkbox"/> Introduction to Professional Network	<input type="checkbox"/> Interview / Personal Brand
<input checked="" type="checkbox"/> Industry / Workplace Insights	<input type="checkbox"/> Admissions / Graduate School Discussion
<input type="checkbox"/> Resume / Portfolio Review	<input type="checkbox"/> Speak on a Panel / at an Event
<input checked="" type="checkbox"/> Job-shadowing / Externships	<input type="checkbox"/> Host W&M Events at My Workplace
<input checked="" type="checkbox"/> Internship / Full-time Opportunities	<input type="checkbox"/> Volunteer at / for W&M Events

Willing to be a Career Connector

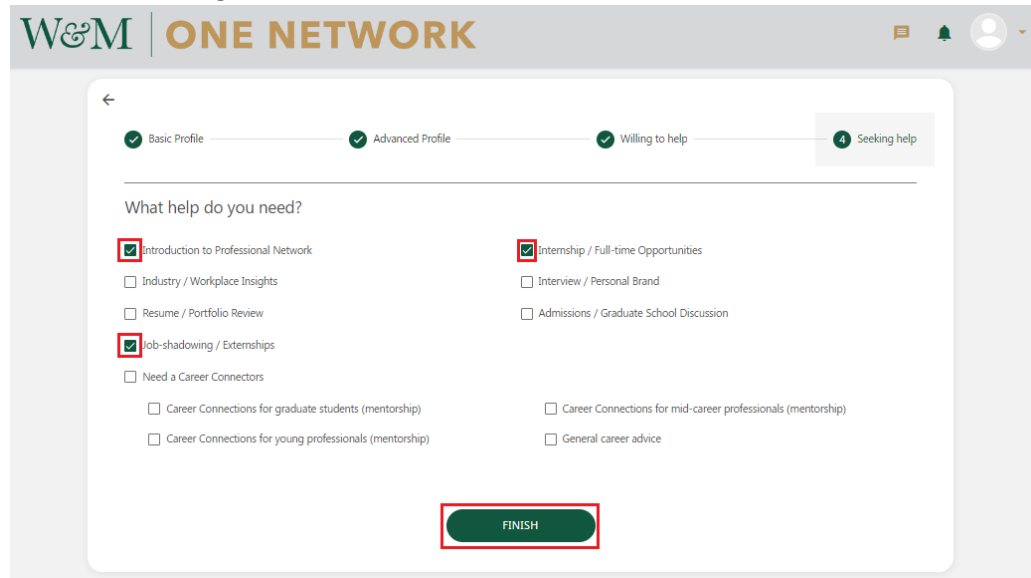
<input checked="" type="checkbox"/> Career Connections for undergraduate students (mentorship)	<input type="checkbox"/> Career Connections for mid-career professionals (mentorship)
<input checked="" type="checkbox"/> Career Connections for graduate students (mentorship)	<input checked="" type="checkbox"/> General career advice
<input type="checkbox"/> Career Connections for young professionals (mentorship)	

CONTINUE

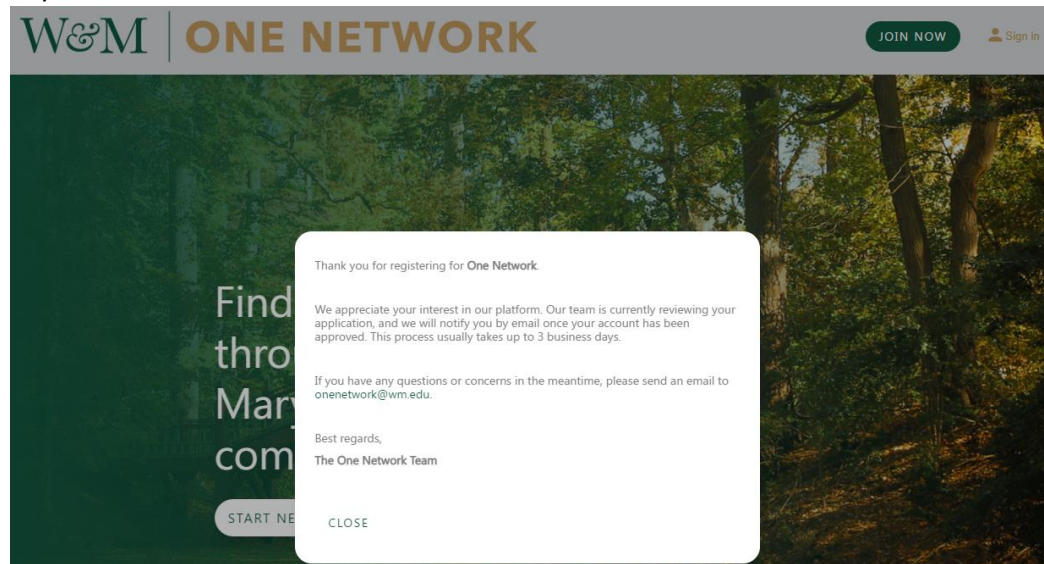
Step 4: Seeking Help

- You are now prompted to answer what help you may need, including career connections/mentorship. Some selections may be pre-populated based on your affinity *i.e., student, alumni, etc.*
 - o Check all those that apply.
 - If you are not interested in receiving help or career connections, simply click the green checkboxes so they are no longer selected.

- Click the green “FINISH” button when finished.



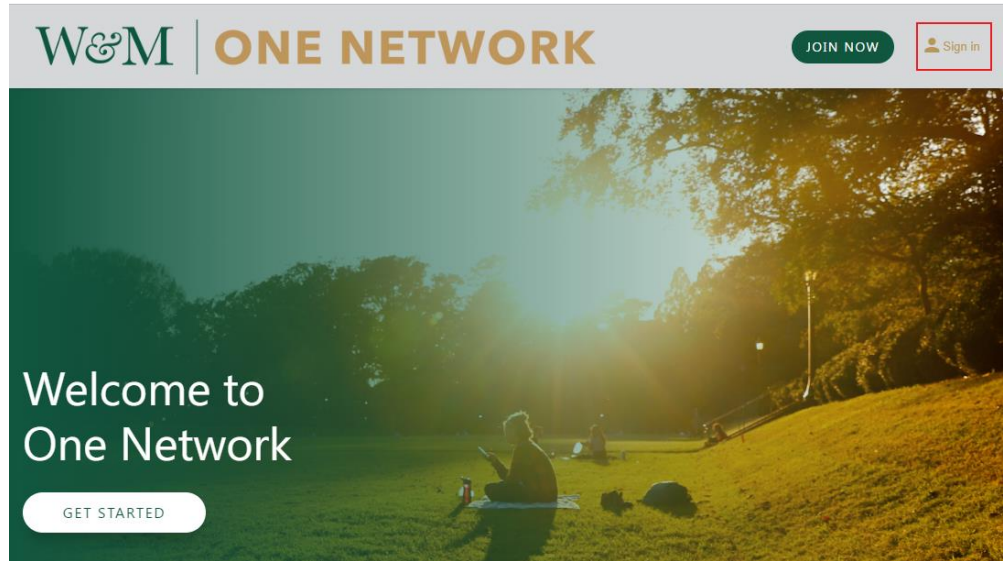
- If W&M has your email on file, the system will auto-approve your registration for One Network. If you registered using an email address that W&M does not have on file, the One Network admin team will manually approve your account within three business days.



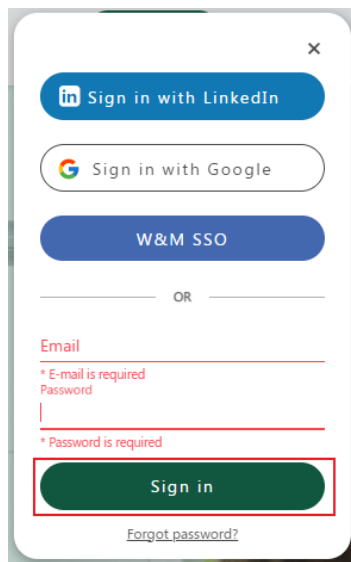
Step 5: LinkedIn Profile Sync

- **Privacy Notice:** If you wish to sync your LinkedIn account data to One Network, please review [One Network’s Privacy Policy](#).
- Once your account registration is complete and your account has been approved, visit <https://onenetwork.wm.edu/>

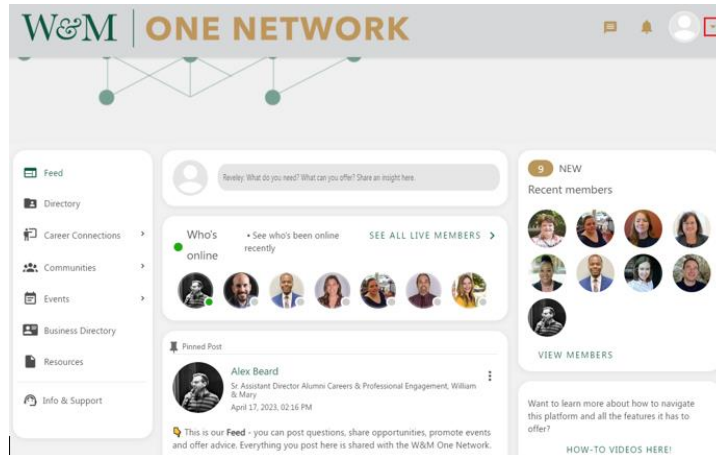
- Click the gold “Sign In” button in the top right of the webpage.



- Login via the method used to create your account, then click the green Sign In button.



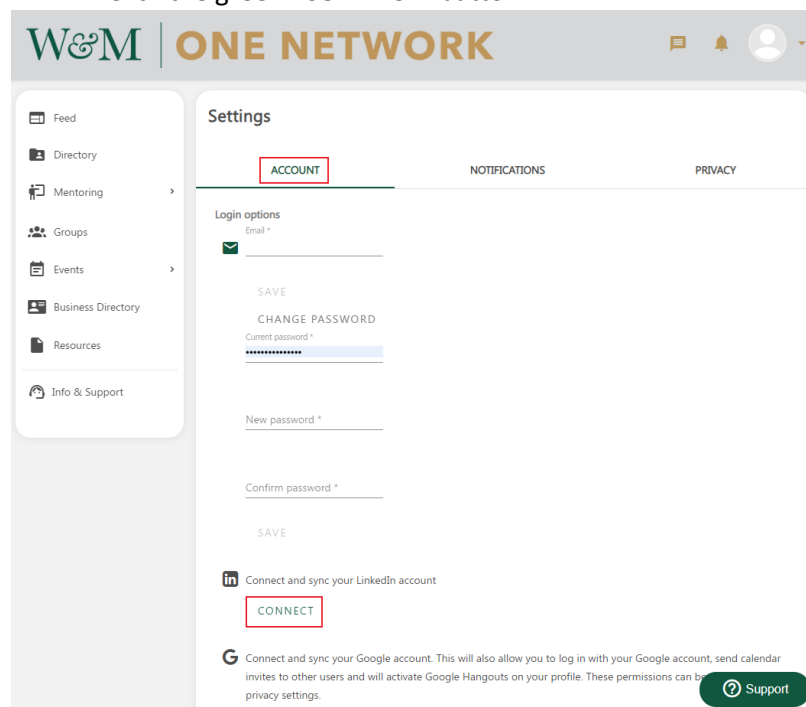
- Once logged in, in the top right corner of the webpage you will see a circle with an empty profile picture and a gold down arrow.
 - Click the gold down arrow.



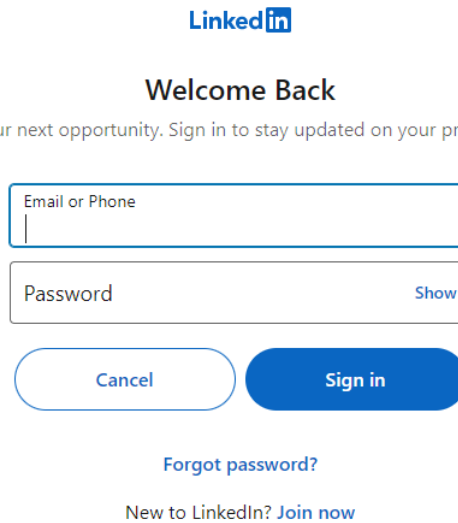
- From the gold drop down menu click "Settings."



- Click the "ACCOUNT" tab. Toward the end of the list you will see the LinkedIn logo and "Connect and sync your LinkedIn account."
 - Click the green "CONNECT" button.

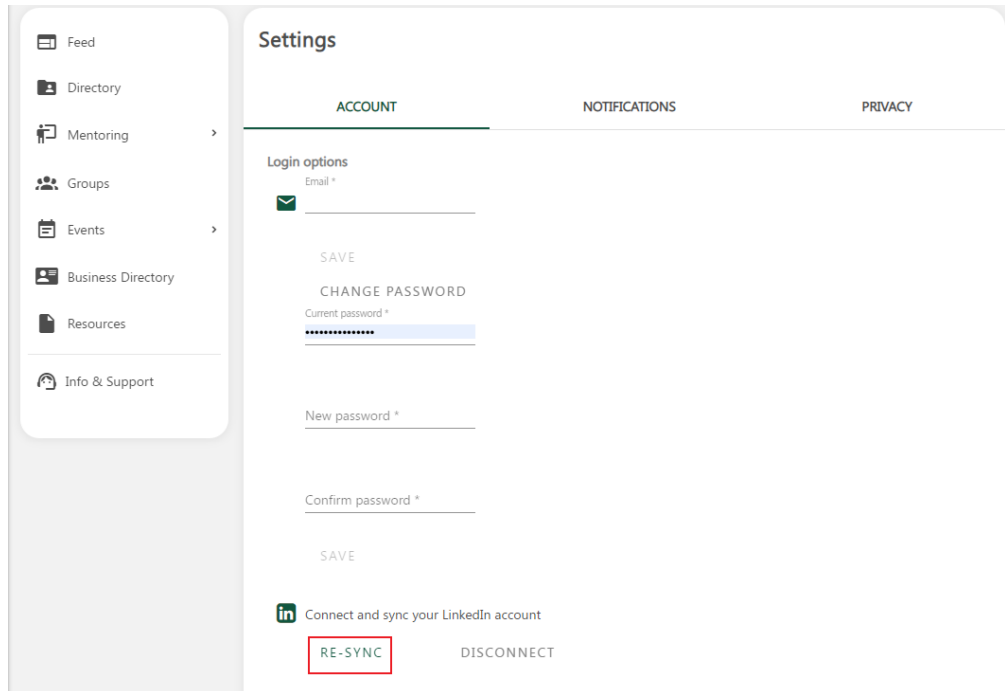


- Login using your LinkedIn username/password and click the blue “Sign in” button.



The image shows the LinkedIn login interface. At the top is the LinkedIn logo. Below it is the heading "Welcome Back" followed by the text "Don't miss your next opportunity. Sign in to stay updated on your professional world." There are two input fields: "Email or Phone" and "Password". The "Password" field has a "Show" link to its right. Below the input fields are two buttons: "Cancel" and "Sign in". At the bottom, there are two links: "Forgot password?" and "New to LinkedIn? Join now".

- Click the RE-SYNC button.



The image shows the LinkedIn Settings page, specifically the "ACCOUNT" tab. On the left is a navigation menu with options: Feed, Directory, Mentoring, Groups, Events, Business Directory, Resources, and Info & Support. The main content area is titled "Settings" and has three tabs: "ACCOUNT", "NOTIFICATIONS", and "PRIVACY". Under the "ACCOUNT" tab, there are sections for "Login options" (with an "Email *" field), "CHANGE PASSWORD" (with "Current password *" and "New password *" fields), and "Connect and sync your LinkedIn account" (with a "RE-SYNC" button highlighted by a red box and a "DISCONNECT" button).

- Now your One Network profile will contain a link to your LinkedIn profile, as indicated by the 'in' logo.

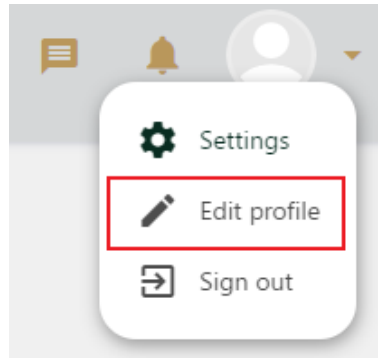
Step 6: Adding/Updating your One Network Profile Photo

- Once logged in, in the top right corner of the webpage you will see a circle with an empty profile picture and a gold down arrow.

- Click the gold down arrow.



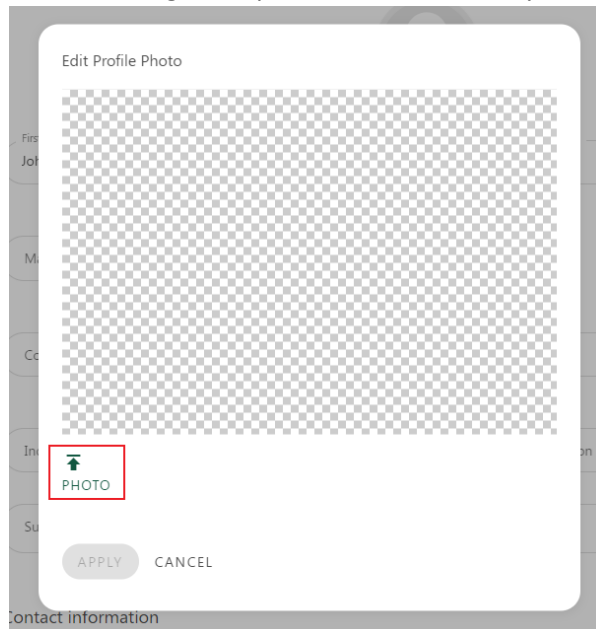
- Click "Edit Profile"



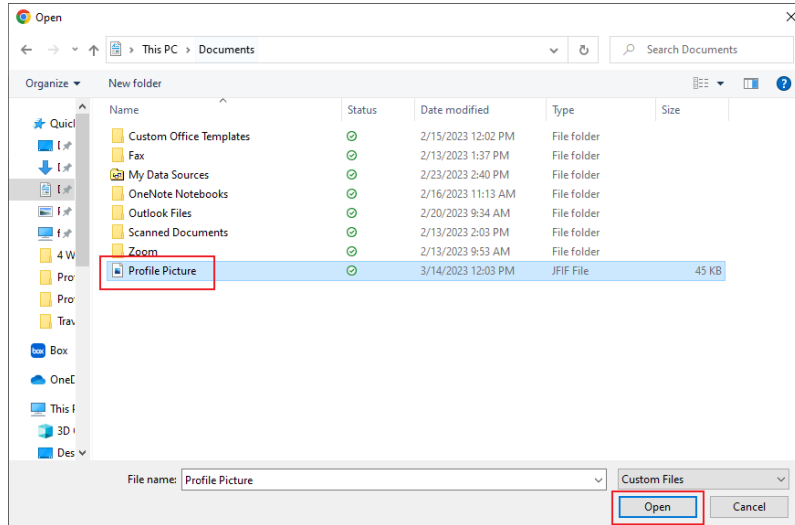
- On this webpage you will see an empty profile picture at the top of the page.
 - Click the shaded bottom third of that circle and the "Edit Profile Photo" popup will appear.



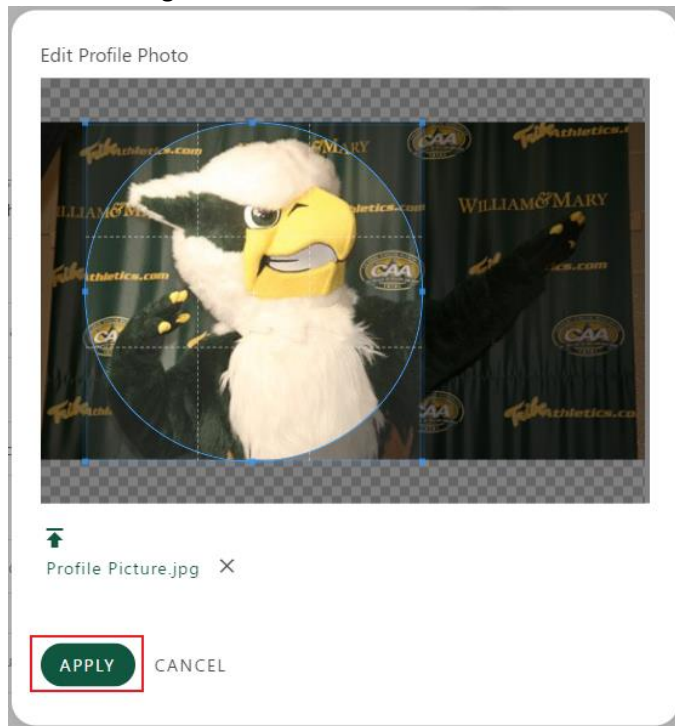
- Click the green up arrow button that says "PHOTO."



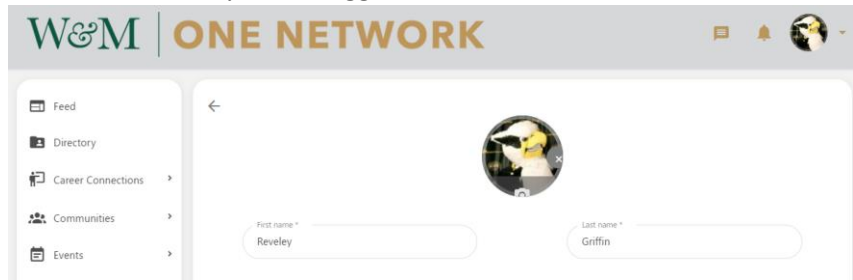
- Find and select the profile photo of your choice and click “Open.”



- Click and drag the blue circle to adjust the size and exact area of the photo you have uploaded.
 - Once you have the profile picture sized to your liking, click the green “APPLY” button.

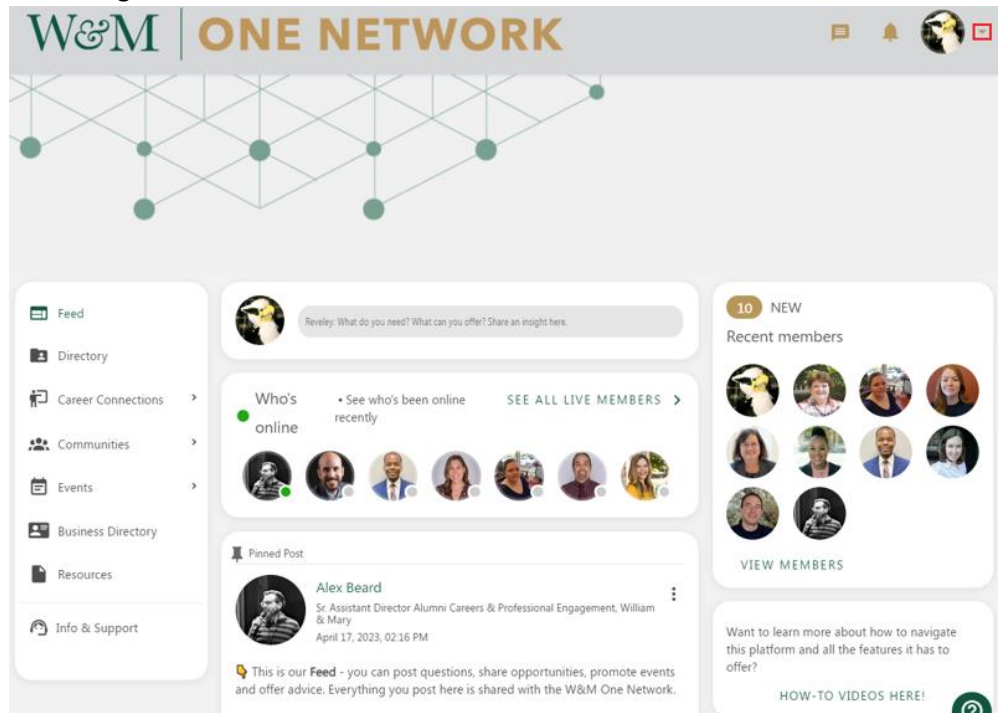


- Your profile picture will now appear in the top right corner of the site when you are logged in.

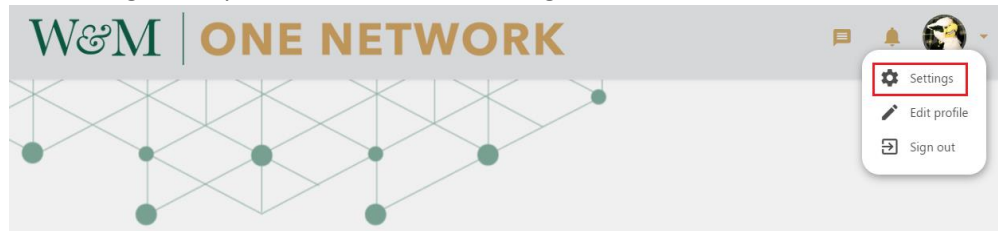


Step 7: Notifications & Privacy

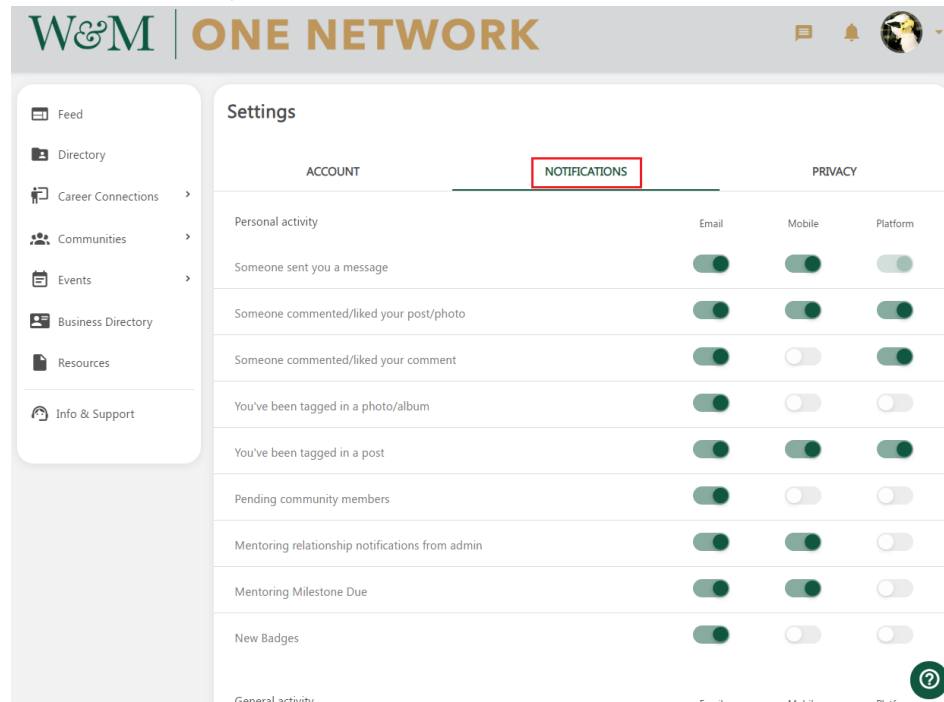
- Once logged in, in the top right corner of the webpage you will see your profile picture and a gold down arrow.
 - o Click the gold down arrow.



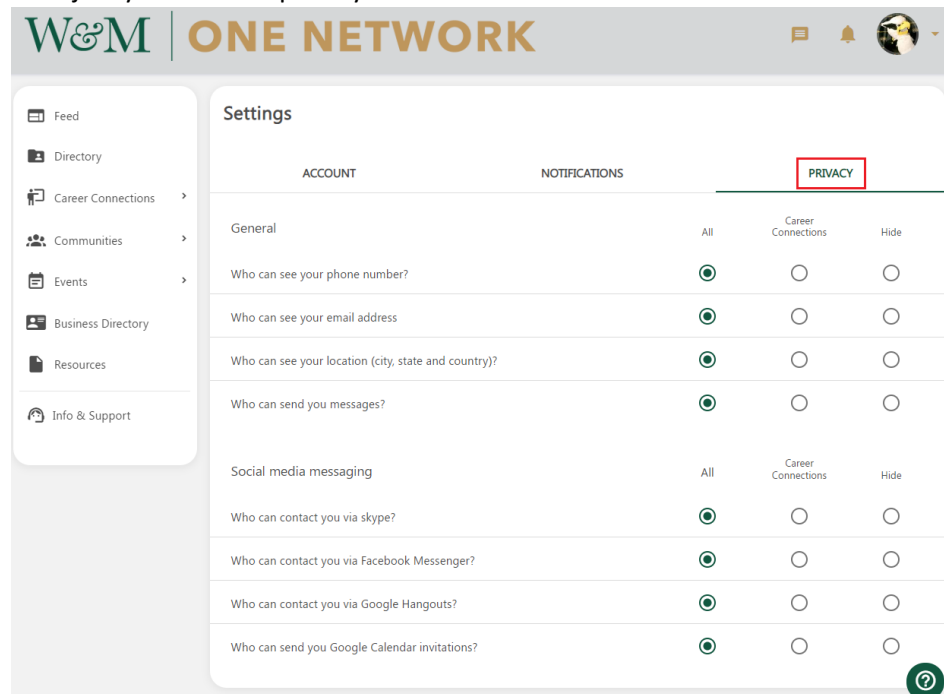
- o From the gold drop down menu, click “Settings.”



- Click the “NOTIFICATIONS” tab. Scroll through the settings and click the toggle buttons to turn on/off notifications as desired.

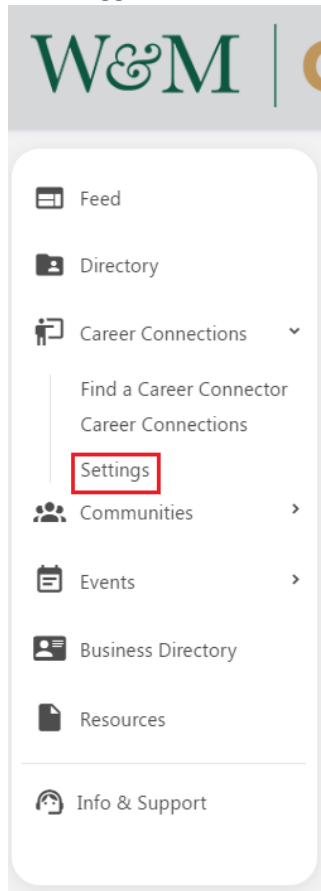


- Click the “PRIVACY” tab. Scroll through the settings and click the radio buttons to adjust your desired privacy levels.

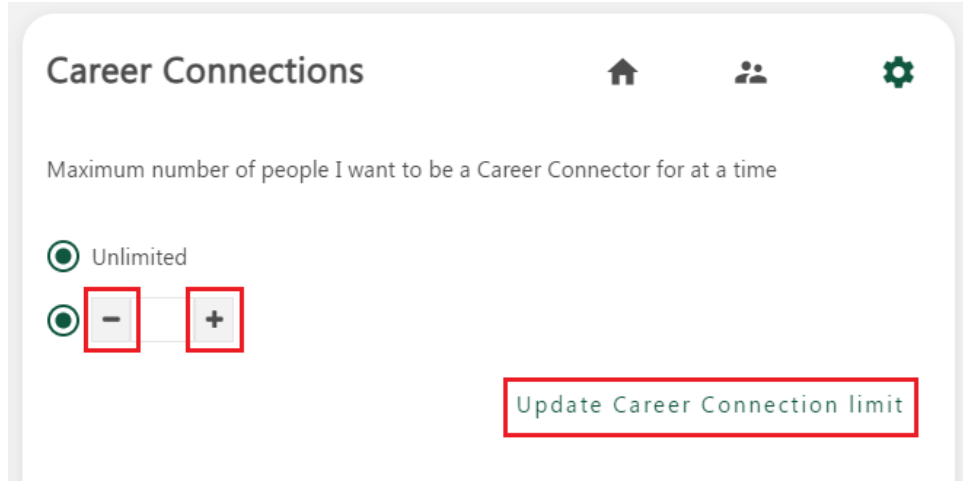


Step 8: Career Connections Settings

- Once logged in, in the left menu click “Career Connections” then click “Settings.”



- Career connections settings default to “Unlimited.” You can also click the plus or minus button to set the number of relationships you are willing to participate in at any given time.
 - o Click the green “Update Career Connection limit” button when finished.



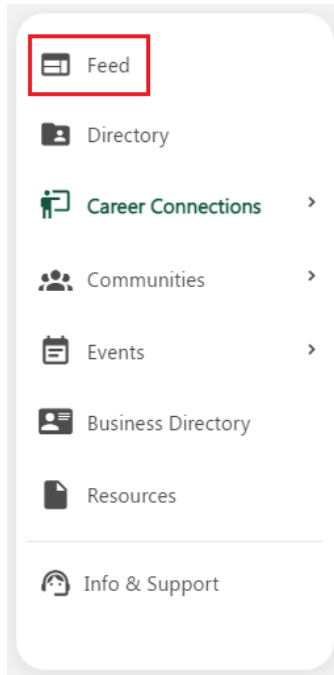
- o Please note: If you set a limit of five career connections and all five slots are full, you must end a relationship before participating in any additional career

connections/mentorship activities, including formal mentorship programming — or you must update your mentee limit by clicking the plus button or unlimited button.

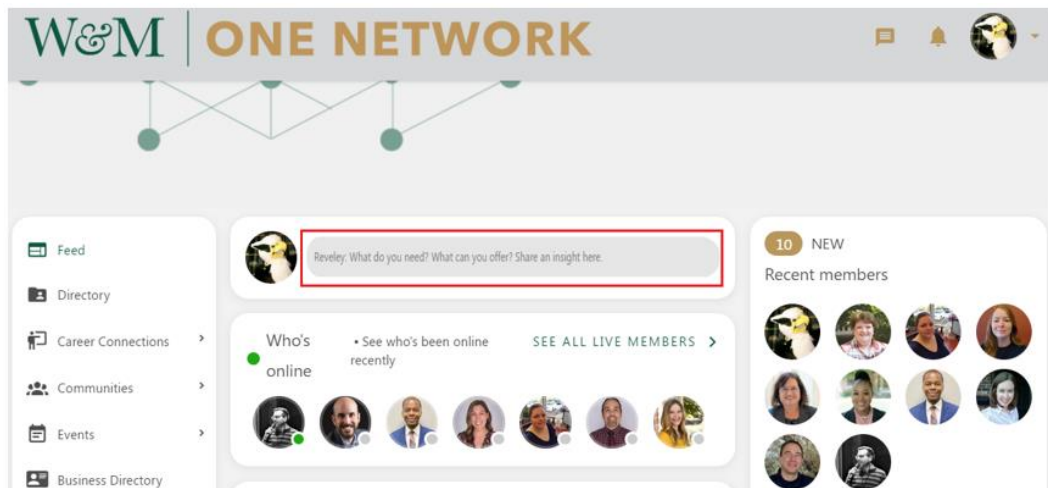
Part 2: Explore the One Network Platform

Getting Started 1: Post to the Feed

- Once Logged in to One Network, in the left menu, click “Feed.”

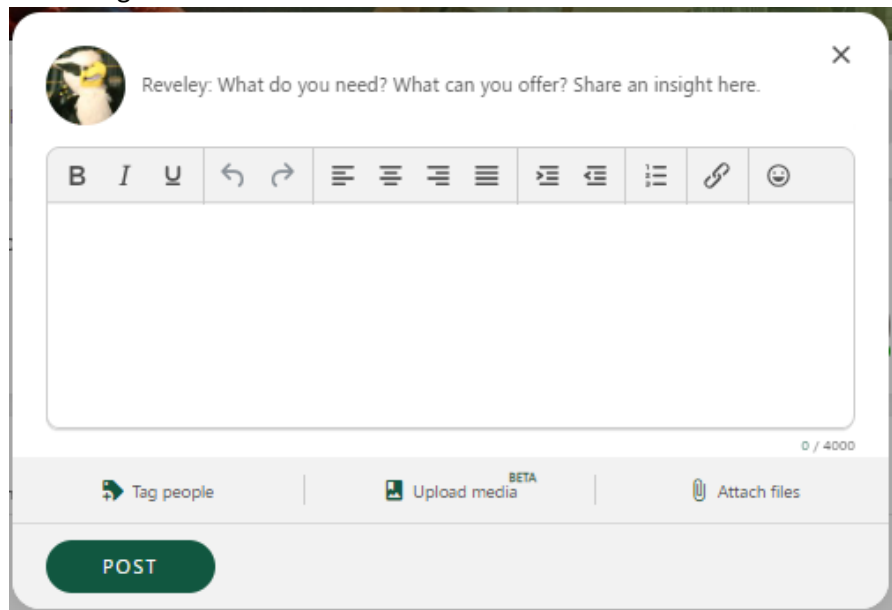


- Click the “What do you need? What can you offer? Share an insight here.” prompt next to your profile picture, in the top center column of the webpage.

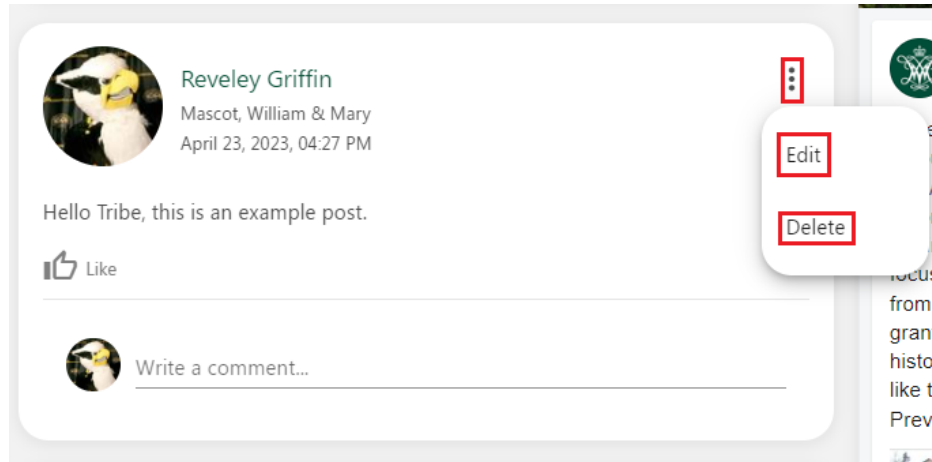


- o Introduce yourself to your William & Mary Community on One Network! We recommend this introduction include three key parts: who you are, what you bring to One Network, and what you hope One Network can do for you. ***The ethos of the W&M One Network is built on “Asking & Offering.”***

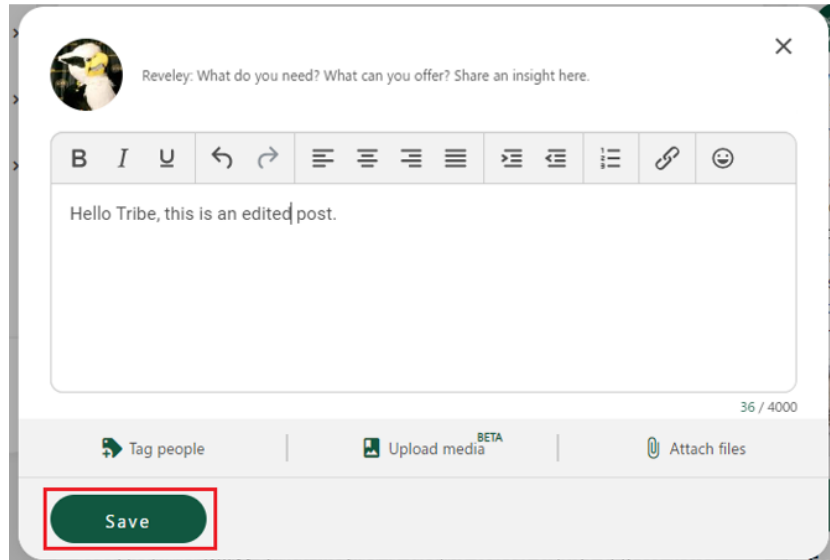
- *Ex. Hello Tribe! I'm Alex Beard, a community engagement professional and educator who recently joined the Office of Career Development & Professional Engagement at W&M. I'm a graduate of Virginia Tech where I studied Theatre Arts and Leadership & Social Change, with a heavy focus on public dialogue. I have intentionally crafted my career by collaborating closely with leaders to integrate the arts, specifically improvisation, into various business settings. I currently live in Chicago where I also teach, perform, and direct at theatres around the city. I'm always happy to talk to folks about entrepreneurship, training facilitation, design thinking/human centered design, and job crafting. I'm looking to make connections globally, especially those working in the consulting and corporate training/HR space.*
- You can use the text editor to format the text, including bold, italics and bullet points.
- You can also add hyperlinks, tag people, upload images and attach files as needed by clicking the appropriate buttons.
- Click the green "POST" button when finished.



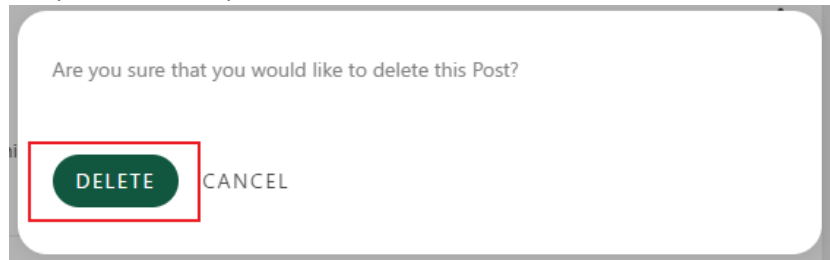
- To edit or delete a post, click the vertical three dot icon in the top right of the post, then click “Edit” or “Delete.”



- When editing, be sure to click the green “Save” button when finished.



- When deleting, be sure to click the green “DELETE” button to remove the post from the platform.



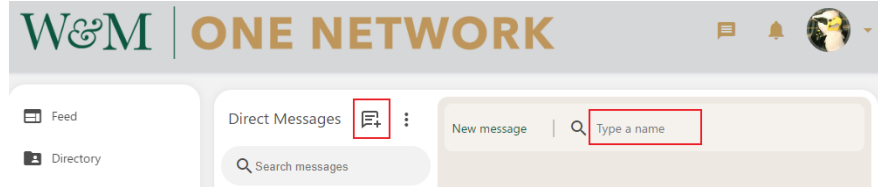
Getting Started 2: Send a Direct Message

- There are two methods to send messages: the “Direct Messages” webpage and via an individual’s profile.
 - **If you know who you would like to message:**

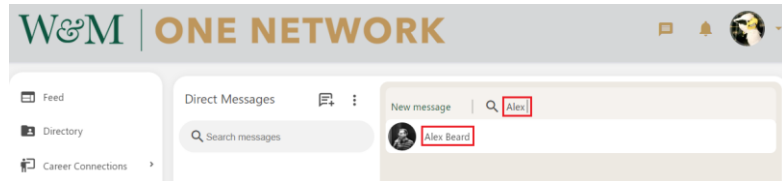
- Click the gold message icon in the top right of the One Network webpage.



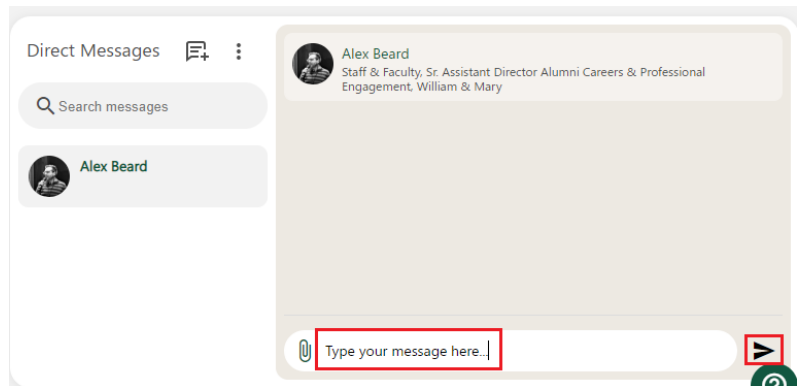
- Once on the Direct Messages webpage, click the message icon with a + symbol. Then type the name of the person you would like to message in the search bar that says, "Type a name."



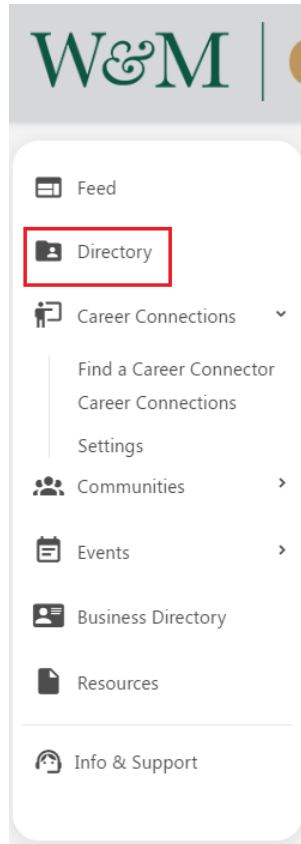
- When you begin typing a person's name, the system will automatically show a few suggestions based on the letters typed so far.
- Click the name of the person you want to message.



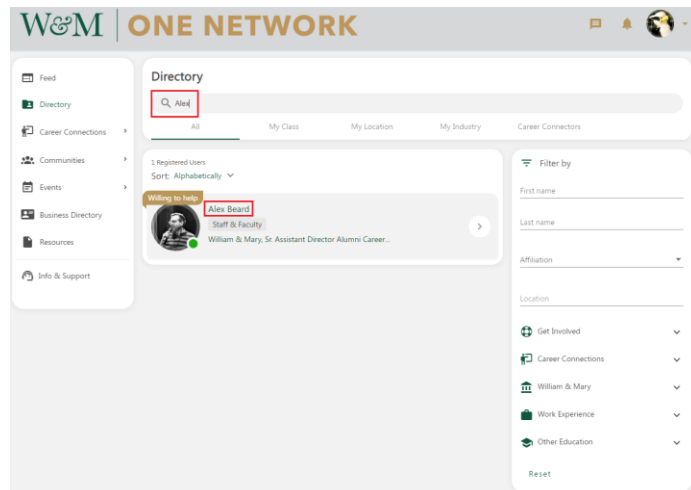
- Type your message in the white text bubble at the bottom of the webpage and click the black send icon to send your message when finished.



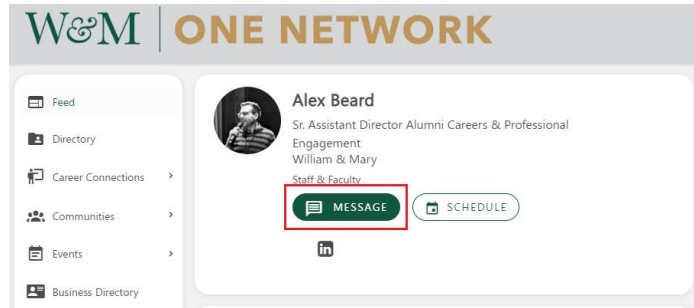
- **If you do not know who you would like to message:**
 - Click “Directory” in the left menu.



- There are two methods to search for someone in the W&M One Network: the “Search” bar and the “Filter by” menu.
- In the “Search” bar at the top center of the webpage, type any of the following: an individual’s name, a company name, industry, etc.
 - To clear your search parameters, simply delete anything typed in the search bar.
 - Once you’ve found the person you would like to message, click their name.



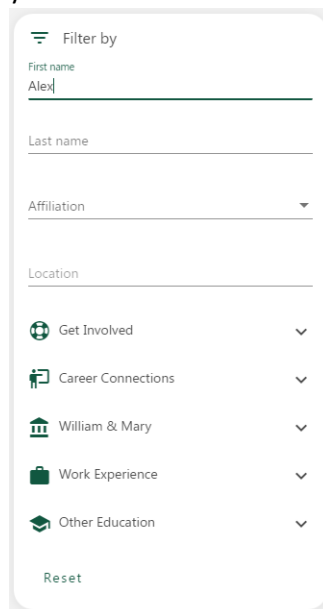
- Once on their profile click the green button that says “MESSAGE”



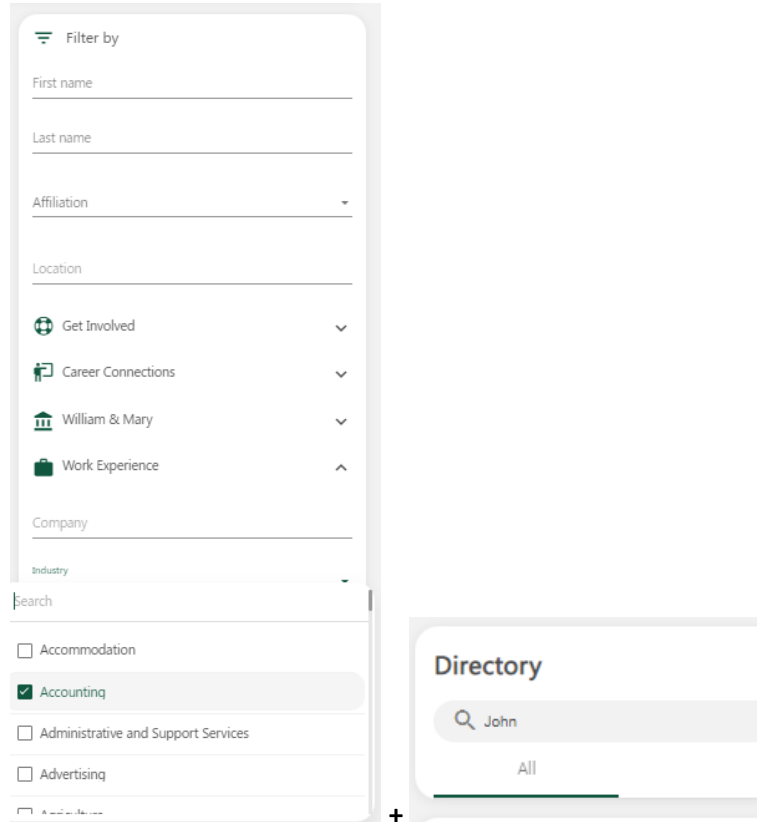
- Type a short message to the person and click the blue “SEND” button.



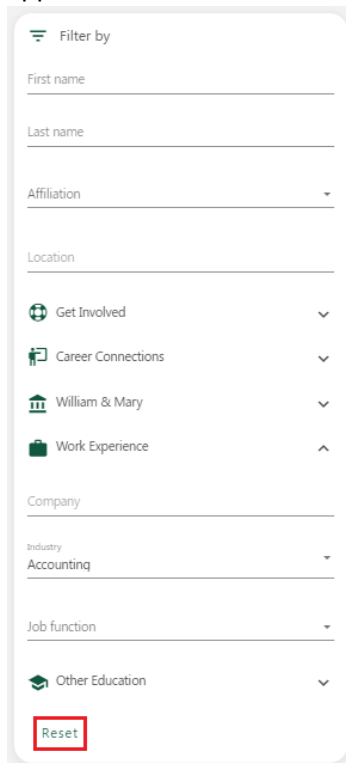
- You can also use the “Filter by” search in the right menu to pinpoint your search.



- Filtering is a powerful tool as it can be utilized in conjunction with the “Search” bar. This is helpful if your “Search” bar results alone are too broad, i.e., you know someone’s first name and that they work in accounting. In this example, you would look to the “Filter by” menu and select Work Experience -> Industry -> Accounting, then type their first name into the “Search” bar.



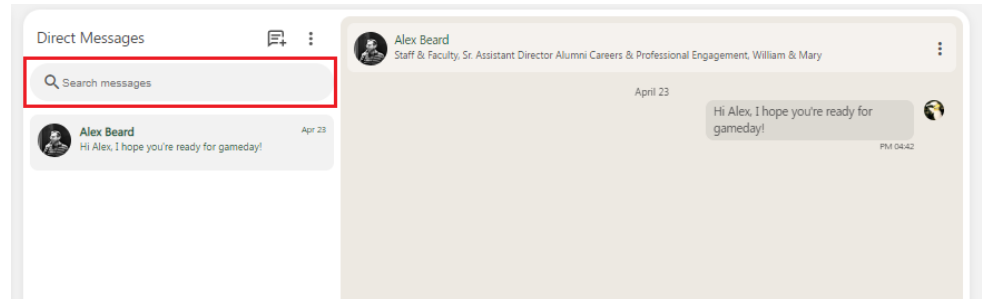
- **Please Note:** The “Filter by” menu is sticky, meaning you must reset the filters before running additional searches. To clear your filter parameters, click the green “Reset” button at the bottom of the “Filter by” menu. If you do not reset your “filter by” settings, your search bar results will remain filtered and therefore limited, i.e., you filtered based on accounting on your last search, and now have decided to look up an old roommate by name. If they are not in accounting, even if you spell their name correctly, they will not appear in the search results as the “Filter by” settings will only allow individuals in accounting to appear.



- To check your messages and see previously sent messages, click the gold message icon in the top right-hand corner of the webpage to view the “Direct Messages” webpage.

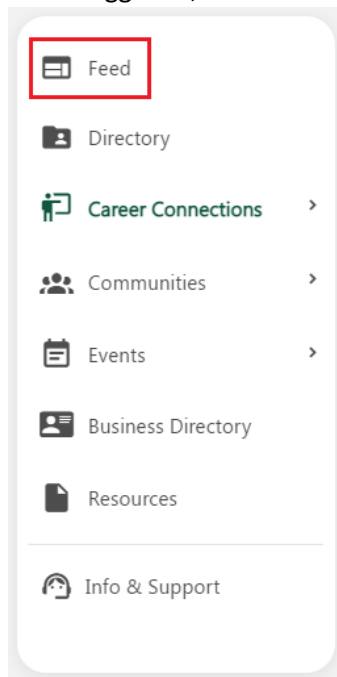


- Here you can search for previously sent messages, have continued threaded conversations, and send new messages if you know the recipient's name.

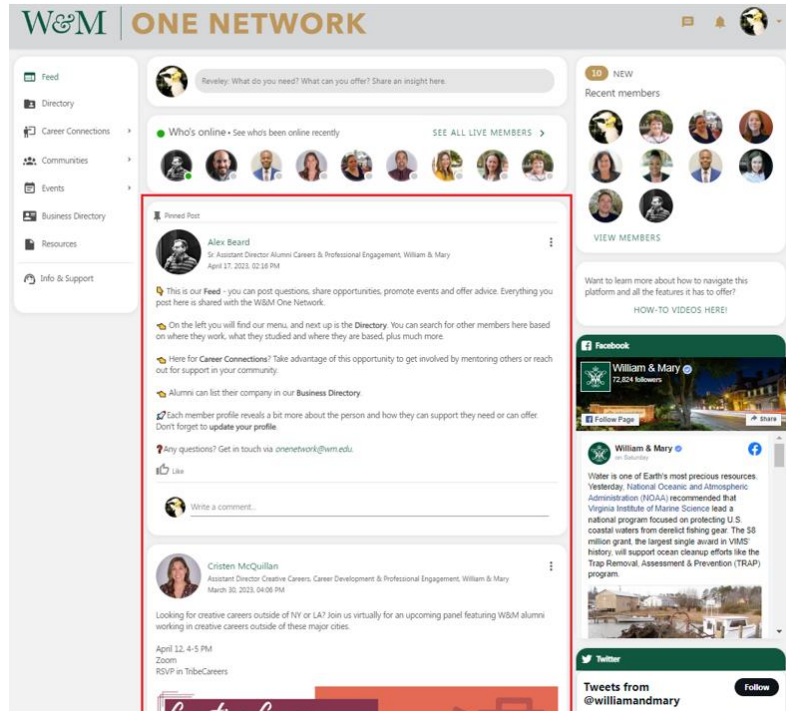


Getting Started 3: Commenting and Liking Posts

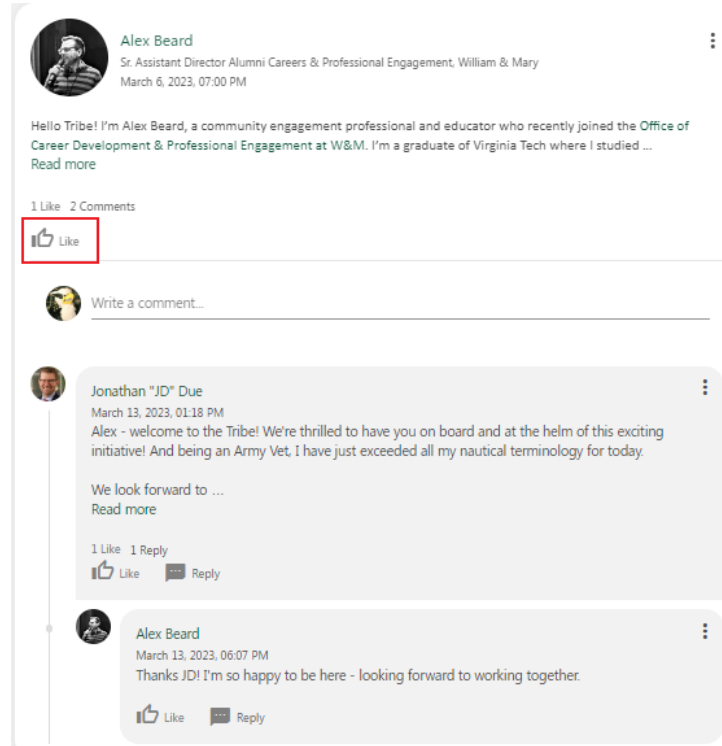
- Once Logged in, in the left menu click "Feed."



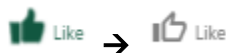
- In the center column you will see continually updating list of posts.



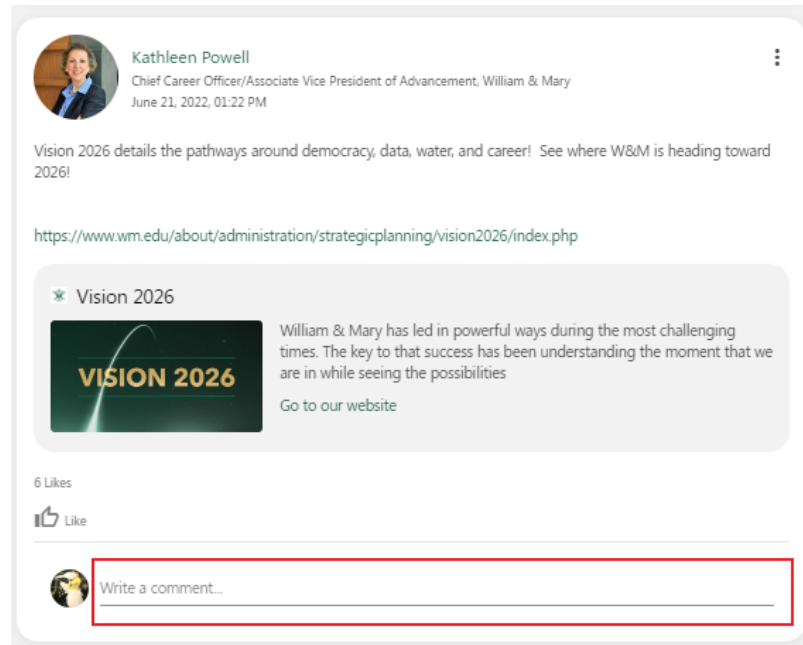
- o To like a post, simply click the thumbs up icon that says "Like".



- To remove your like, simply re-click the like button. The thumbs up icon will change from green to grey.

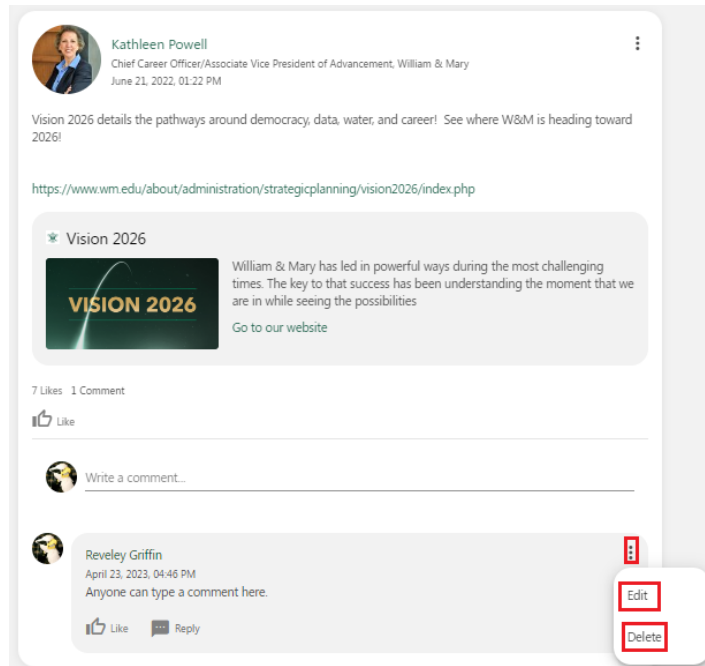


- To add a comment, find a post you want to respond to, and next to your profile picture at the bottom of the post, write your thoughts in the “Write a comment” line and click the black send icon.



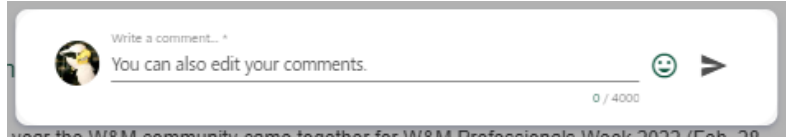
A screenshot of a LinkedIn post by Kathleen Powell, Chief Career Officer/Associate Vice President of Advancement at William & Mary. The post is dated June 21, 2022, at 01:22 PM. The text of the post reads: "Vision 2026 details the pathways around democracy, data, water, and career! See where W&M is heading toward 2026!" Below the text is a URL: <https://www.wm.edu/about/administration/strategicplanning/vision2026/index.php>. There is a featured image for "Vision 2026" with a description: "William & Mary has led in powerful ways during the most challenging times. The key to that success has been understanding the moment that we are in while seeing the possibilities" and a link "Go to our website". The post has 6 likes. At the bottom, there is a "Write a comment..." input field, which is highlighted with a red rectangular border.

- To edit or delete your comment, click the vertical three-dot icon on your comment then select “Edit” or “Delete.”

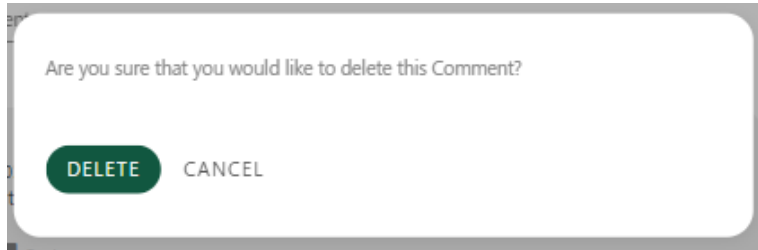


A screenshot of the same LinkedIn post by Kathleen Powell. This view shows a comment by Reveley Griffin, dated April 23, 2023, at 04:46 PM, with the text "Anyone can type a comment here." Below the comment are "Like" and "Reply" buttons. A vertical three-dot menu icon is visible to the right of the comment, and a small menu is open, showing "Edit" and "Delete" options, both of which are highlighted with red rectangular boxes.

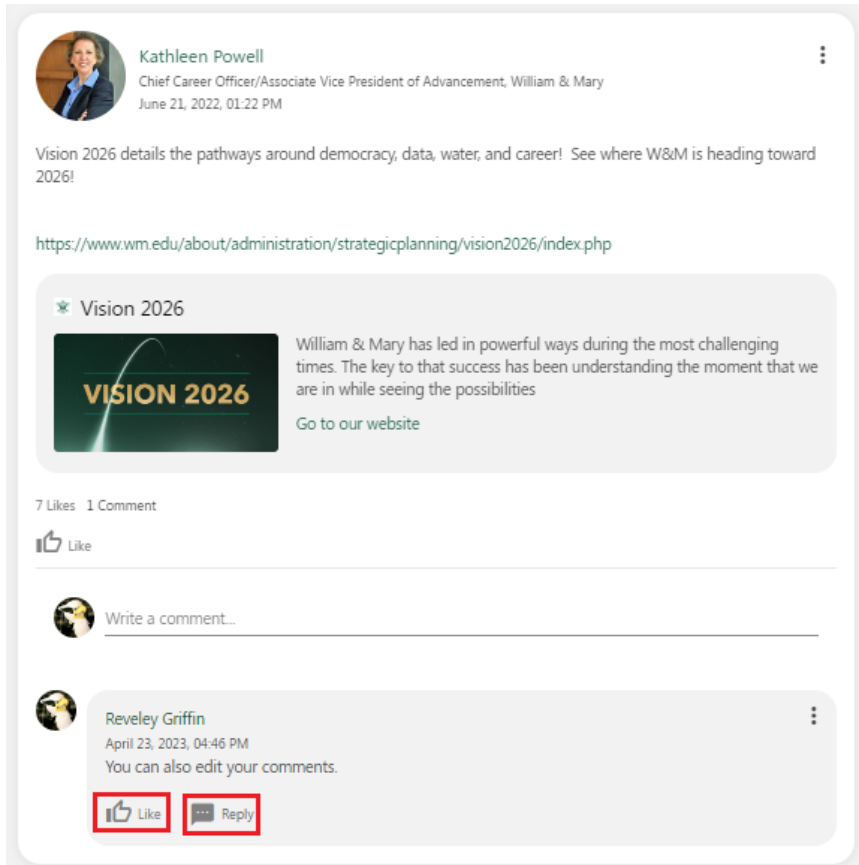
- When editing, be sure to click the black send icon after you have edited the reply text.



- When deleting, be sure to click the green “DELETE” button to confirm the deletion.



- To reply to or like a comment, simply scroll to the comment you would like to respond to and click either the “Reply” or the “Like” button.



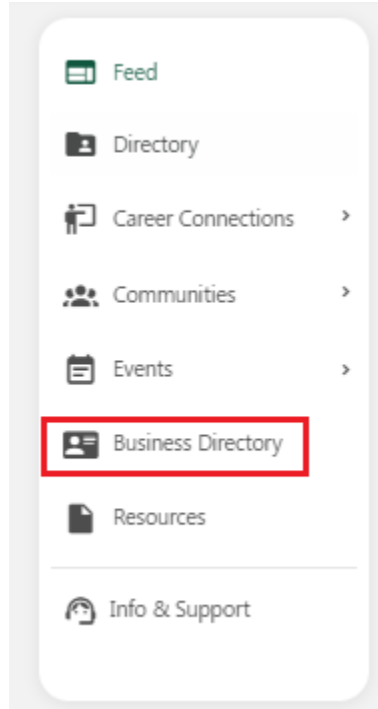
Getting Started 4: Explore the Business Directory and Add a Business

- To View a Business

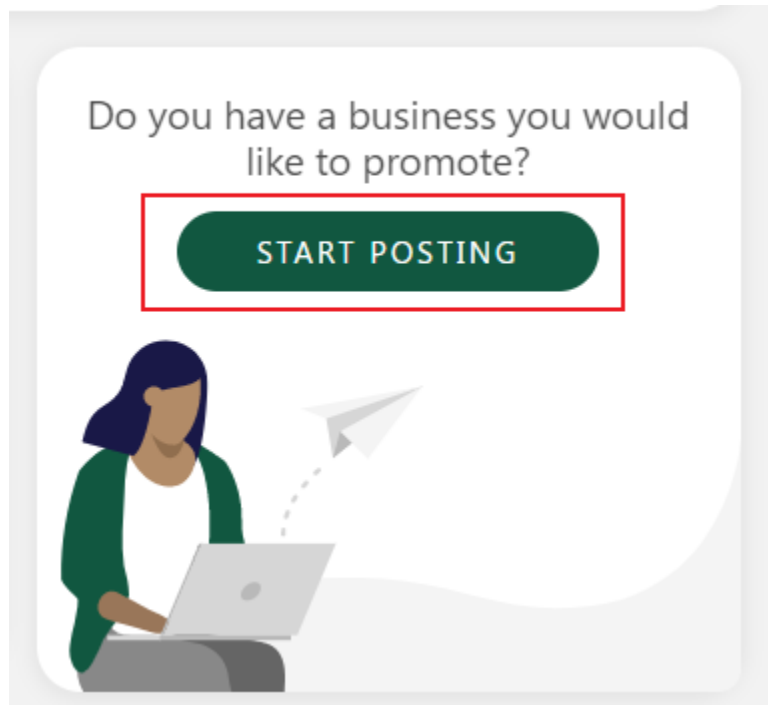
- Once logged in, in the left menu click “Business Directory.”
- Using the center search bar type a keyword in the “What are you looking for?” panel, or a geographic area in the “Location” panel.

- **To Add a Business:**

- Once Logged in, in the left menu click “Business Directory.”



- On the right side of the webpage, you'll see a panel that says, “Do you have a business you would like to promote?”
 - Click the green “START POSTING” button.



- Fill out the General Information fields, Category fields, Offer fields, Contact Options, Logo, and Image. *“*” denotes a required field.*

General Information

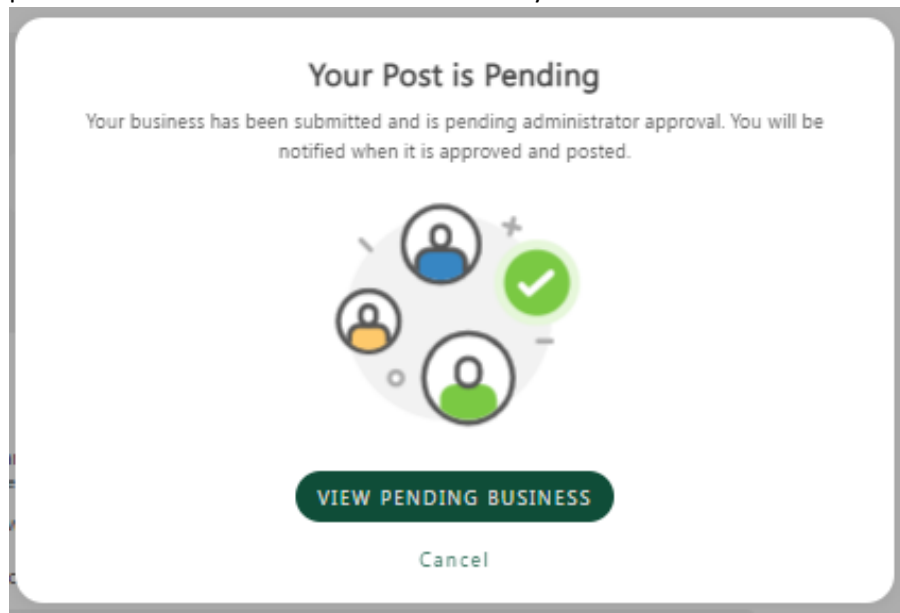
Business Name 0 / 70

Header 0 / 100 ?

- Click the Green “POST BUSINESS” button when complete.

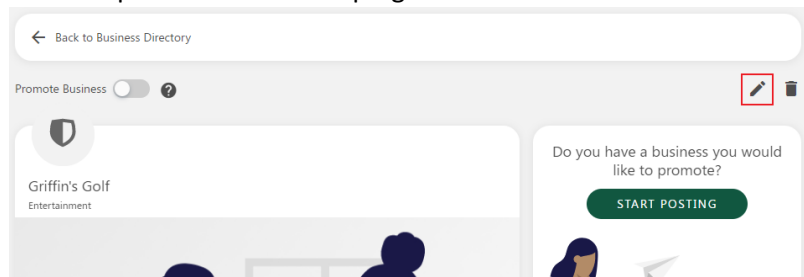


- Admin review is required before businesses will appear on the One Network platform. Please allow for three business days for review.



- To edit or delete a business in the Business Directory, select the business you administer.

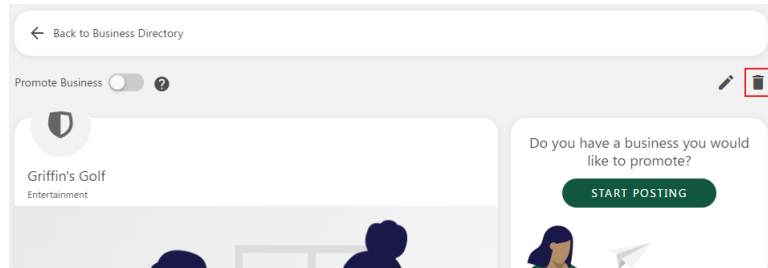
- Click the pencil icon in the top right corner to edit.



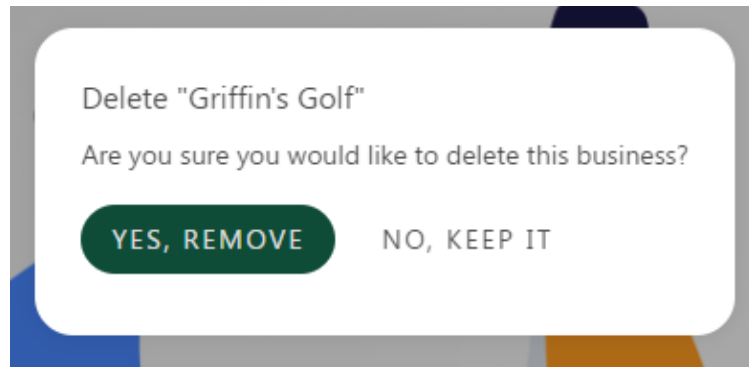
- Click the green “POST BUSINESS” once edits are completed.



- Click the trash can icon in the top right corner to delete.

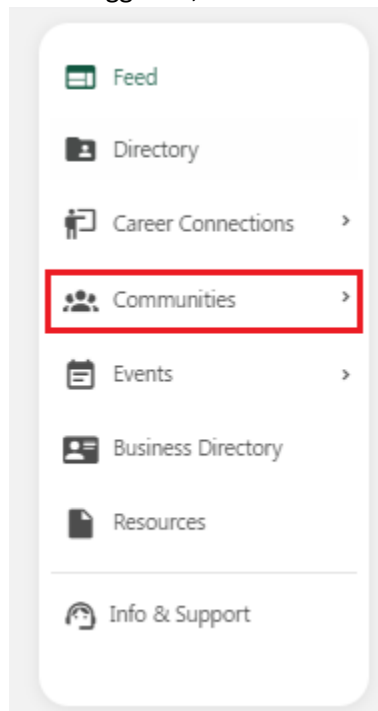


- Click "YES, REMOVE" to confirm deletion.

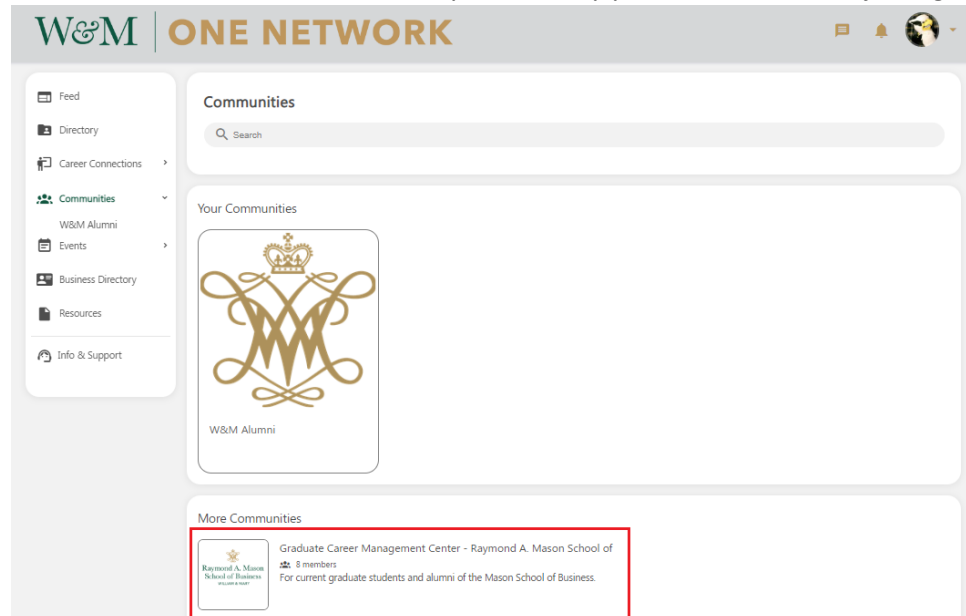


Getting Started 5: Explore Communities

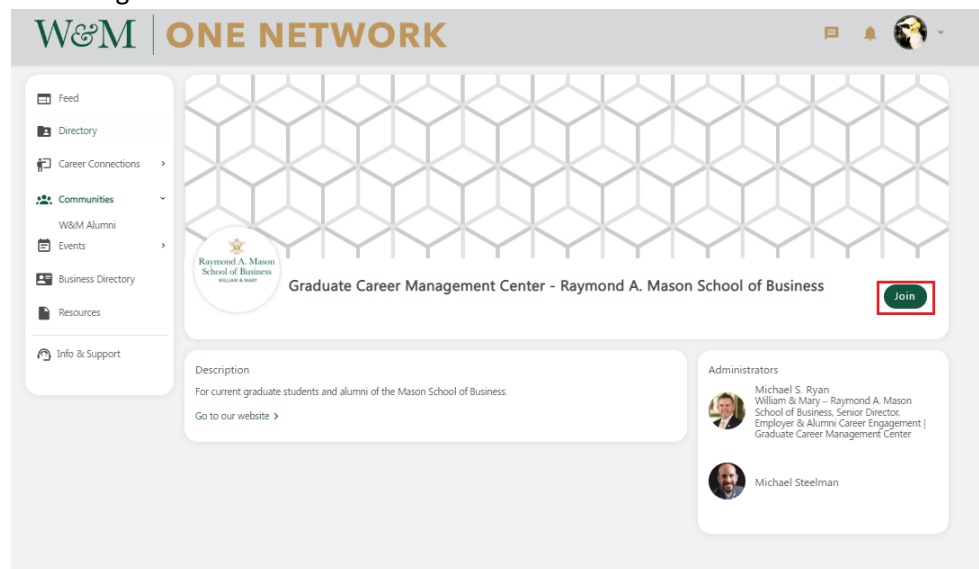
- **To Join a Community:**
 - Once Logged in, in the left menu click "Communities."



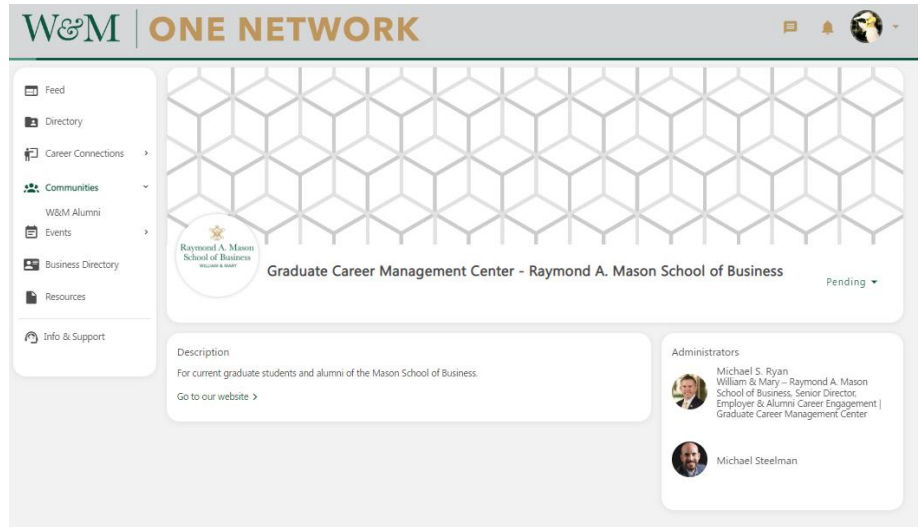
- Under “More Communities,” click any community you are interested in joining.



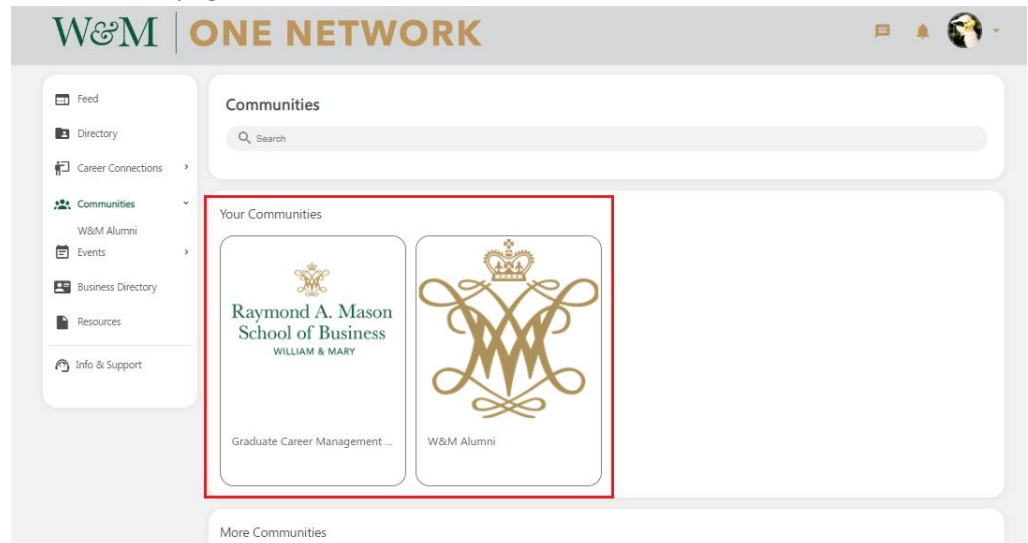
- Confirm the community you selected is correct by reading the description, then click the green “Join” button.



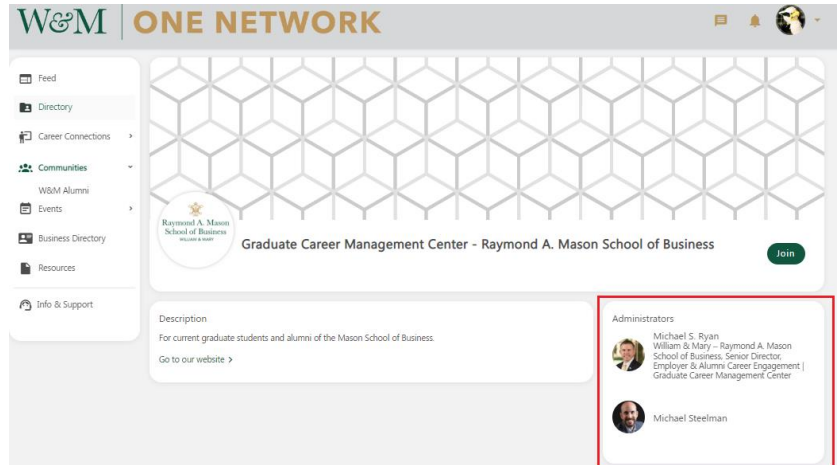
- For most communities an administrator will need to approve your request to join. Please allow for a minimum of three business days for your request to be reviewed.



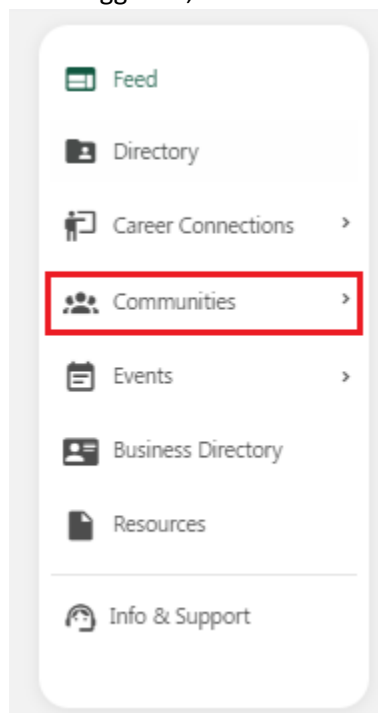
- Once approved, the Community will show up under “Your Communities” on the Communities page.



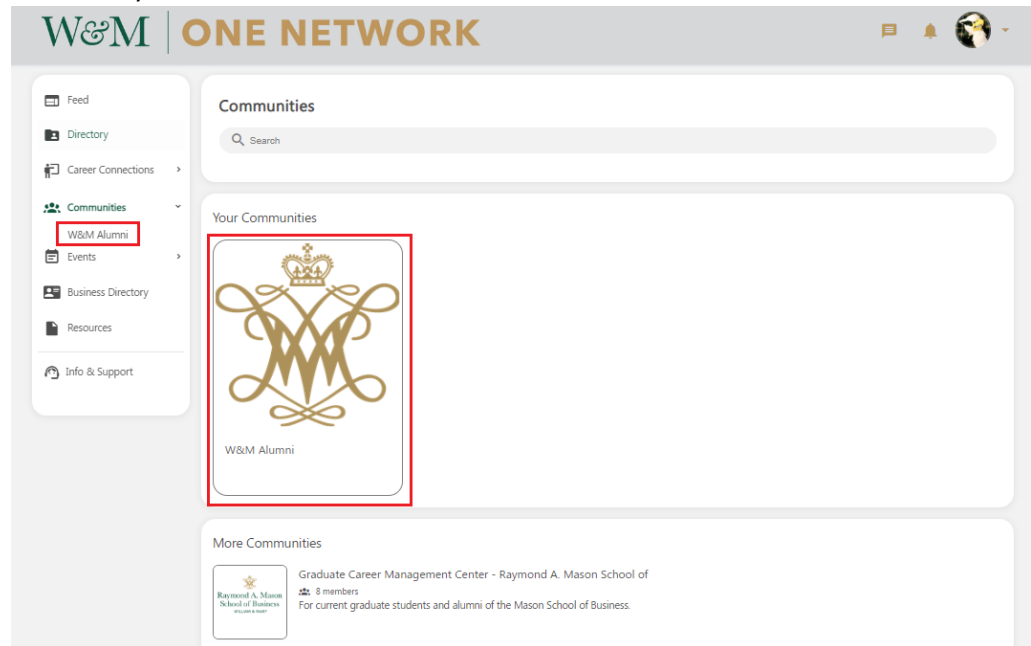
- **Please note:** The system will not notify you when your request to join a community has been granted or denied. If a community you have requested to join does not appear in your “Your Communities” list after at least three business days, message the group’s administrator(s).



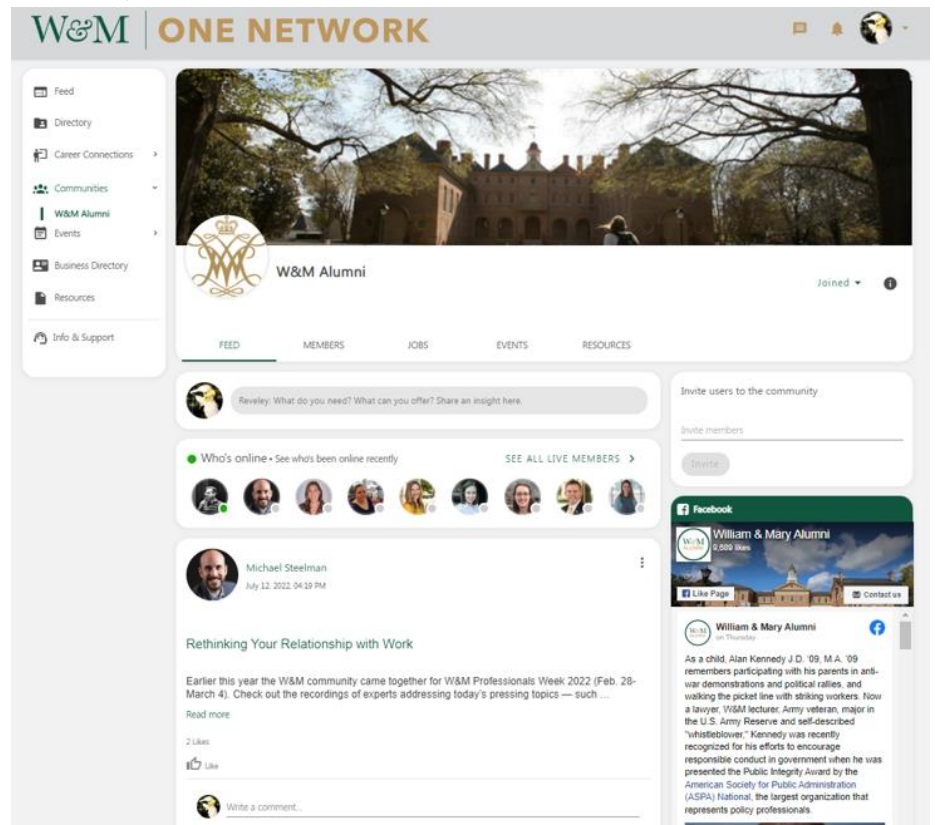
- **To Interact with a Community:**
 - o Once logged in, in the left menu click “Communities.”



- Then click either the community name from the left menu or click the community name under “Your Communities.”



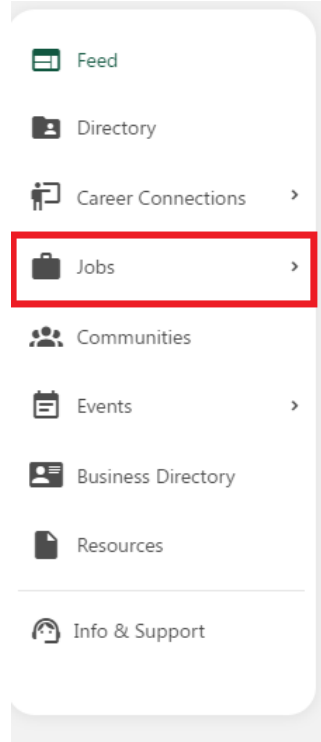
- Communities are best thought of as a “platform within a platform.” All site functionality you’ve learned so far, such as how to post to the feed, comment, etc. remain the same.



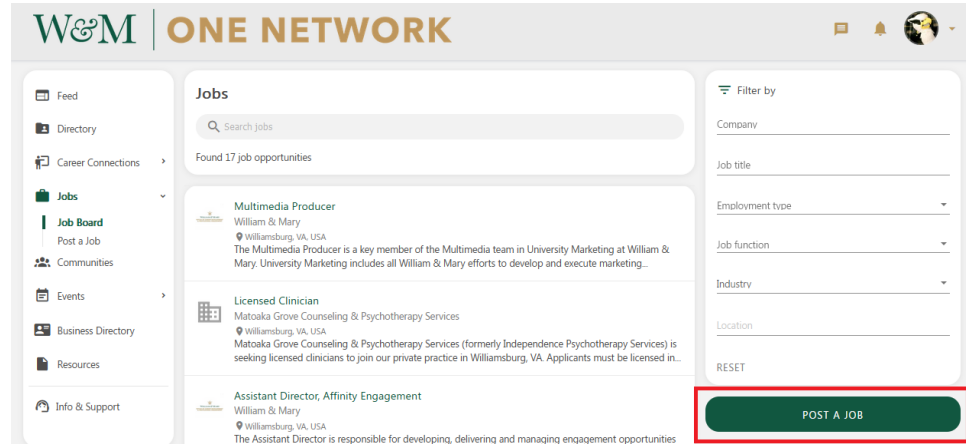
Getting Started 6: (Alumni Only) Share a Job Opportunity

- **To share a job in the W&M One Network Alumni Job Board:**

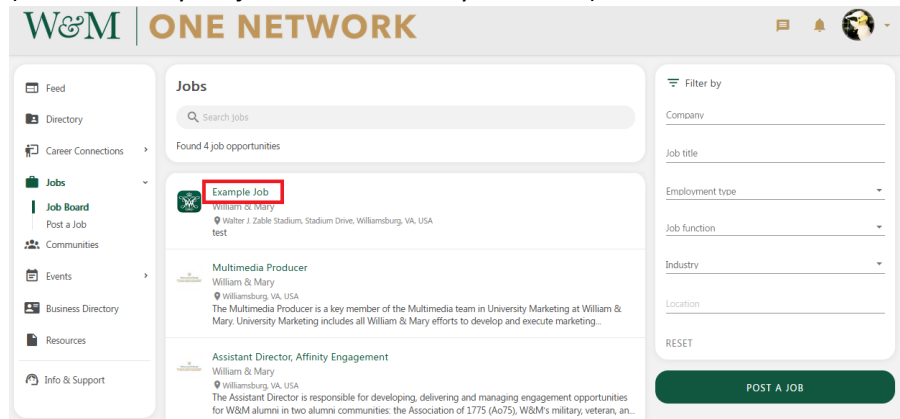
- o **Please note:** This functionality is currently only available for the W&M alumni community on One Network. Current students and recent graduates should utilize [Tribecareers](#) (William & Mary's job and internship platform) to discover job opportunities.
- o Once logged in, in the left menu click "Jobs."



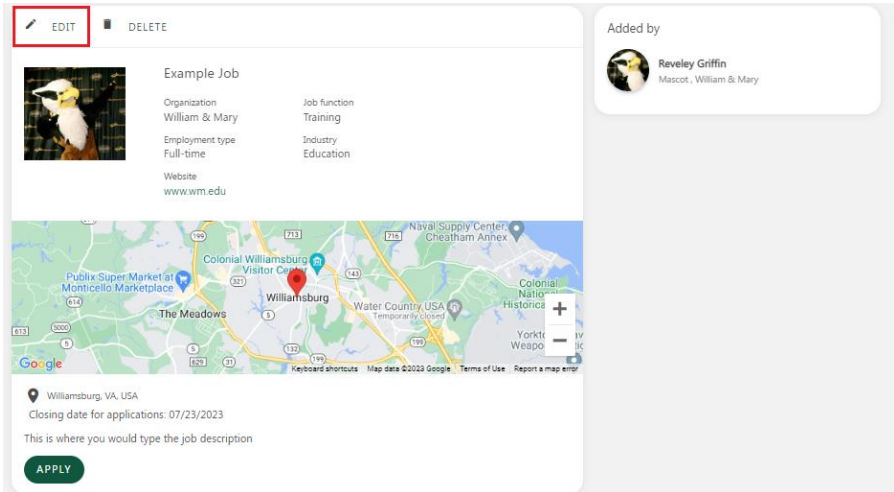
- o Then click the green "Post a Job" button.



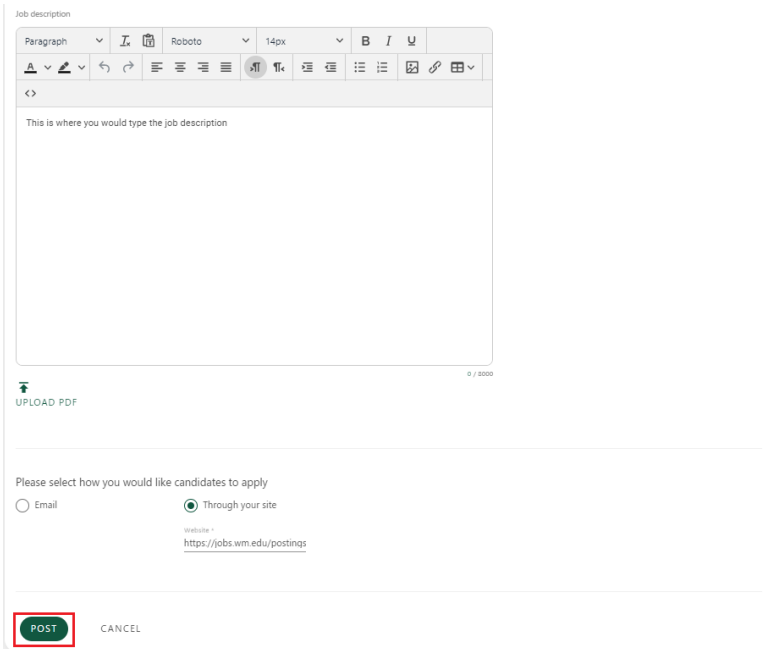
- If you need to edit your job posting, click the job title from the job feed (or search for your job title if too many are listed).



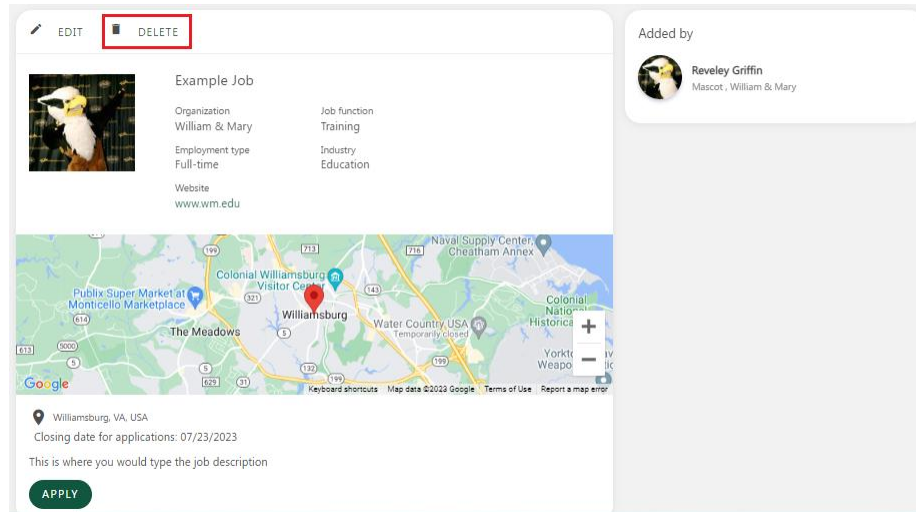
- Then click the green “Edit” button.



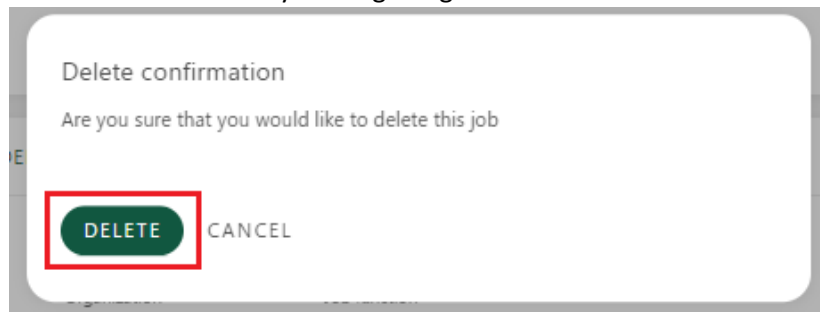
- Make any changes necessary and then click the green “POST” button.



- Once the closing date for applications has passed, please delete the job posting from One Network. Click the job posting and then click the green “DELETE” button.



- Confirm the deletion by clicking the green “DELETE” button.



Here to Help: Questions & Feedback

- If you have any questions, comments, concerns or feedback regarding W&M One Network, please contact: OneNetwork@wm.edu.