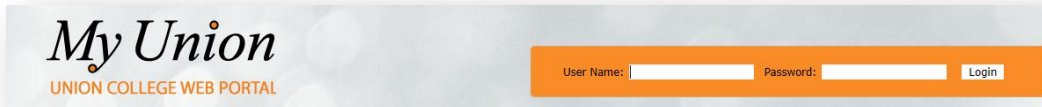


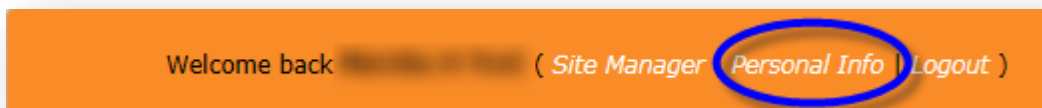
UNION COLLEGE
Department of Administrative Systems
How to Search for Former Classmates on MyUnion


How to Search for Former Classmates

First, log into [My Union](#) using your Union College-supplied username and password in the upper right-hand corner of the screen. If you do not have a My Union account and you are a former student of Union College, you may request one by email at alumni@unionky.edu.



After logging in, please take a moment to update your personal information and privacy settings. First, click the “**Personal Info**” link in the upper right-hand corner of the screen next to your name.



- Click the **Biographical Info** tab to review and modify your personal information. Click the pencil icon  to begin editing your information. **NOTE:** Modifications may take several days to process.



- Next, click the **Privacy Settings** tab to control what information you want other users to see when performing a classmate search. Your information is private by default. Check the items you would like others to see and click **Submit** when finished.



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- Finally, you may upload a photo under the **Photo** tab. **NOTE:** Photo file needs to be 133x133 pixels and GIF or JPG format.

To access the **Former Classmate Search**, click the tab near the top of the screen.



Next, locate the “**Search for Former Classmates**” portlet. This allows you to search for former classmates by name. You may also click on the “Advanced Search” link to search by more general criteria such as class year, major, etc.

Alumni and Friends

Search for Former Classmates

Find a Person

Last Name:

First Name:

Middle Name:

Find an Organization

Name:

[Advanced Search](#)

If you have any problems or questions, please contact alumni@unionky.edu.