HOW TO – Find Alumni through a Directory Search

Introduction

The Directory Search is a feature of myNotreDame that will help you connect with fellow alumni. You can search for alumni by name, year of graduation, residence hall, or by other criteria found in the Advanced Search, such as profession and state of residence.

In order to use the Directory Search you will need to have a username and password on myNotreDame. If you are a Notre Dame Alum and haven’t activated your account (to obtain a username and password to use on the system) you can do so by visiting http://my.nd.edu and clicking on the Log In. Next click on the Create Account button, this will take you to the page where you can activate your account.

When you want to conduct a Directory Search, you’ll need to sign in using your myNotreDame username and password.

Directory Home

In this section you will learn how to navigate to the Directory Search feature.

1. On the myNotreDame homepage, click the FIND link then choose ALUMNI.

2. Once you get to the Alumni Directory page you will need to click the Log In link and use your myNotreDame username and password to access the directory. Note: Only Notre Dame Alums can access this feature.
**Simple Search**

In this section you will learn how to select fields to complete a simple search.

1. To search for someone by name, class, or residence hall, you can conduct a *Simple Search*.

   a) In the **First Name** box enter the person’s first name. Note that this field contains proper names so if the person you are looking for is called *Bob* you should enter *Robert*.

   b) In the **Last Name** box enter the person’s last name.

   c) You can also choose values from the **Class Year** and **Residence Hall** fields. If you want to search using multiple values from these fields press the `<CTRL>` or `<Shift>` keys before making additional selections.

   **Note:** The First Name, Last Name and Maiden Name fields have an extra search option which you can change from **Equals** to options such as **Not Equal To**, **Contains** and **Starts With**. Also when conducting these searches note that *less is more*. It’s better to enter the least amount of data to get the best results. This is because fields such as **Class Year** and **Residence Hall** are optional. If you choose an incorrect year or if the person you are looking for did not include a residence hall in their record you will not find them.

   d) Once you have selected all criteria you wish to use in your search, press the **Search >>** button under the **Residence Hall** menu to view your results.
Advanced Search

In this section you will learn how to conduct an Advanced Search. This allows you to search for alumni with an additional set of criteria from the Simple Search.

In the Advanced Search, you can search by criteria including US or Intl Home City or Country, Home Notre Dame Club, Primary Employer, Profession, Home Parish, and more. To navigate to this page, click on Advanced Search at the top of the Simple Search page.

1. To search for someone by Class Year, Residence Hall, Home State, Home Country, Home Notre Dame Club, Seasonal Notre Dame Club, Profession, Field of Specialty, Work State, Work Country, Work Notre Dame Club, All ND Schools, All ND degrees, Study Abroad Program, High School State, or High School Grad Year, choose from the field next to each title. If you want to search using multiple values from these fields press the <CTRL> or <Shift> keys before making additional selections.

2. To search for someone by Name of Primary Employer, Job Title, Work City, Non-ND College/University, Non-ND Degree, High School, or High School City, type your response into the text field next to the title. These have an extra search option which you can change from Equals to options such as Not Equal To, Contains and Starts With.
**Note:** When conducting these searches, note that less is more. It’s better to enter the least amount of data to get the best results. This is because many advanced fields are optional.

3. Once you have selected all criteria you wish to use in your search, press the **Search >>** button under the **Residence Hall** menu to view your results.