Step 1. Create an account on https://uronline.net/students (or login)

Welcome to UR Online

Enter your username and password below. If you do not have a username and password, click "New user registration" to register. Please note that you must be an approved student to view the directory.

Sign in:		Use your login from
Username: cwilson2		Google ▶
Password: ••••••••••••	OR	Amazon ▶
☐ Remember login		WordPress ▶
LOGIN		🐦 Twitter ▶
New user registration		Social Login by Janrain
Forgotten password		

Select "New user registration".

Step 2. Complete the new user registration form.

To register, please fill out the form below and hit submit. If you already have a Username and Password, return to the previous screen to login. If you have any questions about registration, please email urdirectory@richmond.edu.

New User Registration

First Name: _____ *

Last Name: _____ *

Preferred Email: _____ *

ID: _____ *

Account Information

Username: cwilson2 *

Password: •••••••••••• *

8 characters or more. Password is case-sensitive.

Confirm Password: _____ *

Submit

User Login

Password must be 8 characters. One uppercase letter, one number.

Step 3. User will get "welcome" screen. Please note that you will receive an email confirmation once your registration has been processed. This is to ensure security of alumni and student

information that is displayed on profiles.

Welcome!

Thank you for registering for UR Online! You will receive an email confirmation of your registration for your reference. Please keep your username and password in a secure place and do not share them with anyone. Your use of UR Online is subject to our Privacy Policy and Terms of Use.

Review this document before using the Alumni Directory

Please note that you will have access to the site (including the directory) once your registration has been processed. The delay is necessary to ensure that your personal information is protected.

Thank you for using UR Online!

Once you have received an email that your registration has been processed, please follow the directions displayed on the **Directory Homepage**.

Step 4. Search for a user(s) in the directory. Select "search".
NOTE: *If there is a specific person you cannot find, they may have opted their profile out of the directory listing.*

Step 5. View Profile/Message user. Click on the name of a user to view the profile. Click on the "envelope" icon to message a user.

View a user profile

Select "back to search results" to return and message this user.
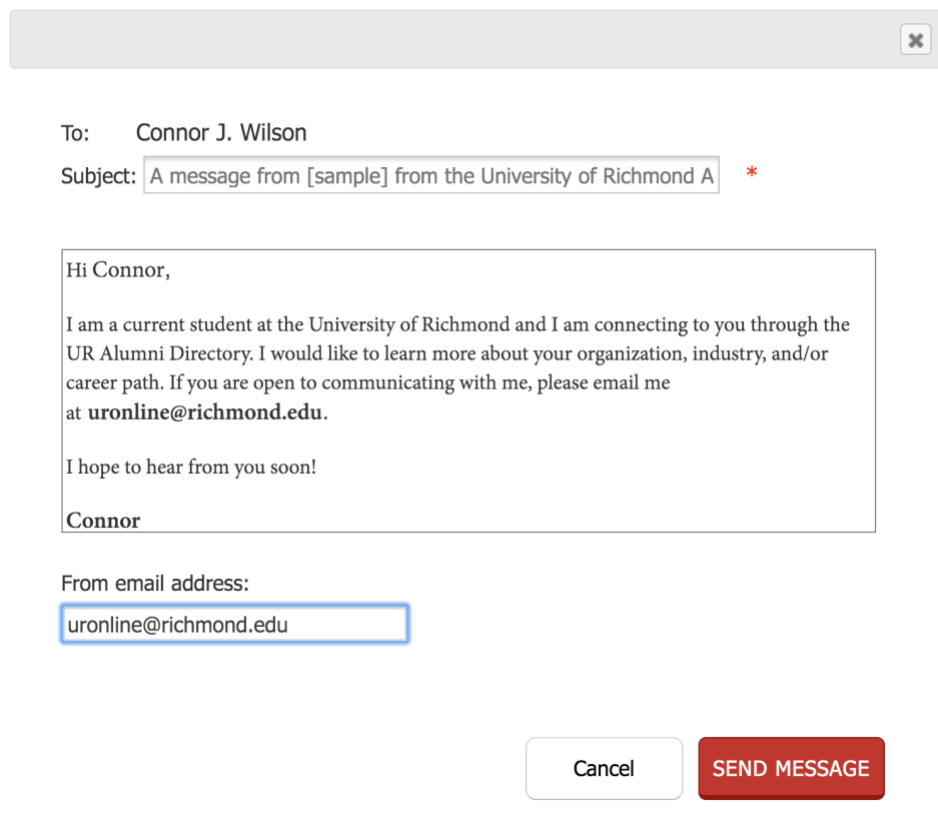
Message a user

Click on the envelope icon to start a message. When constructing a message, filler text will appear, and you will be able to adjust this text as needed. Please do not remove the Email Preferences and privacy policy links at the bottom of this email.

To: Connor J. Wilson
Subject: A message from [sample] from the University of Richmond A   *

Hi Connor,

I am a current student at the University of Richmond and I am connecting to you through the UR Alumni Directory. I would like to learn more about your organization, industry, and/or career path. If you are open to communicating with me, please email me at **uronline@richmond.edu**.

I hope to hear from you soon!

Connor

From email address:

uronline@richmond.edu

Cancel   SEND MESSAGE

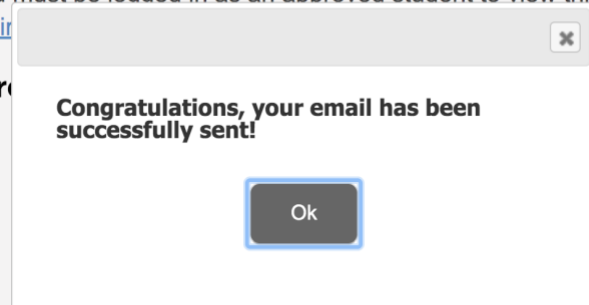Once you are done constructing your message, select "send message".
Note: The "from email address" field is the email typed in upon registration. Please use a Richmond.edu email address, instead of a personal email (such as gmail, yahoo, or aol) to avoid getting sent to junk folders, deleted, etc.

You will get a pop up window that says "congratulations, your email has been successfully sent", if the user has an email address associated with the account.

Welcome to UR Online

You must be logged in as an approved student to view this directory

urdir

Dir

Congratulations, your email has been successfully sent!

Ok

Country: [   ]

Major: [   ]   Organizati

Message the user will reply to:

A message from [sample] from the University of Richmond Alumni Directory

Connor deleteme from the University of RIchmond Directory
Monday, November 11, 2019 at 2:09 PM
To: Wilson, Connor

Hi Connor,

I am a current student at the University of Richmond and I am connecting to you through the UR Alumni Directory. I would like to learn more about your organization, industry, and/or career path. If you are open to communicating with me, please email me at **uronline@richmond.edu**.

I hope to hear from you soon!

Connor

Email Preferences

Privacy policy

This message was delivered from your University Alumni Directory. To unsubscribe from directory messages, please click here.