

How to Use the new www.pds.org

Over the summer, PDS added new website features making it easier to get the information you need about classmates, alumni events, photos and campus news. Just follow the steps below and log-in to **Inside PDS** to stay connected with the faculty and friends!

****Please Note:** If PDS does not have your current email address, you will be unable to log in. Please contact Alumni Director Tracey Gates at tgates@pds.org or 609 924-6700 x 1265 to share your email with us.

To log in:

1. Go to www.pds.org and click on **Inside PDS**
2. In the upper left corner, click on “**First time logging in?**”
3. Enter your email and check boxes to receive both a Username and Password, click Submit
4. Minimize – *do not close* -- the webpage
5. When you receive the emails, note your Username and copy the Confirmation Key
6. Re-open the log-in page
7. Paste the Confirmation Key in the appropriate field –This Is Case Sensitive!
8. Type in a password of your choice, retype it to confirm and click “Set Password”
9. When the page refreshes, type your Username in the upper left corner, type your Password in the appropriate field
10. Click Remember to store your Username...Click Sign In

Ta-da! You are now enrolled in the new and improved Alumni Community!

The page will refresh and display information relevant to *you* every time you log in:

- **Class Notes** – by clicking on Add a Class Note you can easily post your latest news and photos for your classmates to enjoy
- **My Groups** is a list of your membership groups, such as your class.
- **My Profile** which enables you to update emails, phone numbers and other contact information for school records
- **Alumni-PDS (or Alumni-MFS/Alumni-PCD)** in the left navigation bar is the place you go to add Class Notes or share information about a “lost” alumni

To contact friends from other classes:

1. Click My Groups in the left navigation bar.
2. Select the Browse Group tab at the top of the page.
3. Select the *type of group* -- Alumni.
4. When the list of classes displays, find the class you are seeking in the drop down menu
5. Click the View Group tab for that class, use the email listing to contact a friend.

Questions? Contact Alumni Director Tracey Gates at tgates@pds.org or 609 924-6700 x 1265