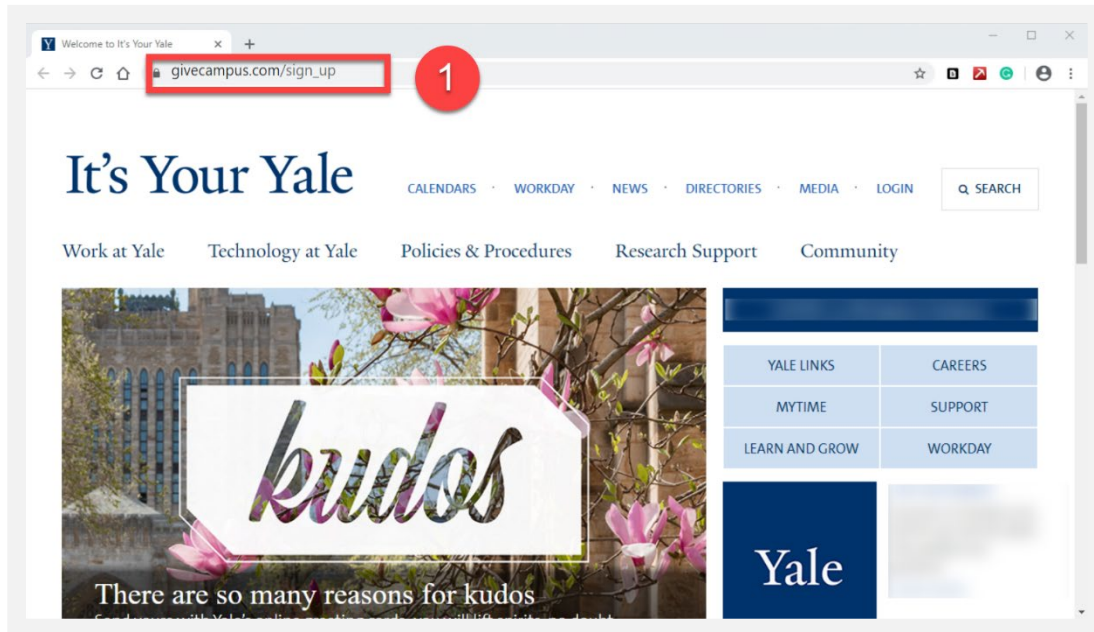## 1.1 Registering a New Account

Welcome and thanks for viewing "Registering a New Account" as part of the Yale Alumni Fund's training series for using your Volunteer Portal, powered by GiveCampus.

After viewing this training segment, you will see how simple it is to register your portal account and be on your way to utilizing all the features of GiveCampus that are specifically designed to support your work as an Alumni Fund Volunteer.
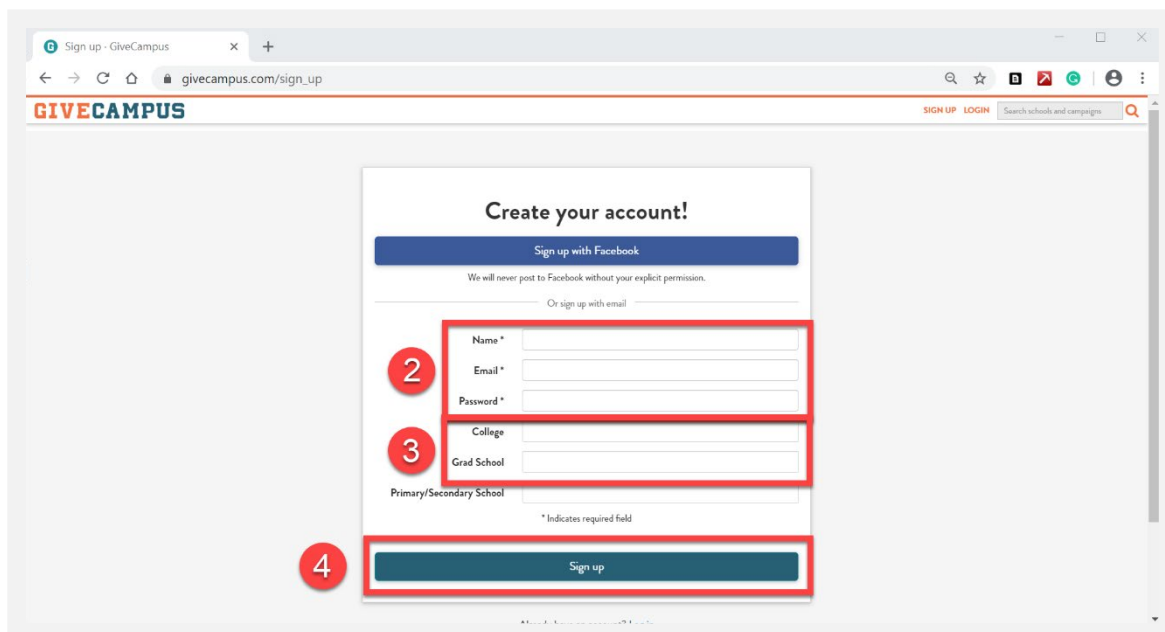
Let's get started!

1. In a browser, type the URL for the portal sign up page, www.givecampus.com/sign_up
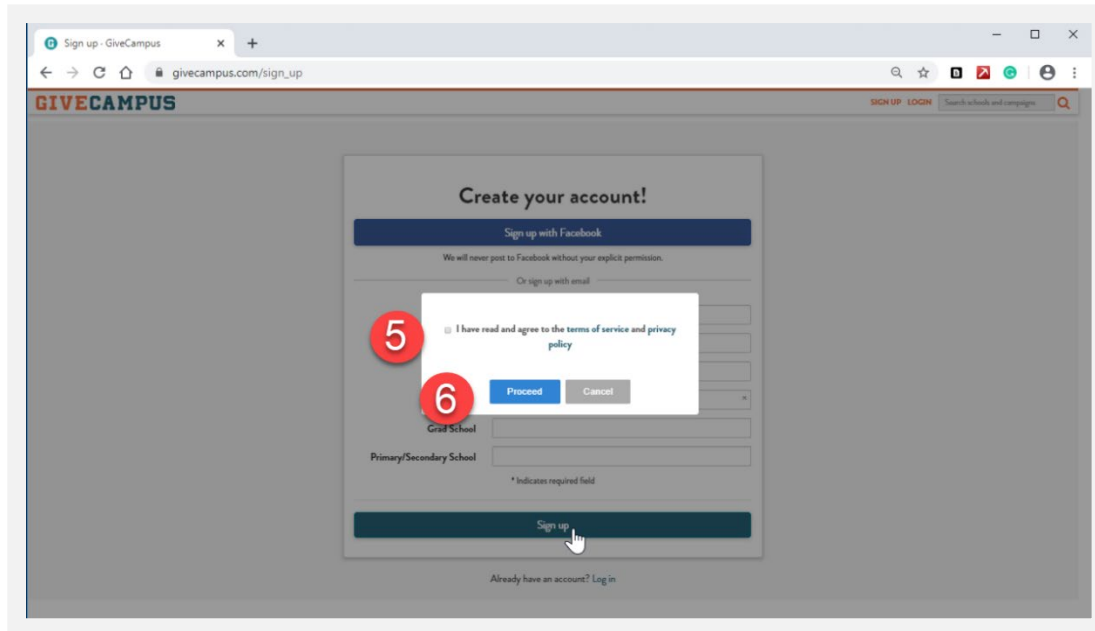

2. On the login page, sign up using your preferred email address that Yale has on file. Do not sign up with Facebook. Enter your Name, Email, and create a unique Password.

3. Enter Yale University for "College" if you are a volunteer for Yale College. Graduate and professional school volunteers should enter the name of that school in the "Grad School" field. Only enter text for one of these fields.
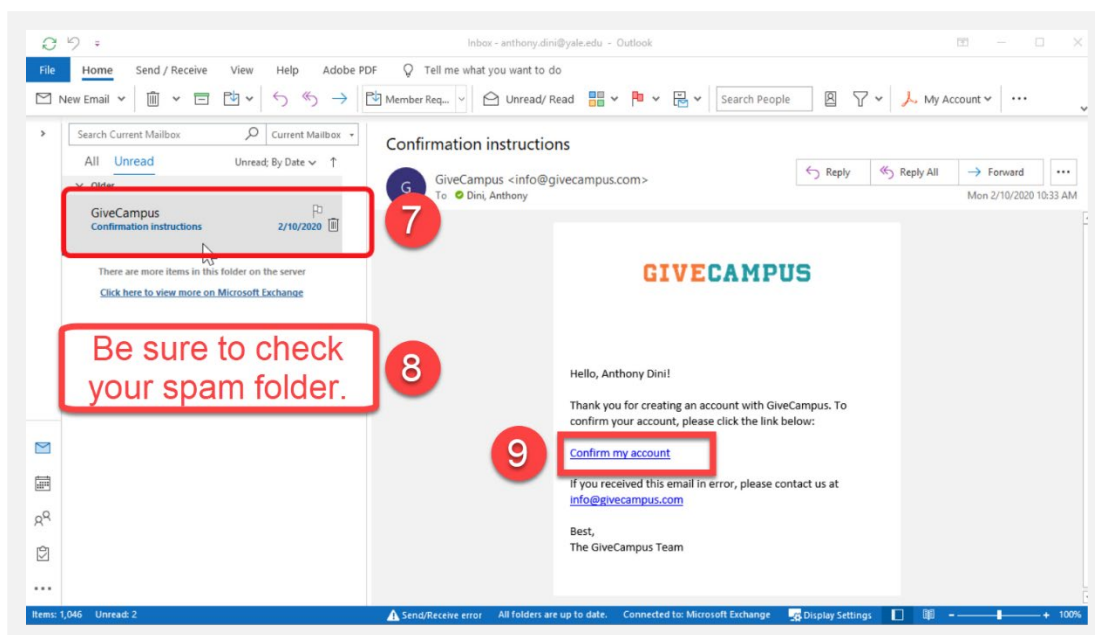
4. Click "Sign up" to advance.

5. After reading the terms of service and privacy policy, check the box.

6. Click "Proceed" to create your account.

7. Check your email inbox. You will immediately receive a confirmation email from GiveCampus at the specified email address.

8. If you feel you have not received this email, please check your spam folder or contact and alumni fund staff member.

9. Click the link "Confirm my Account" to complete set-up.

In review, to register your account:

1. Navigate to the [GiveCampus URL](#) in your web browser, or by clicking a registration,
2. Sign up using your primary email address on file with Yale,
3. Type in Yale University for "College" or the name of your graduate or professional school of "Grad School,"
4. Accept Terms of Service and the Privacy Policy
5. Complete setup by clicking the confirmation link in your inbox

As always, please do not hesitate to reach out to your Yale Alumni Fund staff contact should you have any questions! Thanks for tuning in and thanks for all you do for Yale!