



## **Alumni Online Community First Time Login Instructions**

La Salle High School Alumni Online Community home page - <http://www.lancernetwork.com>

To make this site as user friendly as possible many features of the Alumni Online Community are accessible without having to login. However, to protect the privacy of all La Salle Alumni, some features are password protected.

In order to access the password protected features of the Alumni Online Community (searching the Online Alumni Directory, posting pictures, etc.) you will need to login to the Alumni Online Community.

To login for the first time, you will need your Constituent ID# from the Alumni Office. Contact the Alumni Office at 626.696.4362 or [alumni@lasallehs.org](mailto:alumni@lasallehs.org) to get your ID#. Once you have your ID# click the "First Time Login" link at the top right hand corner of the Alumni Online Community home page and follow these three quick and easy steps:

- 1. Enter your last name.**
- 2. Please select the correct name and class year of your profile (ie- Larry Lancer '72 or Larry Lancer '96).**
- 3. To complete the first time login process, input your Constituent ID# and hit Verify.**

Once you have completed this process you will be taken to your Account, and then can assign yourself your own username and password for the site. You will also have the opportunity to update any of your profile information (address, business information, etc.).

### **Future Logins**

Once you have logged in for the first time, when you visit the site again, you can simply click "Login" at the top right hand corner of the Alumni Online Community home page and use your new username and password.

### **Problems / Questions**

If you have any problems logging in, or questions about the process, please contact Kristen Schultz '98, Director of Alumni Relations, at 626.696.4362 or [kschultz@lasallehs.org](mailto:kschultz@lasallehs.org)