

Pacific College of Oriental Medicine - Instructions for creating an account on the alumni website/forum and getting listed on the Alumni Practitioner Directory.

Step 1 – Registration

1. Go to www.pacificcollege.edu
2. Click on “Alumni” button from the top menu
3. This should open up the new Alumni Website
4. Under “Alumni Login” box to the left
5. Click on “Create an account”
6. Fill in the Registration Form and click “Send Registration”
7. Check your email (that you listed during registration) and look for an email from Pacific College (Check your “Junk Mail” folder if you don’t see an email from us)
8. Follow instructions in the email to activate your registration
9. You now have an account and can start using the forum by using the login information you created during registration.

Step 2 – Creating your Practitioner Profile

1. If you have **not completed** Step 1 (Registration), please go back and complete Step 1, then come back to Step 2.
2. If you have **completed** Step 1 (Registration), you may continue.
3. Go to www.pacificcollege.edu
4. Click on “Alumni” button from the top menu
5. This should open up the new Alumni Website
6. Under “Alumni Login” box to the left,
7. Login using the username and password you created during Step 1 (Registration).
8. Once you have logged in, under “Alumni Login” box, click on “Click here to manage account”
9. Under the tab “Manage Your Practitioner Profile”, click on “Add New”
10. Fill in the form
11. Click “Send”
12. This should activate your Practitioner Profile in the Practitioner Directory.

*** Please visit the Alumni Forum if you need help or have questions.