Graduate Student Instructions to Join the History Department Group in UCAN



1. Go to the Rackham Connect website at http://umich.peoplegrove.com/hub/rackham/home



2. Click the big blue button that says "Join;" use whatever login information you would like (LinkedIn, UMich, Facebook, or email) though we recommend your UMich credentials.



3. You'll see an information release like this one; it means you're on the right track. Keep going!

University Career Alumni Network (UCAN)			
	You are just a couple steps away from joining an amazing community! Let's begin.		
	I'M JOINING AS A		
	STUDENT I'm a student looking for academic, college and career advice.		
	ALUMNI I'm happy to share my experience to help students and network with fellow alumni.		
	OTHER PROFESSIONAL I'm here to volunteer as a professional to the Michigan community.		

4. When prompted "I'm Joining As," select "Student."

UNIVERSITY OF MICHIGAN	RACKHAM CONNECT +	? 🖂 🔍 •
Rackham Connect		Cancel Signup Sign Out
	EDUCATIONAL BACKGROUND	
	University of Michigan - Ann Arbor	
	College of Literature, Science, and the Arts	
	Women's history, gender history, U.S. since 1	
	Minor(s), separated by commas (Optional)	
	Ph.D Doctor of Philosophy	
	+ SAVE AND ADD ANOTHER DEGREE	
	BACK CONTINUE	⑦ Help Terms Privacy

5. Fill out your education background as you see fit.

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Rackham Connect		Cancel Signup Sign Out
	PERSONAL DETAILS	
	Change Photo / Take Picture	
	Profiles with your photo are more likely to receive connection requests.	
	Headline*	
	Student At University of Michigan - Ann Arbor	
	This will appear under your photo on your profile. Examples: Product Marketing Manager, Social Entrepreneur, Tech Enthusiast, etc.	
	Your Location*	① Help Terms Privacy

6. Fill out other personal details as you choose.

UNIVERSITY OF MICHIGAN	RACKHAM CONNECT +	?
Rackham Connect		Cancel Signup Sign Out
	GROUPS	
	Join a group to connect specifically with others who share an interest.	
	JOIN A GROUP TO CONNECT WITH FELLOW GRADUATE STUDENTS IN YOUR DEPARTMENT, THOSE WITH SIMILAR IDENTITIES, AND OTHERS IN VARIOUS MEMBERSHIP GROUP. \bigcirc	
	Yes O No Choose the groups you want to Join.	
	SELECT GROUP	
	BACK	
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7. On the "Groups" page, hit "Select Group" and find the History Department Group. That's home base.

UNIVERSITY OF MICHIGAN	RACKHAM CONNECT -	?
Rackham Connect		Cancel Signup Sign Out
	SMS NOTIFICATIONS	
	Never miss a connection. Get notified of new messages and requests.	
	Your mobile phone number	
	- (201) 555-0123	
	What do you want to get SMS notifications for?	
	□ New connection requests ⑦	
	Upcoming meetings ⑦	
	□ New message ⑦	
	BACK SKIP CONTINUE	
		⑦ Help Terms Privacy

8. You'll be asked if you want to receive SMS notifications. Note that you can skip this step.



9. Verify your account by reading the user agreement, clicking the consent box, and draw your signature. Almost there...

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		Browse Hubs				
		Would you like to join additional hubs at this time? Or, Skip For Now. You can join later also. Just click the dropdown in the top left of the site.				
		FEATURED HUB				
		University Career Alumni Network (UCAN) The university platform for students and professionals from all schools and colleges Connecting University of Michigan students with alumni around the world				
	PUBLIC	Michigan Public Health Connect Connecting the School of Public Health community through mentorship and purposeful connections. Michigan Public Health Connect has been created exclusively for alumni, students, faculty and staff from the School of Public Health. Join today and connect with your community!				

10. When you reach this screen, you will be prompted to join hubs in addition to Rackham Connect. If you are interested in making connections with undergraduates and graduate students in other departments, you can join the entire UCAN, or skip it and proceed directly the History Department Group. (This guide will demonstrate the latter course)

UNIVERSITY OF MICHIGAN	MY HUBS +	
	RACKHAM CONNECT	Browse Hubs
	UNIVERSITY CAREER ALUMNI NETWORK (UCAN)	
		FEATURED HUB
	BROWSEALL	Alumni Network (UCA)
	The university platform for	or students and professionals f
	Connecting University of Mich	higan students with alumni around t

11. Now you are all set to visit the History Department Group! Just click on the dropdown menu by "Hubs" and select "Rackham Connect."



12. You will land you the Rackham Connect dashboard. Then, click "Groups" and you'll see the History Department tile. Click on that, and you're ready to view all the members of the group. Happy networking!

Pro tip: Before you leave, turn off all the optional notifications under Account > My Preferences.