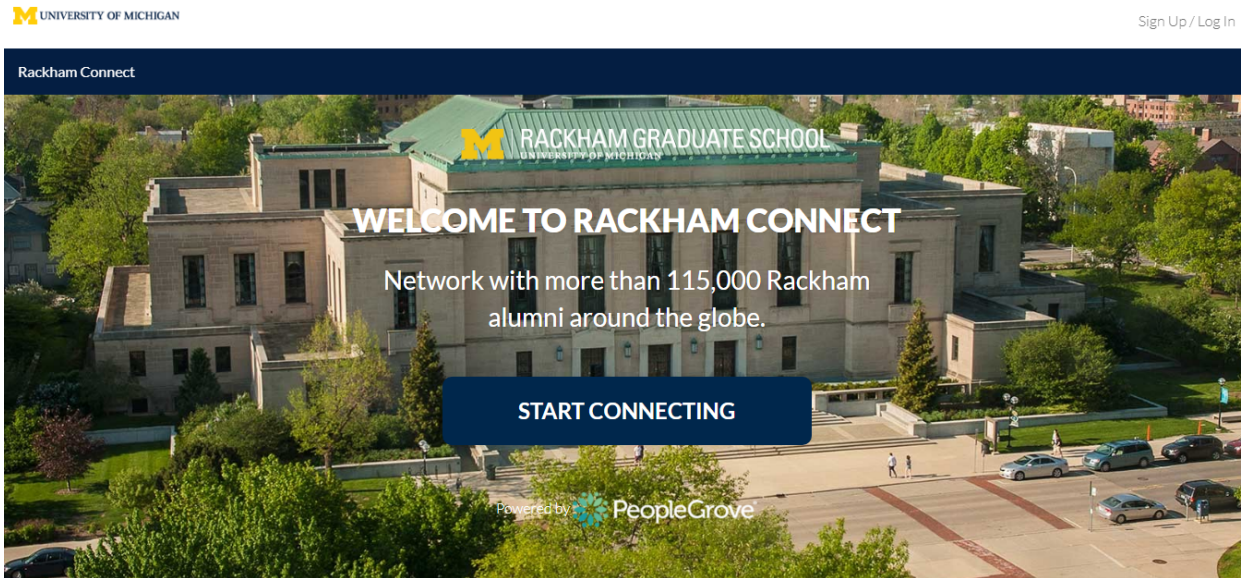
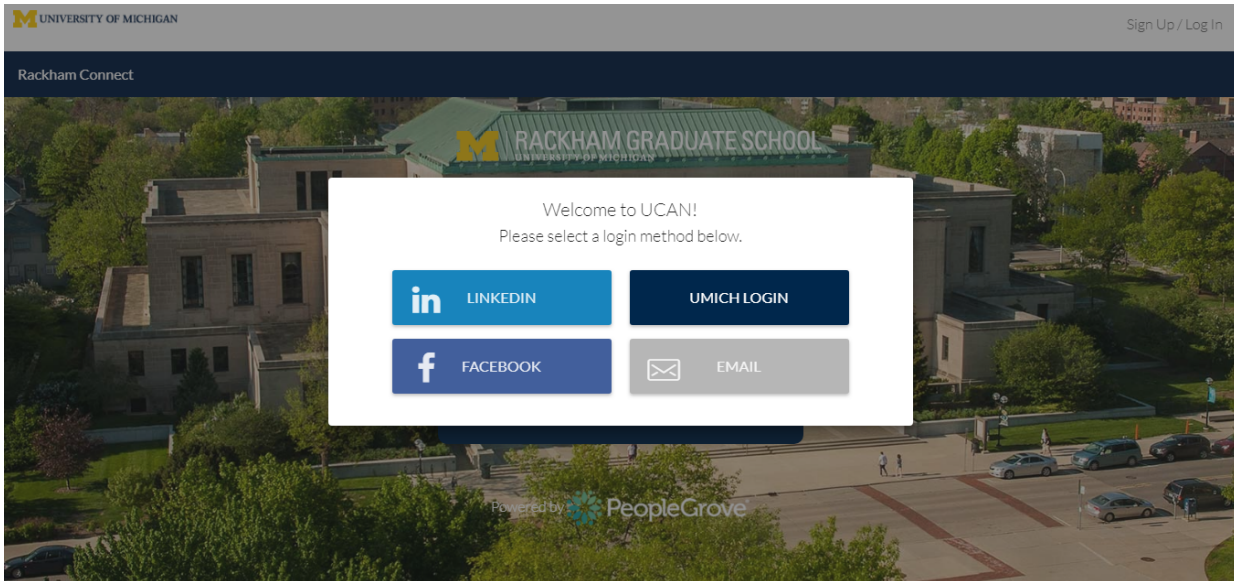
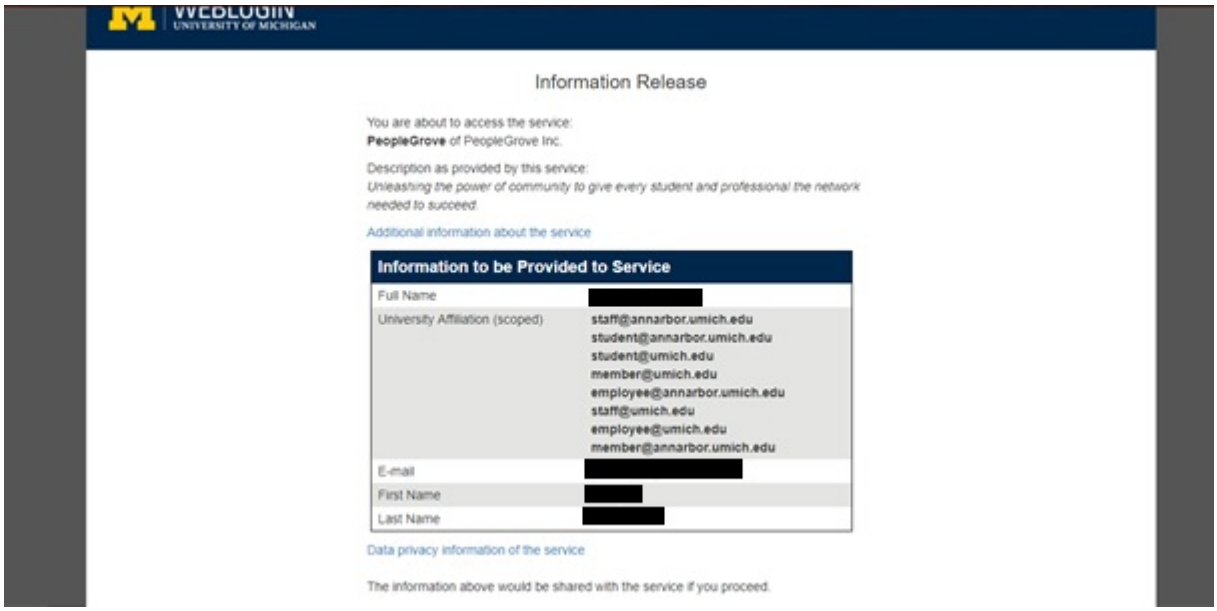
Graduate Student Instructions to Join the History Department Group in UCAN



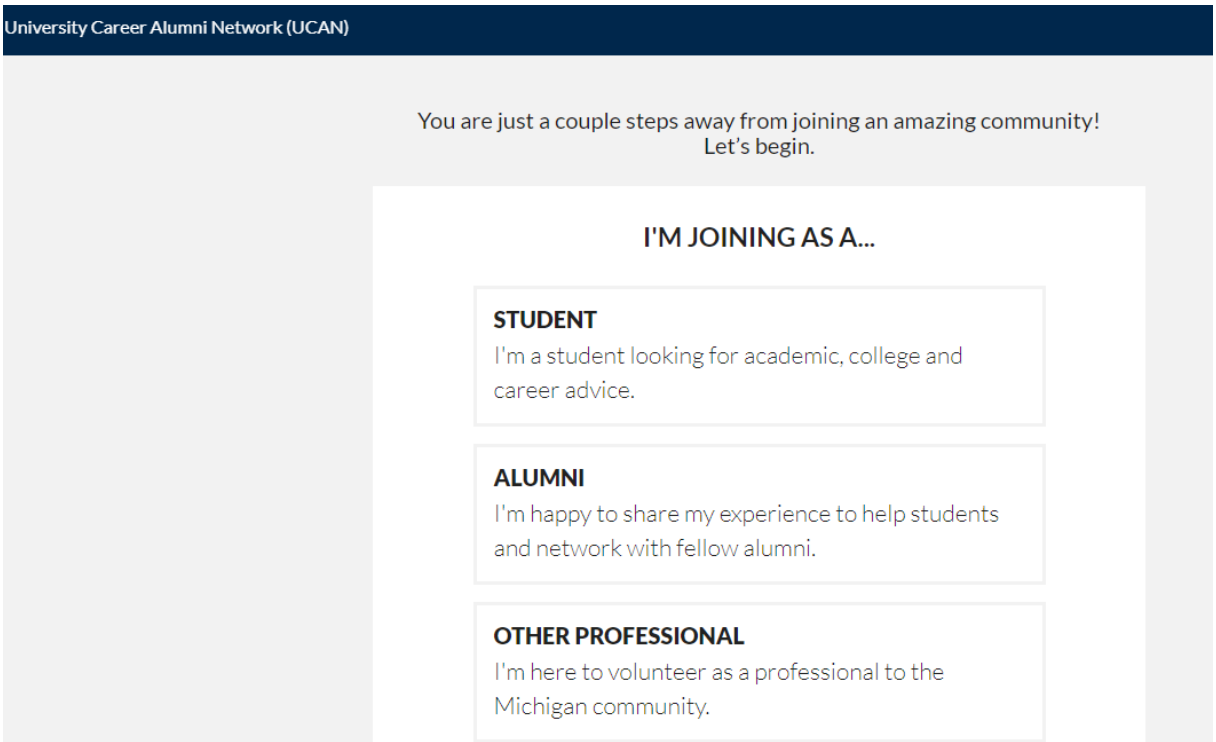
1. Go to the Rackham Connect website at http://umich.peoplegrove.com/hub/rackham/home



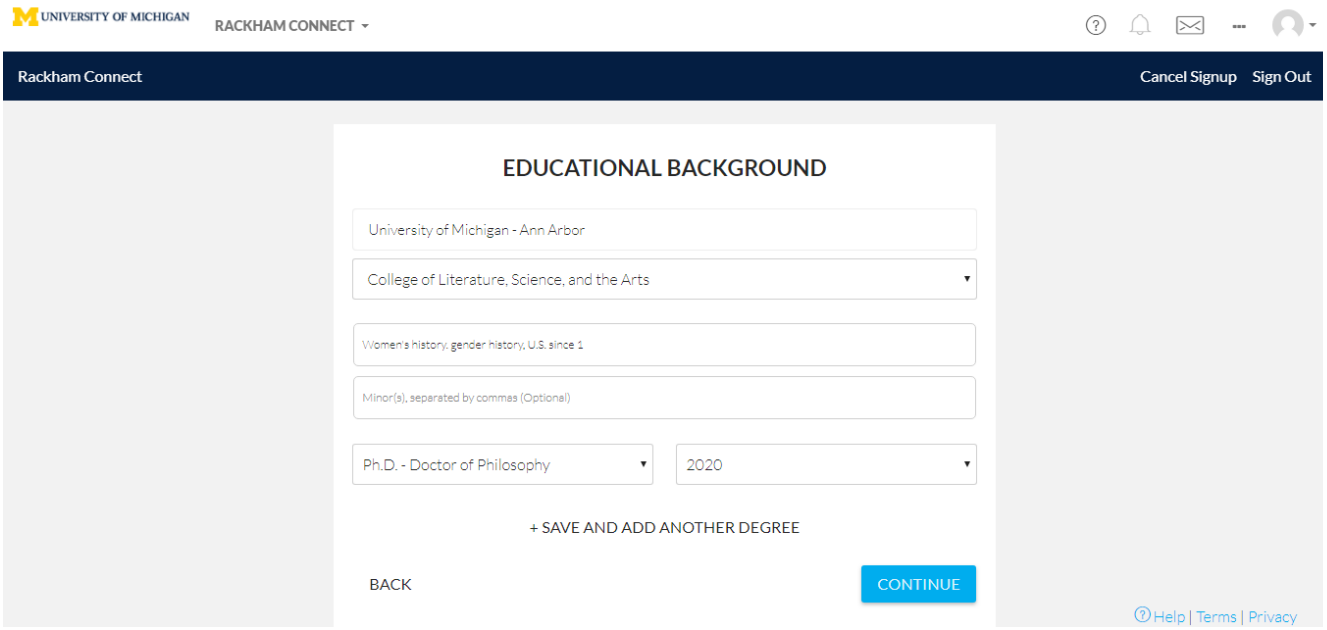
2. Click the big blue button that says “Join;” use whatever login information you would like (LinkedIn, UMich, Facebook, or email) though we recommend your UMich credentials.



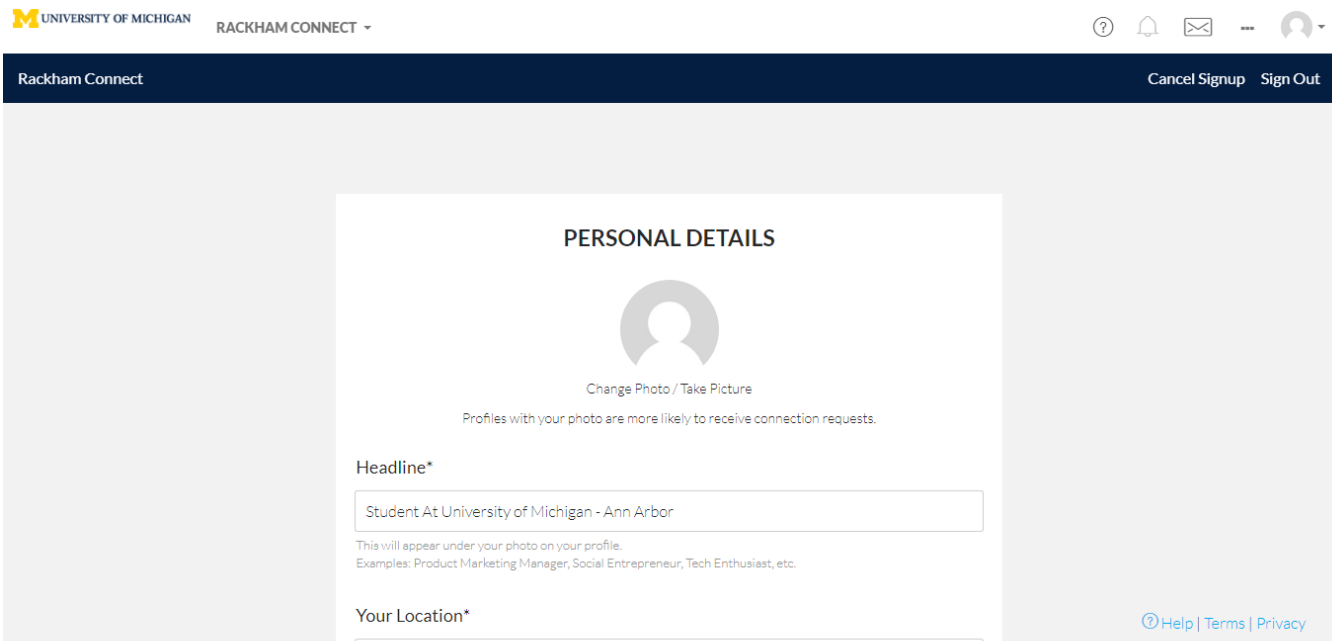
3. You'll see an information release like this one; it means you're on the right track. Keep going!



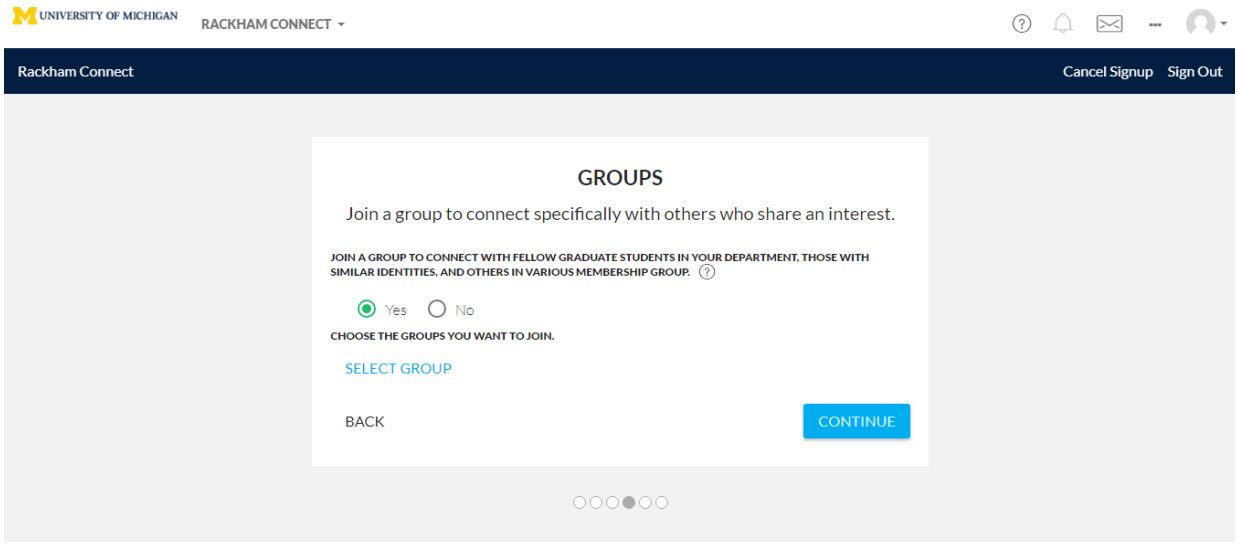
4. When prompted "I'm Joining As," select "Student."



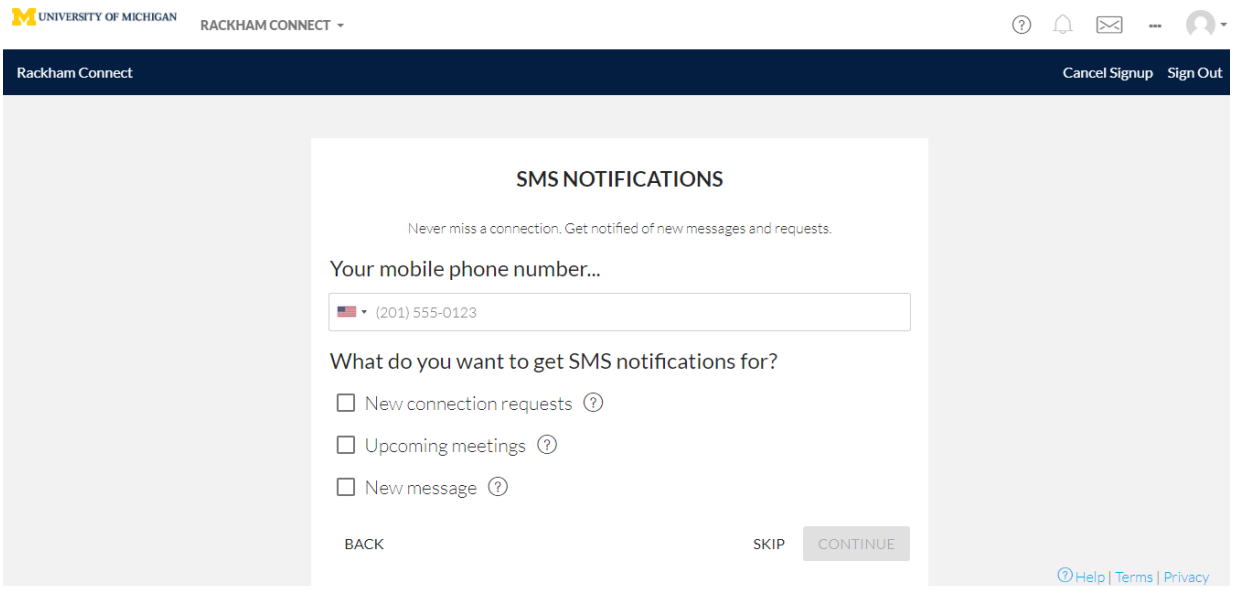
5. Fill out your education background as you see fit.



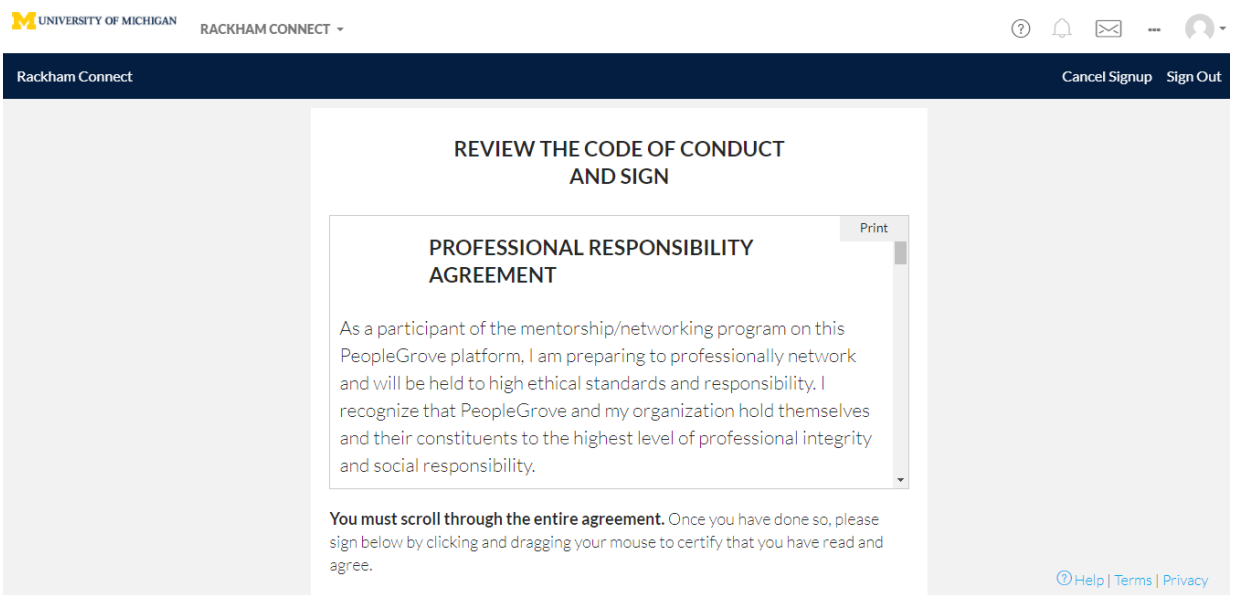
6. Fill out other personal details as you choose.



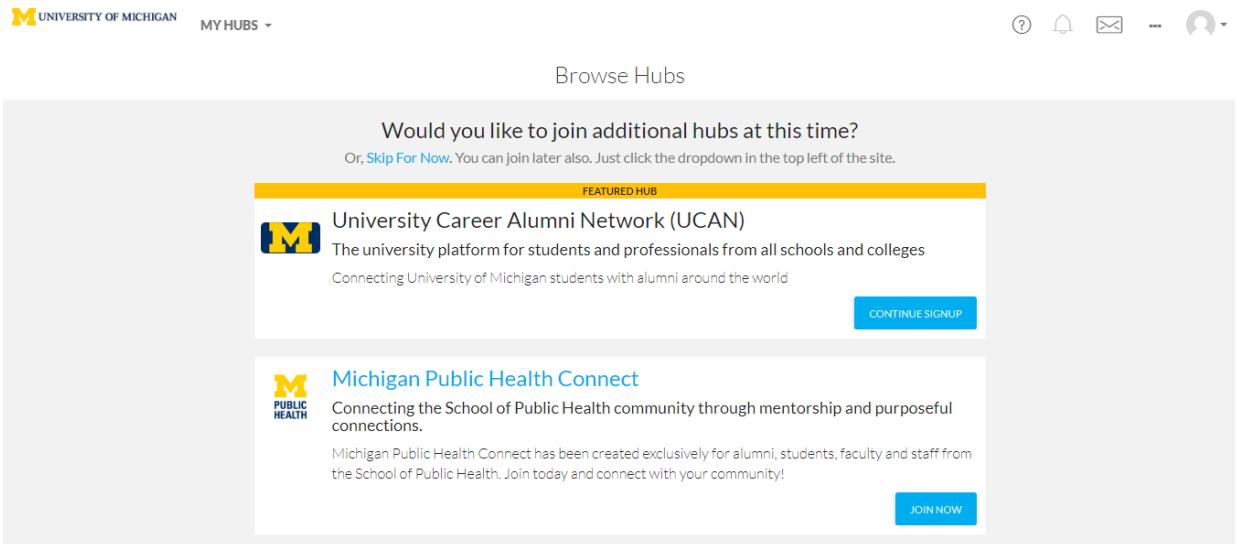
7. On the “Groups” page, hit “Select Group” and find the History Department Group. That’s home base.



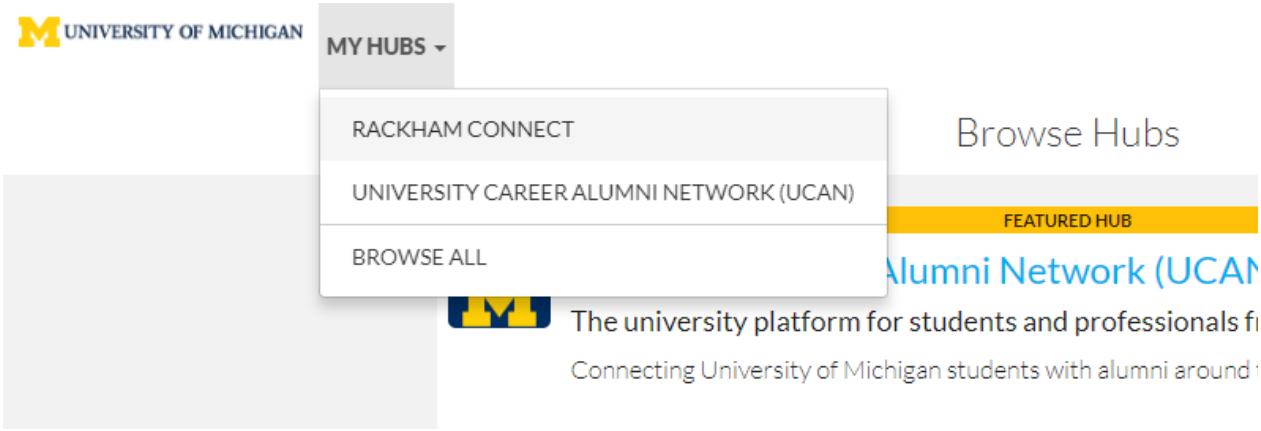
8. You’ll be asked if you want to receive SMS notifications. Note that you can skip this step.



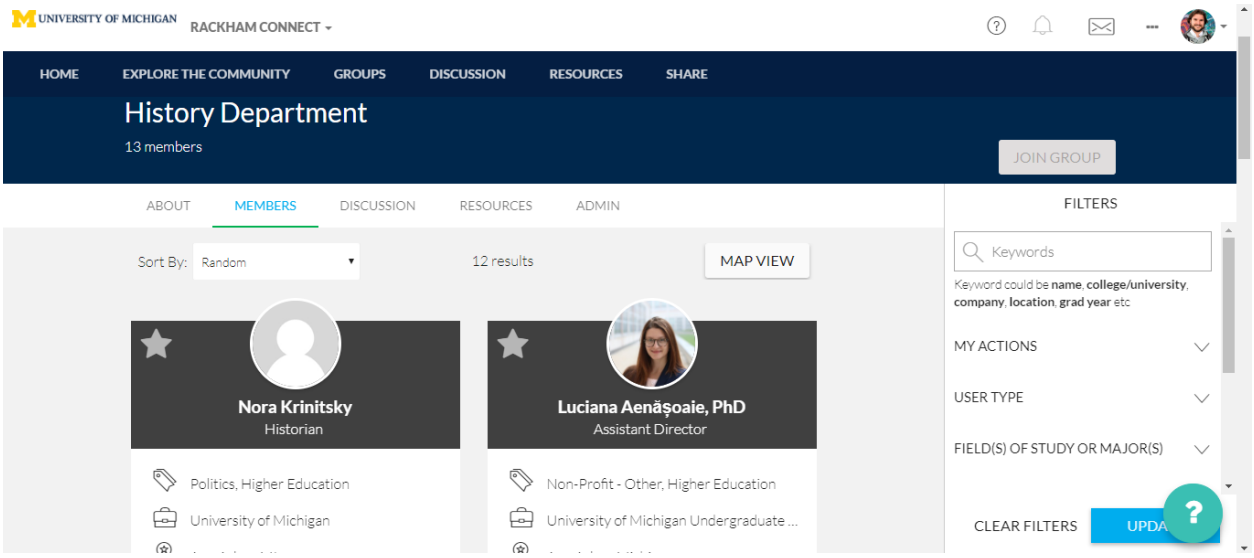
9. Verify your account by reading the user agreement, clicking the consent box, and draw your signature. Almost there…



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)



11. Now you are all set to visit the History Department Group! Just click on the drop-down 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.