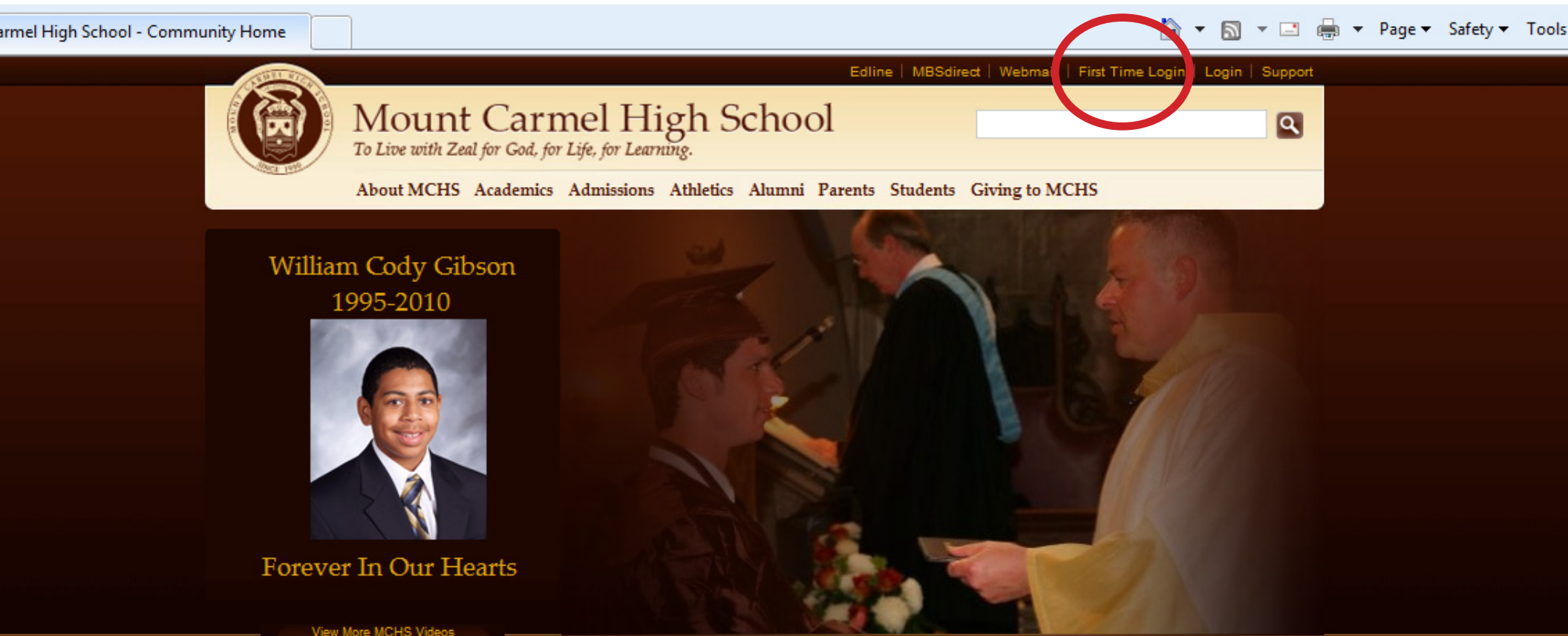


STEP 1: Click on “First Time Login”

First Time Login is located in the top right hand corner of Mount Carmel’s homepage, www.mchs.org. Do not confuse “First Time Login” with “Login”.

STEP 1



The screenshot shows the top navigation bar of the Mount Carmel High School website. The browser address bar displays "Mount Carmel High School - Community Home". The navigation menu includes "Edline", "MBSdirect", "Webma", "First Time Login", "Login", and "Support". The "First Time Login" link is circled in red. Below the navigation bar is the school's logo and name, "Mount Carmel High School", with the motto "To Live with Zeal for God, for Life, for Learning." A search bar is located to the right of the school name. Below the search bar are navigation links for "About MCHS", "Academics", "Admissions", "Athletics", "Alumni", "Parents", "Students", and "Giving to MCHS". A large banner image shows a graduation ceremony. On the left side of the banner, there is a portrait of William Cody Gibson (1995-2010) with the text "Forever In Our Hearts". A link "View More MCHS Videos" is located below the portrait.

CARAVAN IN THE NEWS



CALENDAR

No School
Date: 10/20/2010

Fall Play - Student Performance
Date: 10/21/2010

IN THE SPOTLIGHT



Trevor Simon '11
Akiba Schechter
Chicago (Hyde Park)
[Read more about this National History Fair finalist.](#)

ANNOUNCEMENTS

STEP 2: Type your last name in the “Last Name” Box

STEP 3: Click “Next”

Home Login



Mount Carmel High School

To Live with Zeal for God, for Life, for Learning.

[Edline](#) | [MBSdirect](#) | [Webmail](#) | [First Time Login](#) | [L](#)

[About MCHS](#) [Academics](#) [Admissions](#) [Athletics](#) [Alumni](#) [Parents](#) [Students](#) [Giving to MCHS](#)

Account Lookup

[Home](#) > [Alumni](#) > [Caravan](#)

There's a chance Mount Carmel High School already has your information on file. Please enter the appropriate information below and click "Find."

Last Name:

Civik

STEP 2

Find >>

STEP 3

[Alumni Homepage](#)

[Alumni Dues](#)

[Caravan Alumni Community](#)

[Online Directory](#)

[News](#)

[Events](#)

[Career Center](#)

[Download Center](#)

[Dues](#)

[Group Photos](#)

STEP 4: Find your name and click the circle beside it

STEP 5: Click “Next”

Troubleshooting: If you cannot find your name, click “Contact Support” or email Tessa Burke at tburke@mchs.org



[Edline](#) | [MBSdirect](#) | [Webmail](#) | [First Time Login](#) | [Login](#) | [Support](#)

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[Download Center](#)

[Dues](#)

[Group Photos](#)

[Member Photos](#)

[Message Boards](#)

[Home](#) > [Alumni](#) > [Caravan Alumni Community](#)

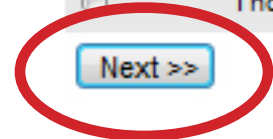
Within the list below, highlight the circle in front of your name and then click "Next." *Please Note:* If your record is marked as "Already Registered," please login [by clicking here](#) (tools are available to recover your login credentials should you need help).

If you do not see your name on the list but feel it should be, please use your browser's "Back" button to try searching again using alternate values (such as your legal name or a previous name).

If you still do not see your name or have other questions about the account lookup process, please [Contact Support](#).

STEP 4

	First Name:	Last Name:	Mount Carmel Constituency:	Mount Carmel Class of:
<input type="radio"/>	James	Civik	Alumni	64
<input type="radio"/>	Thomas	Civik	Alumni	88



STEP 5

[Troubleshooting](#)

STEP 6: Type in your Constituent ID number

Your Constituent ID number is printed in the mailing portion of the Fall 2010 issue of Carmel Life.

Troubleshooting: If you cannot find your ID number, click "Contact Support" or email tburke@mchs.org

STEP 7: Click "Verify"



[Edline](#) | [MBSdirect](#) | [Webmail](#) | [First Time Login](#) | [Login](#) | [Support](#)

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Account Lookup

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[Download Center](#)

[Dues](#)

[Group Photos](#)

[Member Photos](#)

[Message Boards](#)

[Home](#) > [Alumni](#) > [Caravan Alumni Community](#)

Step Three

Enter your Constituent ID in the box below and click "Verify".

If you do not know your Constituent ID please [Contact Support](#).

[Troubleshooting](#)

Constituent ID:

12345

STEP 6

Verify

STEP 7

First Name: Last Name: Mount Carmel Constituency: Mount Carmel Class of:

James

Civik

Alumni

64

STEP 8: Update your information and privacy preferences

Updating your information helps Mount Carmel keep in touch with you! It will also allow you to connect with other Mount Carmel alumni. You can control the information you want to be seen by other logged-in members of the password protected alumni community by checking the boxes located on the left.

Troubleshooting: Items marked with an asterik are mandatory and must be completed before proceeding to the next step.



Account Lookup/Create -> Account Lookup/Create 2

Welcome to the community! Let's get started by building your profile. Click the and buttons to open or close each section of information. The more information you publish about yourself, the easier it is for other members to find you.

You can control which pieces of personal information are seen by other community members by checking the associated box in the "Profile Page" column. Checking the box makes it visible to fellow members, while leaving it unchecked makes it accessible only to the site's administrators. Should the "Profile Page" checkbox appear "shaded" and checked (), then it is one of the pieces of information designated as visible by default by your Site Administrator, and its status cannot be adjusted.

When you are finished making your updates, click the "Save" button to preview your profile page. You may update your information at any time by clicking either the "My Account" or "My Profile" links on the top member toolbar.

* denotes a required entry

Member Information

Personal Page

<input type="checkbox"/>	Title:	Mr.
<input type="checkbox"/>	First Name:	James *
<input type="checkbox"/>	Middle Name:	
<input type="checkbox"/>	Last Name:	Civik *
<input type="checkbox"/>	Suffix (Sr., Jr., II, III, IV.):	Please Choose ▾
<input type="checkbox"/>	Birthday:	<input type="text"/>
<input type="checkbox"/>	Mount Carmel Class of:	64
<input type="checkbox"/>	Mount Carmel Constituency:	Alumni ▾

Troubleshooting

STEP 8

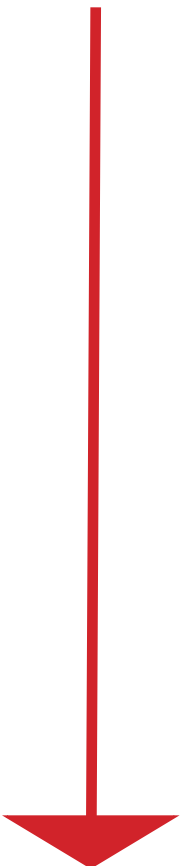
Privacy Preference

STEP 9: Scroll down and continue to complete information
STEP 10: Click “Continue”

<input type="checkbox"/>	Degree 1 Minor:	<input type="text"/>
<input type="checkbox"/>	Degree 2 School:	<input type="text"/>
<input type="checkbox"/>	Degree 2 Class Year:	Please Choose ▾
<input type="checkbox"/>	Degree 2:	Please Choose ▾
<input type="checkbox"/>	Degree 2 Major 1:	<input type="text"/>
<input type="checkbox"/>	Degree 2 Major 2:	<input type="text"/>
<input type="checkbox"/>	Degree 2 Minor:	<input type="text"/>
<input type="checkbox"/>	Degree 3 School:	<input type="text"/>
<input type="checkbox"/>	Degree 3 Class Year:	Please Choose ▾
<input type="checkbox"/>	Degree 3:	Please Choose ▾
<input type="checkbox"/>	Degree 3 Major 1:	<input type="text"/>
<input type="checkbox"/>	Degree 3 Major 2:	<input type="text"/>
<input type="checkbox"/>	Degree 3 Minor:	<input type="text"/>
<input type="checkbox"/>	Degree 4 School:	<input type="text"/>
<input type="checkbox"/>	Degree 4 Class Year:	Please Choose ▾
<input type="checkbox"/>	Degree 4:	Please Choose ▾
<input type="checkbox"/>	Degree 4 Major 1:	<input type="text"/>
<input type="checkbox"/>	Degree 4 Major 2:	<input type="text"/>
<input type="checkbox"/>	Degree 4 Minor:	<input type="text"/>
<input type="checkbox"/>	Military Experience:	<input type="text"/>
<input type="checkbox"/>	Rank:	<input type="text"/>
<input type="checkbox"/>	Honors:	<input type="text"/>

Spouse and Family Information

Continue **STEP 10**



STEP 9

STEP 11: Repeat Steps 8 - 10 for Business information

Fill out the information, scroll to the bottom of the page, and click "Continue".

This information is not mandatory but will help you network, promote your business, and even search for job opportunities!



[Account Lookup/Create](#) -> **Account Lookup/Create 2**

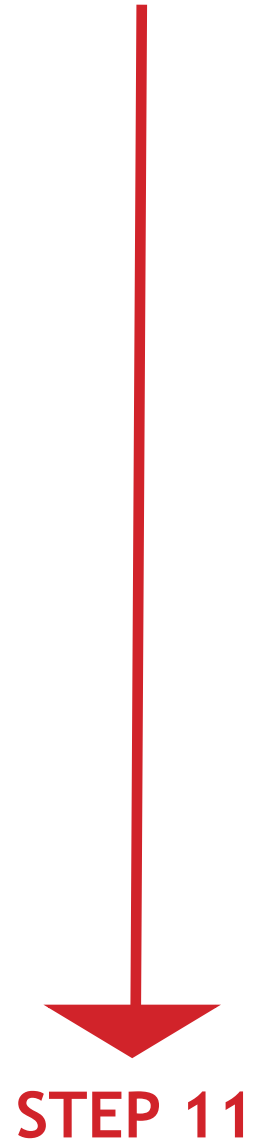
Edit your profile information below. Use the and buttons to collapse and expand individual sections.

Business Information

Below is your **Business Webcard** information. Your WebCard can be turned on or off at any time. Until you choose to turn on (enable) your WebCard, you will not appear in the community's Business WebCard listings.

Personal
Page

<input type="checkbox"/>	Enable my Webcard:	<input type="checkbox"/>
<input type="checkbox"/>	Occupation:	Please Choose
<input type="checkbox"/>	Industry:	Please Choose
<input type="checkbox"/>	Company Name:	American Hosp. Assoc.
<input type="checkbox"/>	Company website:	<input type="text"/>
<input type="checkbox"/>	Company Description:	<input type="text"/>
<input type="checkbox"/>	Job Title:	<input type="text"/>
<input type="checkbox"/>	Job Description/Responsibilities:	<input type="text"/>
<input type="checkbox"/>	Other Business Comments:	<input type="text"/>



STEP 11

STEP 12: Click “Finished”

Thank you for registering for the Caravan Online Community!





Mount Carmel High School


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Profile - Account Lookup



 The form was successfully updated and saved

 [Account Lookup/Create](#) -> **Account Lookup/Create 2**

Welcome , James

Thank you for activating your account on the Mount Carmel High School . Be sure to visit the community frequently for updated news and events. We encourage you to help our community grow by asking your classmates to register with the community. Go Caravan!

STEP 12 