QuickConnect Guide

How to Register (first-time users)

1. Go to http://www.csbalum.csbsju.edu
2. Click on the red Register Now button on the right
3. Type in your current Last Name and click Find
4. Click the circle next to your Name in the list that appears and click Next
5. Enter your Constituent ID and click Verify. Your Constituent ID is a 9-digit number located above your name on the mailing label of your Saint Benedict's Magazine or it can be retrieved by completing the ID verification form located here: https://www1.csbsju.edu/forms/HRV5C453LSlI2RGR1QLJPZTiYEZSHD.aspx
6. Read through your profile page and update your information.
7. Confirm that you have read the Terms of Agreement and change your password. You MUST Create and Confirm New Password at the bottom of the page and click Save and Continue to complete registration.

Retrieving Your 9-Digit Constituent ID

- Find your unique 9-digit Constituent ID above your name on the mailing label adhered to the latest issue of Saint Benedict's Magazine
- Or, fill out and submit the CID Verification Form located here: https://www1.csbsju.edu/forms/HRV5C453LSlI2RGR1QLJPZTiYEZSHD.aspx

Viewing Your Public Profile

Once you've registered and logged into BenniesConnect, you can see what information is public to the CSB/SJU alums in the community by clicking on the My Public Profile link on the left. If you would like to hide or reveal information from those in the community, see the instructions below.

Hiding/Revealing Information in Your Public Profile

1. Log into BenniesConnect
2. Click on My Public Profile on the left. This will reveal the information about you that other community members can view
3. To hide/show your information, click the pencil icon located to the right of each section and adjust the Show check boxes accordingly
4. Be sure to click the Save button before exiting each screen

Updating Your Information

1. Log into BenniesConnect
2. Click on Update My Info on the left
3. Update your information and click the Save button after making any changes
4. Be sure to click on each tab at the top of the page to view all of your information

Need assistance?
Email us at csbalumnae@csbsju.edu or call (800) 648-3468 ext. 2.