



## 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/HRV5C453LSIIZRGR1QLJPZTIYEZSHD.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/HRV5C453LSIIZRGR1QLJPZTIYEZSHD.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](mailto:csbalumnae@csbsju.edu) or call (800) 648-3468 ext. 2.