



# HARVARD DIVINITY SCHOOL

Office of Career Services

## Getting Started on the Harvard Alumni Directory

The Harvard Alumni Directory resource gives HDS students access to the entire Harvard alumni network, including those who graduated outside HDS. Perhaps the most important function for current students is the Directory search engine. The following details explain how to use this feature.



Logging into the Alumni Directory:

1. Go to [alumni.harvard.edu](http://alumni.harvard.edu).
2. Select “Alumni Login or Register” in the top right-hand corner of the screen.
3. Enter your HarvardKey and click “Login”.



Using the Alumni Directory:

1. When logged in, you will be re-directed to your Harvard Community Profile, where you should add any information that you deem pertinent.



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2. To search the Directory, you can use the search engine at the top of the page, which has a drop-down menu to search within People or Discussions. For purposes of this introduction, *always leave the search on People*. Also, *always have your browser in full screen view* when searching the Harvard Alumni Network Directory.
3. In the search engine, you can either search for alumni by name or you can search using specific credentials.
  - a. For example: If you would like to search for all alumni who work for the United Nations Foundation in Washington, D.C., you would enter the information as represented in this image.



- b. To search for a particular organization, location or other searchable term, put the term in quotations. If you have more than one criterion you are using to search like the example above, put both terms in quotes and use the plus sign to indicate you want results that fit both terms.
4. When you find an alumnus of interest, you will be able to see from the main page the degrees they received, what school they received their degree from, and add them as a contact to your contact list by clicking the blue icon add (+) button on the top right corner of their summary card.
  - a. Some alumni might also be a member of the Career Network, which will be denoted by their photograph, having a banner that lists “Career Network.” This means simply that the alumnus has volunteered to network with Harvard students.

