

**GEM**Alumni

# USER MANUAL:

## How to navigate the GEM Alumni platform

<https://alumni.grenoble-em.com/en/>



**GRENOBLE  
ECOLE DE  
MANAGEMENT**

BUSINESS LAB FOR SOCIETY

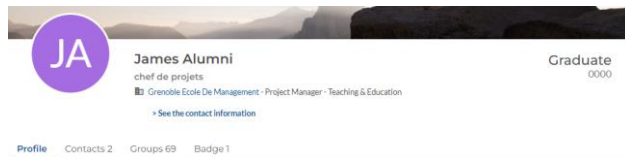


**ACT THINK IMPACT**

# PLATFORM : GENERAL FEATURES

- As soon as you arrive at Grenoble Ecole de Management, you have access to the GEM Alumni platform and therefore to the alumni network! Access to the network is free of charge for GEM graduates and students, with each person paying for what they use according to their needs, expectations or desires. <https://alumni.grenoble-em.com/en/>
- More akin to a social network than a simple website, it encourages exchanges between :
  - Graduates
  - Students
  - Teachers
  - GEM staff
  - GEM Alumni Relations team
- On the platform you can :

## Be visible to your peers



## Follow the network news and events

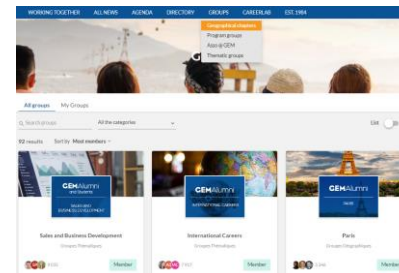


## Use the directory



And  
more!

## Discover the GEM Alumni chapters



# NAVIGATE THE PLATFORM

- [Log into the platform](#)
- [Manage your profile](#)
- [Follow the news](#)
- [Register to events](#)
- [Search through the directory](#)
- [Find your chapters](#)
- [Contacts](#)





# **LOGIN TO THE PLATFORM: Students & Alumni access**



# STUDENTS & ALUMNI ACCESS: Login

Activate your account and log on in just a few clicks.



The screenshot shows the GEM Alumni website interface. At the top right, there are links for 'Contact us' and 'Sign in'. A red circle highlights the 'Sign in' link, with a red arrow pointing to it from above. On the left sidebar, there is a 'STAFF access' button with a person icon, also circled in red with a red arrow pointing to it from above. The main content area features a news article titled 'DEUX DIPLÔMÉES DE GEM CHEZ TOO GOOD TO GO!' and a 'NEWS' section with images of a woman and a Togocom logo. On the right side, there is a 'Member access' section with three login options: 'Sign in with Google', 'Sign in with LinkedIn', and 'Sign in with Microsoft'. Below these is a section for 'E-mail address' and 'Password' with a 'Forgot your password?' link. At the bottom is a large blue 'Log in' button.

**From now on, there are several ways to connect to the GEM Alumni platform:**

- with your usual email address, simply reset your password by clicking on "forgot password",
- with your Gmail or Microsoft accounts,
- with your LinkedIn login.

## Autonomy

**Thanks to this new connection system, you can also modify :**

- your login email, the one that lets you connect to the site,
- your notification email, on which you agree to receive GEM Alumni information.



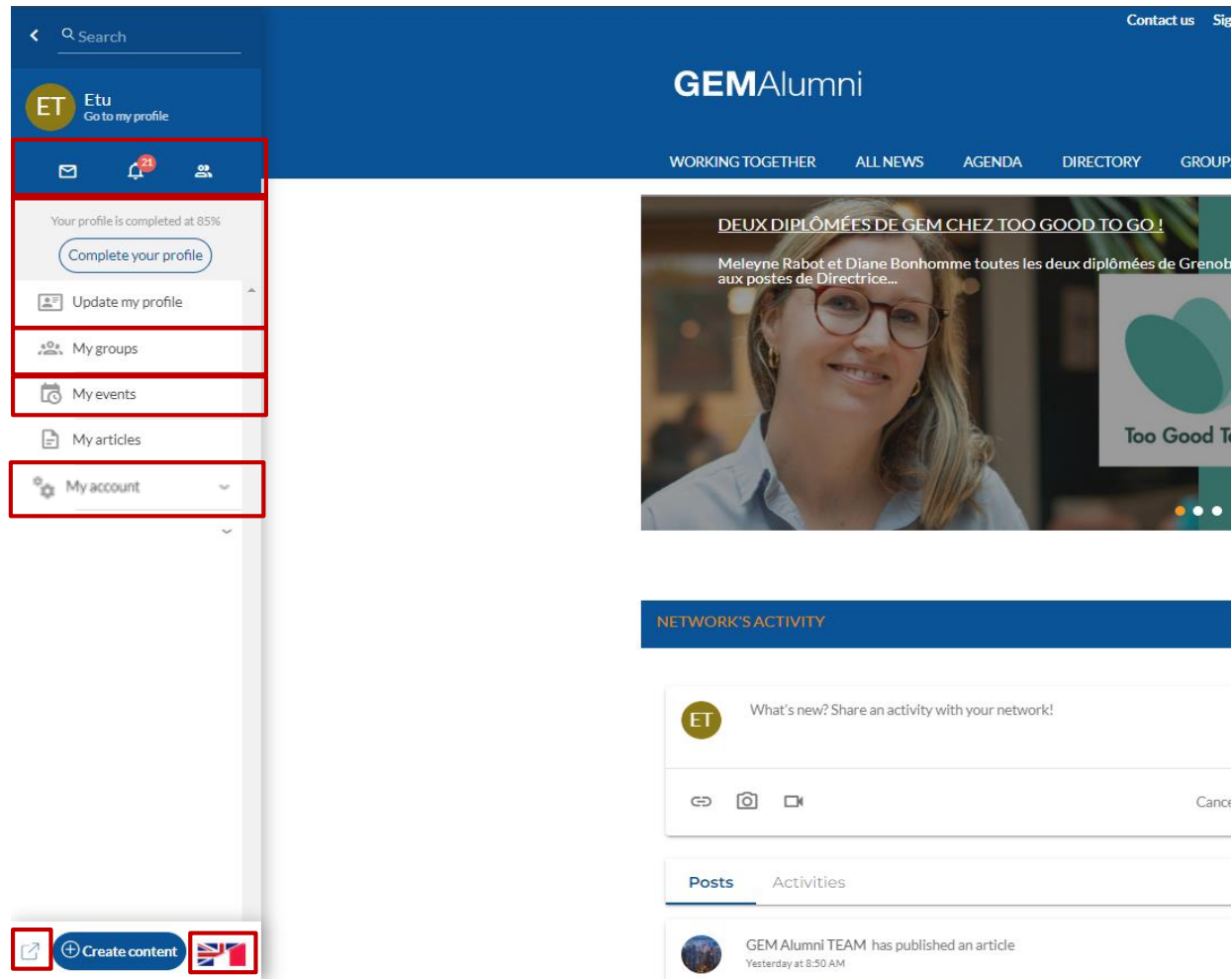
This is a renewal of the login system, so even if your account is already activated, you'll still need to reset your password to continue accessing the platform.

# STUDENTS & ALUMNI ACCESS: Manage your account

Access directly to information about you when you expand the leftcolumn.

You must be logged in!

- Your pending notifications
- Direct access to your profile
- List of chapters to which you belong
- List of events you registered to
- Access to your account settings (see next slide)

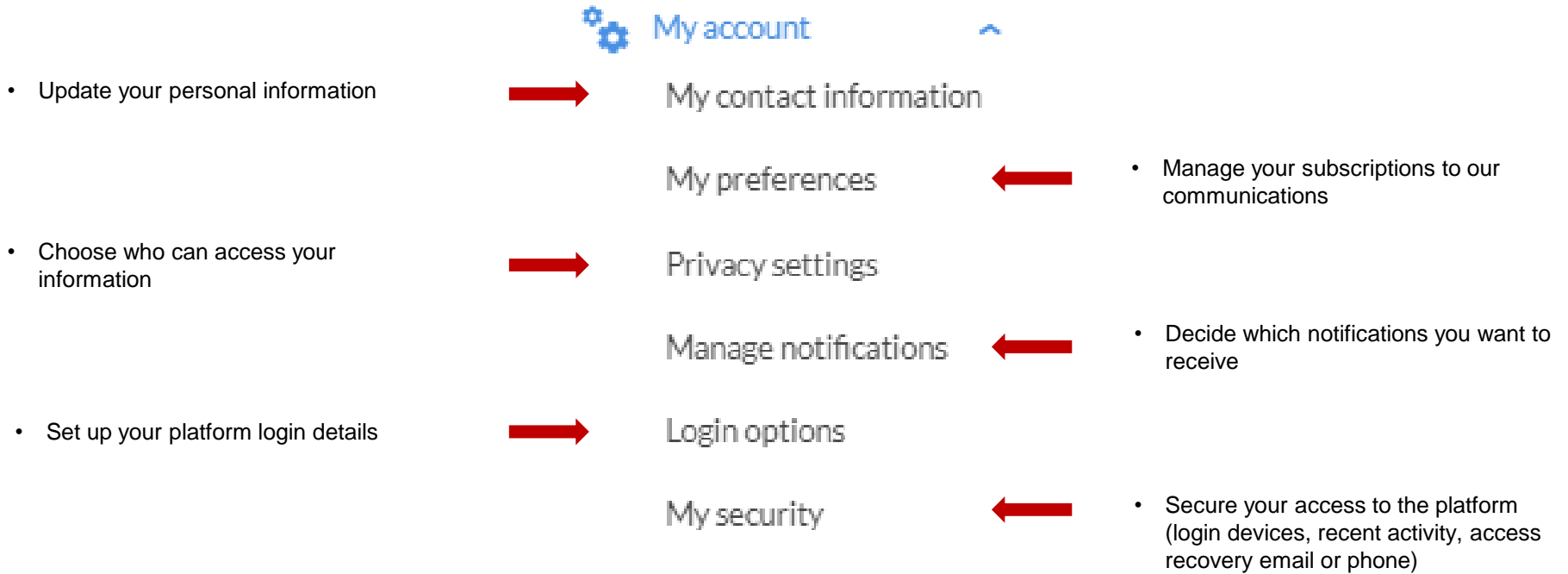


- Logout / Change platform language



# STUDENT & ALUMNI ACCESS: Setting up your account

Select the data you wish to see displayed and their use on the platform.



**MANAGE YOUR PROFILE:**  
**Update your information**





# YOUR PROFILE: Your showcase on the platform

You must  
be logged  
in!

Be visible in the directory by your peers, receive relevant communications from the network and register for our events: we advise you to update your profile each time you change position, company, email address or place of residence.

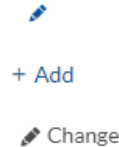
The screenshot shows a user profile for James Alumni, a Graduate (0000). The profile includes a header with a profile picture (JA), name, and title. Below the header are navigation tabs: Profile, Portfolio 0, Contacts 2, Groups 71, Views 17, and Badge 1. The main content area is divided into several sections:

- Presentation:** No presentation for now.
- Skills:** This section is empty, with a prompt: "This section looks empty... Why not boost your visibility? Add a skill".
- Professional experiences:** One experience is listed: "chef de projets" at Grenoble Ecole De Management, from July 2013 to Today (10 years and 4 months). The profile is marked as "Select as primary activity".
- Program:** GEM - MS Management et Marketing de l'Energie, with a note "Diploma pending validation".
- Additional training:** No training added.
- Languages:** No languages added.
- GEM Associations:** One association is listed: "Planètes", member since July 2020 to March 2021 (8 months).

On the right side of the profile, there are several informational sections:

- Professional situation:** Change
- Badges:** One badge is shown, with a "See more" link.
- Information:** Married name: Not specified; Birth name: Alumni; Class acronym: Not specified.
- Social networks and websites:** No links added.
- Interests:** Add

- Just like your LinkedIn profile, on the GEM Alumni platform you can fill in different sections to build up your CV. Remember to fill in as much information as possible, for better targeting
- All information relating to your GEM education is pre-filled and cannot be modified, which guarantees that there are no usurpers on the platform



- Editable fields are indicated by the "+ Add", "Change" or pen icon buttons.



# YOUR PROFILE : Other information related to your profile

You must be logged in!

**JA** James Alumni Graduate 0000

chef de projets

Grenoble Ecole De Management - Project Manager - Teaching & Education

Edit my CV

+ Add personal information

> See the contact information

Profile Portfolio 0 Contacts 2 Groups 71 Views 17 Badge 1

## Portfolio

Add your media (videos, presentations, links, photos and documents)

+ Add a media

## Contact

Create a list of contacts (by adding to or replying to invitations)

4 invitations

+ Add a contact

## Groupes

Consult the communities you belong to

Group

Q Search

## Visites

Find out who visited your profile

17 visits my profile

Q Search

## Badges

Collect badges by getting involved in the network or school life





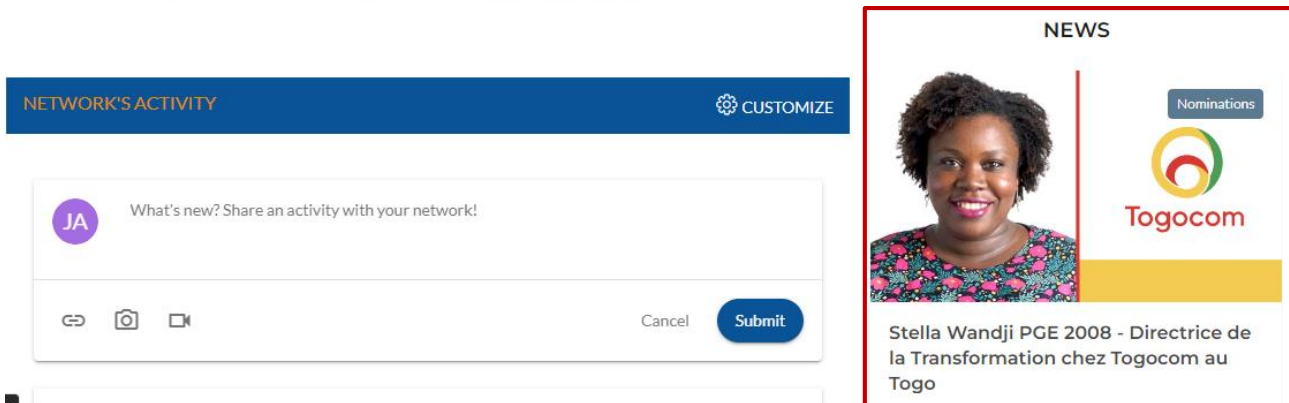
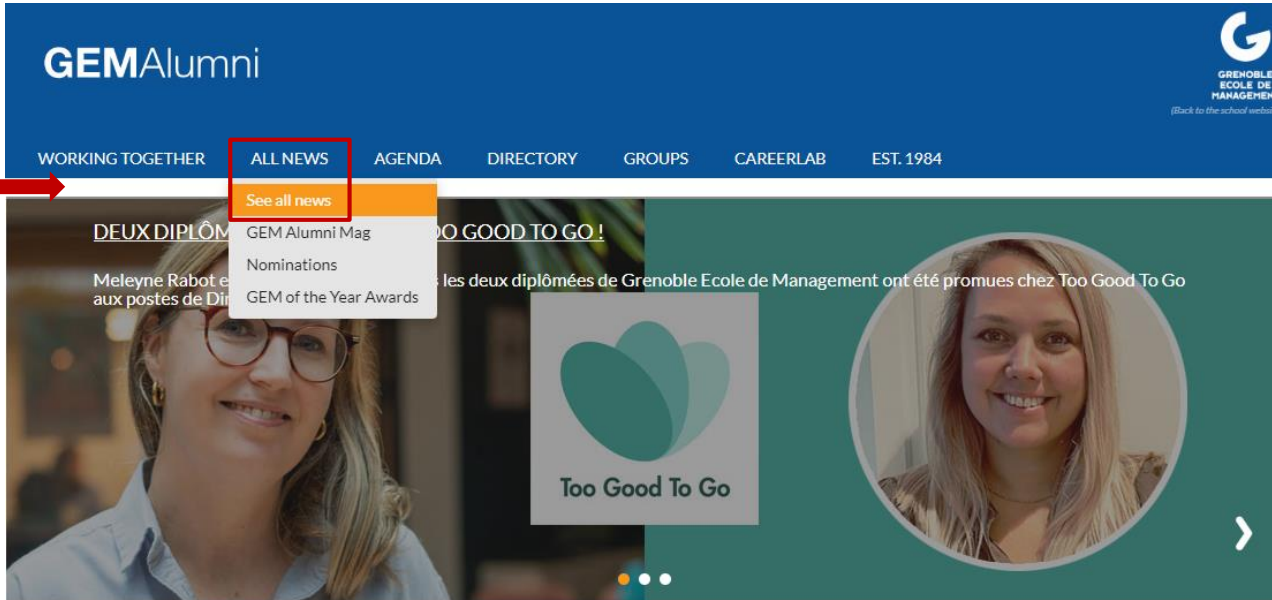
**DISCOVER THE PLATFORM:**  
**News**



# NEWS:

Find out all the latest news about the GEM Alumni network and the school. We regularly publish alumni portraits, nominations and success stories!

- Access to all published news



- Access to the latest news





# DISCOVER THE PLATFORM: Events



# EVENTS : Check out upcoming events

View events likely to be of interest to you, organized by the different communities, by the GEM Alumni Relations team, by the School, or by external organizations.

**GEMAlumni**

GRENOBLE  
ÉCOLE DE  
MANAGEMENT  
*(Back to the school website)*

WORKING TOGETHER ALL NEWS **AGENDA** DIRECTORY GROUPS CAREERLAB EST. 1984

The events

Upcoming My participations Interested Replays Past

Search

8 events found

Friday 10 November

FRI 10 NOV 6:30 PM - 10:00 PM

**Paris MBA mixer - Pantin Campus visit!!**

Campus Pantin - 93500 PANTIN

MBA

29

Learn more

November 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



# EVENTS : Register

Participate in the life of the network through our events. On each event, the conditions will be indicated.

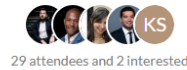


- Add the event to your personal calendar (Outlook, iCal, Google Calendar, Yahoo!Calendar)

- Consult the list of registrants

- Click to go directly to registration

## Paris MBA mixer - Pantin Campus visit!!



29 attendees and 2 interested



Friday, 10 November 2023  
18:30 - 22:00  
[Add to my agenda](#)

**Campus Pantin**  
183, Avenue Jean Lolive  
93500 PANTIN  
[See map](#)



**Register** Interested ?  
Follow the event  
 Yes  No

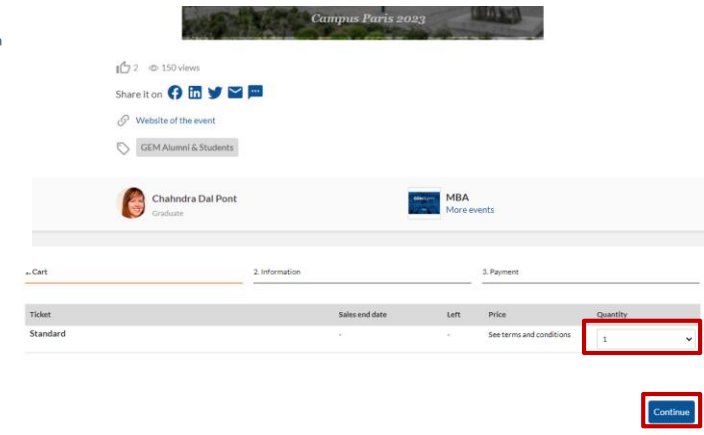
FINALLY!

By unanimous demande - our first Paris event in .... forever?! The start of something amazing?

Please join me on Nov 10th 6:30pm to visit the new eco-campus launched just this September! We'll start with a little mixer, visit the 6000ft² site and then move on for those who have the gusto, to a drink nearby. Locale to be announced shortly.

Need your help to spread the word on this event to all GEM MBAs in Paris.

Love to see you there!!



Ticket	Sales end date	Left	Price	Quantity
Standard	-	-	See terms and conditions	1

- Select the number of seats required

- Confirm your registration



Remember to update your profile so that your badges are correct on the event day.



**DISCOVER THE PLATFORM:**  
**The directory**





# DIRECTORY: Members and Companies

You must be logged in!

Use the directory of Grenoble Ecole de Management students, graduates and certified professionals. It is based on "schooling" information, which guarantees the veracity of the diploma. Only these profiles and the School's "administrative" teams have access to the directory.

Perform a simple search:

- Enter the name of a graduate or company in the search bar
- Search for peers or companies on the map, alphabetically or by relevance

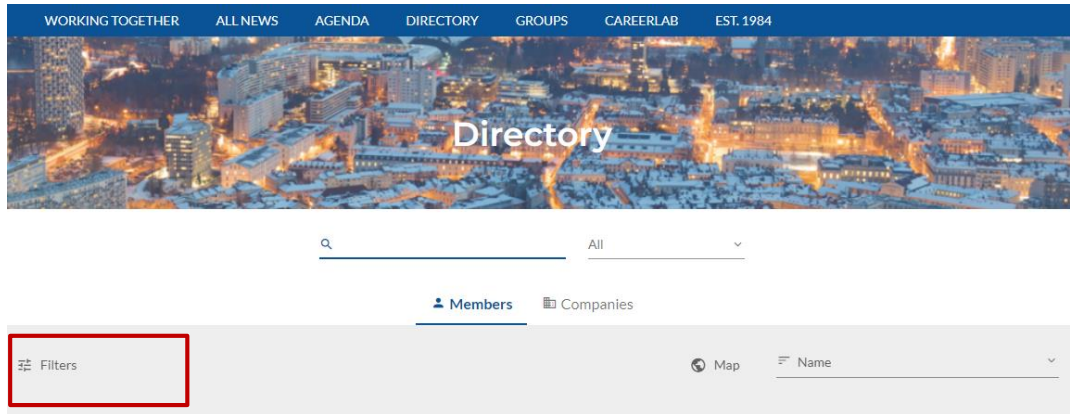
The screenshot shows the website's navigation bar with 'DIRECTORY' highlighted. Below is a search bar containing 'James alumni' and a dropdown menu set to 'All'. Two tabs, 'Members' and 'Companies', are visible, with 'Members' selected. A 'Filters' section is on the left, and a 'Map' and 'Name' dropdown is on the right. The search results show one member: James Alumni, a graduate (Diplômé) and project manager (chef de projets) at Grenoble Ecole De Management. A context menu is open over the profile, showing options: 'Add contact', 'Send a message', and 'View profile'.

- You can add the profile directly to your contact list, or send it a message.



# THE DIRECTORY : Advanced search

You must be logged in!



- Narrow down your research



## Applicable filters:

City ^

Search another ville ^

- Paris (2413)
- Grenoble (1221)
- Lyon (455)
- Casablanca (265)
- PARIS (256)

Country ^

Groups ^

Spoken language ^

Account status ^

Training filters

- Promotion ^
- Program ^

User filters

User type ^

- Diplômé (41477)
- Etudiant (6587)
- Certifié/Certified (3820)
- Ancien élève/Former Student (2387)
- Staff (7)

Skills ^

Search another skill ^

- Communication (116)
- Management (96)
- Management d'équipe (85)
- Gestion de projet (82)
- Business Development (77)

Functions ^

- City ^
- Country ^
- Entrepreneur ^
- Current company ^
- Previous company ^
- Sectors ^
- Current situation ^

Additional fields

- Class acronym ^





**DISCOVER THE PLATFORM:  
GEM Alumni chapters**



# CHAPTERS: the GEM Alumni network

Join our communities: Geographic, Thematic, Program and Association: find your classmates or association peers!

You must be logged in!



The screenshot shows the website's navigation bar with the following items: WORKING TOGETHER, ALL NEWS, AGENDA, DIRECTORY, **GROUPS**, CAREER LAB, and EST. 1984. A red box highlights the 'GROUPS' menu, which contains: Geographical chapters, Program groups, Asso @ GEM, and Thematic groups. Below the navigation bar, there are tabs for 'All groups' and 'My Groups', a search bar, and a dropdown for 'All the categories'. A list of 94 results is shown, sorted by 'Most members'. Three group cards are visible: 'Milan' (Geographical groups, 60 members), 'International Careers' (Thematic groups, 7,917 members), and 'Paris' (Geographical groups, 5,246 members). A red box highlights the 'Learn more' button on the Milan group card.

## Groups can have different statuses:

- **Public:** Anyone with a profile on the platform can join.
- **On approval:** The group "manager" or "moderator" must approve the request to join the group.
- **Private:** Only those with access to the community can see it.



To join a community, click on "Learn more", then "Join group".



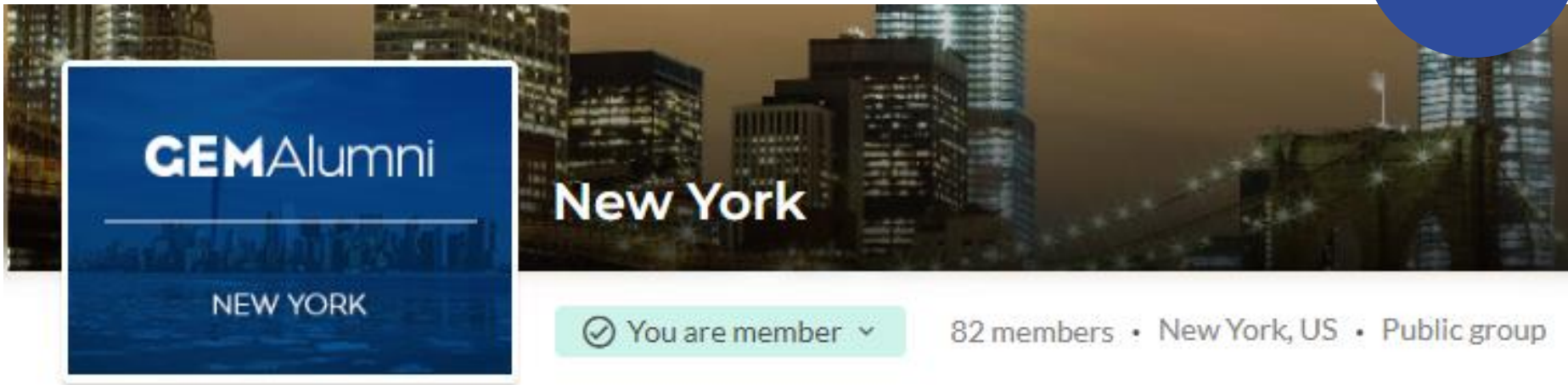
The screenshot shows the profile page for the 'Milan' group. It features a large background image of the Duomo di Milano. The group name 'Milan' is displayed, along with the GEM Alumni logo and 'MILAN'. A red box highlights the 'Join group' button. Below the button, it shows '60 members • MILAN, IT • Public group'.



# CHAPTER: Mini version of the platform

Discover all the community's information: events, posts, news...

You must be logged in!



Who are we?

Posts

Share your updates!

Events

Share your photos!

Members



- Sharing of messages / information between community members. Similar to LinkedIn's feed

- List of events of interest to the chapter

- The chapter's directory

- Chapter presentation page, with, if available, information on the Alumnizers in charge of running the community.

- News about the chapter and its members

- Share photos/videos taken at community events



**CONTACTS:**  
**GEM Alumni Relations team**



# INFORMATIONS

Having trouble using the platform?

Please reach out to the GEM Alumni Relations team.

**By mail:**

[alumni@grenoble-em.com](mailto:alumni@grenoble-em.com)

**Or via the form:**

<https://alumni.grenoble-em.com/fr/contact>

## FOLLOW GEM ALUMNI ACTIVITY ON SOCIAL MEDIA



LinkedIn

<https://fr.linkedin.com/gem-alumni/>



12533 subscribers



Facebook

[www.facebook.com/GEMAlumni/](https://www.facebook.com/GEMAlumni/)



8.1K subscribers



Instagram

<https://www.instagram.com/gemalumni/>



2033 subscribers



Twitter

<https://twitter.com/gemalumni/>



2675 subscribers



**ENJOY BROWSING THE PLATFORM:  
See you soon on the GEM Alumni  
network!**

