

The Alumni Online Directory

The new alumni online directory was designed to provide St. Mary's College of Maryland alumni with a quick and free way to find contact information for their friends from school. This directory runs through a portal that is connected to the campus database. Our hope is that you and your friends from St. Mary's can use this directory to reconnect with one another.

Before you use the directory, please follow all of the instructions below to set up your account. Most of these steps will only have to be done one time and it should only take you a few minutes to get through them.

To access the directory, go to <https://seahawks.smcm.edu/ics>.

1. At the top right of the screen, enter your login and password provided to you by the Office of Alumni Relations.
2. If you forget your password, click on "I forgot my password" next to the "Login" button. If you forget your login name, you will need to contact the Office of Alumni Relations at alumnioffice@smcm.edu.
3. If you are not automatically directed to the alumni directory search page after entering your correct login and password information, click the "Alumni" tab at the top left of the page to be directed to the directory page. Any time you wish to return to the main search page of the directory, click on this "Alumni" tab.
4. If you do not have an SMCM account (alumni email account), it is highly encouraged that you change your password to one that is more familiar. To do this, click the "Personal Info" link at the top right of the page. In "Personal Info", find the "Password" tab in the center of the page and change your password to one that you will remember. If you currently have an SMCM account, the "Password" tab will not be available. Please call the Office of Alumni Relations at 800 458-8341 if you need assistance.
5. Also in "Personal Info", if you choose to upload a photo, go to the "Photo" tab and click the "Browse" button to find a photo from your computer for your profile. Uploading a photo will not make it automatically available. You will still have to adjust your privacy settings (see number 6) to have that photo seen by alumni when they search for you.

You may find there is a default photo from one that the school has on record. Not all alumni have a default photo on record, and no photo will be seen by other alumni unless you adjust your own privacy settings to make that happen (see number 6). Any posted photos deemed inappropriate by the Office of Alumni Relations will result in that user's account being deleted.

6. To adjust your privacy settings, click on the “Privacy Settings” tab to the right of the “Photo” tab. If you never adjust your privacy settings, when another alum searches for you, the only personal information that is displayed in the search results is the email address that we have on file. If you wish to provide more information than your email address, check the items that you wish to make public.

You may also update your privacy settings by navigating back to the main page that has the search fields. (Click the “Alumni” tab at the top left of your screen to access the main page.) To the right of the search fields, you will see a “Preview My Alumni Info” button. This will show you how your information will be displayed to other alumni when you come up in a search result. To allow more or less information to be available to others, click “Change My Privacy Settings”, make the adjustments, and hit “Submit.”

7. Now that you are ready to find your friends from St. Mary’s, go back to the main page (click the “Alumni” tab on the top left of your screen) and enter the information that you are seeking in the search fields. Search by name, location, class or major.
8. Special things to note when using the directory:
 - a. It is very important to know that when an alum uses the online directory to find your contact information, the only information that is available is the email address that we have on file until you change your own privacy settings.
 - b. Do not hit your browser’s Back or Refresh button to navigate your page. Make sure you navigate using the links and buttons that are part of the interface.
 - c. The information available in the alumni online directory is only as good as the information that we have in our database. If there is no information available when you search for an alum, that means we do not have it or that alum has adjusted his/her privacy settings to allow no information available. To update your own information, click here <http://www.smcm.edu/alum/infoupdate.html>
 - d. If you have any questions or problems with the directory, go to the main page (“Alumni” tab at the top left) find the “Need Help” section on the right side of the page, and email or call the Office of Alumni Relations.
9. Give us feedback! If you have suggestions to improve the directory, please email us at alumnioffice@smcm.edu.