

Getting started with the St Kevin's Old Collegians' Association Directory

Go to the SKC website

Go to the **COMMUNITY** drop down box

Select **OLD COLLEGIANS** from the drop down box

<http://web.stkevins.vic.edu.au/community/old-collegians.htm>

Click on the “**LOGIN TO SKOCA DIRECTORY**” button (top right of the Old Collegians' page)

This will link you through to the SKOCA Communications Directory.

<http://internet-alumni.com/vic/stkevins/ocd.aspx>

Click on the 'Register' word way to the right!!

PLEASE ENTER YOUR DETAILS.

Take care to spell your names correctly and only use the names you were enrolled with – that is NO nick names or abbreviations.

SURNAME and FIRST NAME

Enter your DATE OF BIRTH by day, then month and then 4 digit year – in drop down boxes

Then enter your YEAR LEVEL (peer Year) – only use the year that you WOULD HAVE FINISHED YEAR 12 not a year you may have left prior to that – FOUR digit year

CLICK the **SUBMIT INFORMATION** box.

Hopefully you are now entered as the entry detail request used the data we have about you to verify. If it did not give you access – check the way you entered details such as the name you used, the spelling, the date of birth and the year you used for leaving and try again.

ONCE IN THE DIRECTORY

The very first thing to do is to find the set of drop down boxes and select **UPDATE YOUR DETAILS**.

<http://internet-alumni.com/vic/stkevins/ocd.aspx>

In the table of **PERSONAL** details, it is ABSOLUTELY VITAL you enter:

- YOUR NON SCHOOL EMAIL ADDRESS (use a generic family one for now if you do not have your own)
- YOUR MOBILE PHONE NUMBER – this is for SMS updates and news.
- Other detail as time permits – but go in later and complete the questionnaire on each of the other TABS next to the PERSONAL one for instance the **INTERESTS** one is important and so on.

Any queries to Mr Kevin Culliver, Executive Officer

T 9822 0911 | F 9822 7248 | culliverk@stkevins.vic.edu.au

or old-collegians@stkevins.vic.edu.au