

Getting Started With Connect25: Signing in, Profile Settings, & Navigation



Security Note

To access Connect25, security groups must have the following permission set in [Series25 Group Administration](#):

- **Tool Access:** 8.0 *Access to Connect25* set to **Yes**.

Administrative groups will also need:

- **Tool Access:** 8.1 *Connect25 Admin* set to **Yes**.

Signing in to Connect25

Sign in Through Connect25

Replace **school** with your instance link and sign in through the login page:

<https://25live.collegenet.com/pro/school#!/connect25/login>

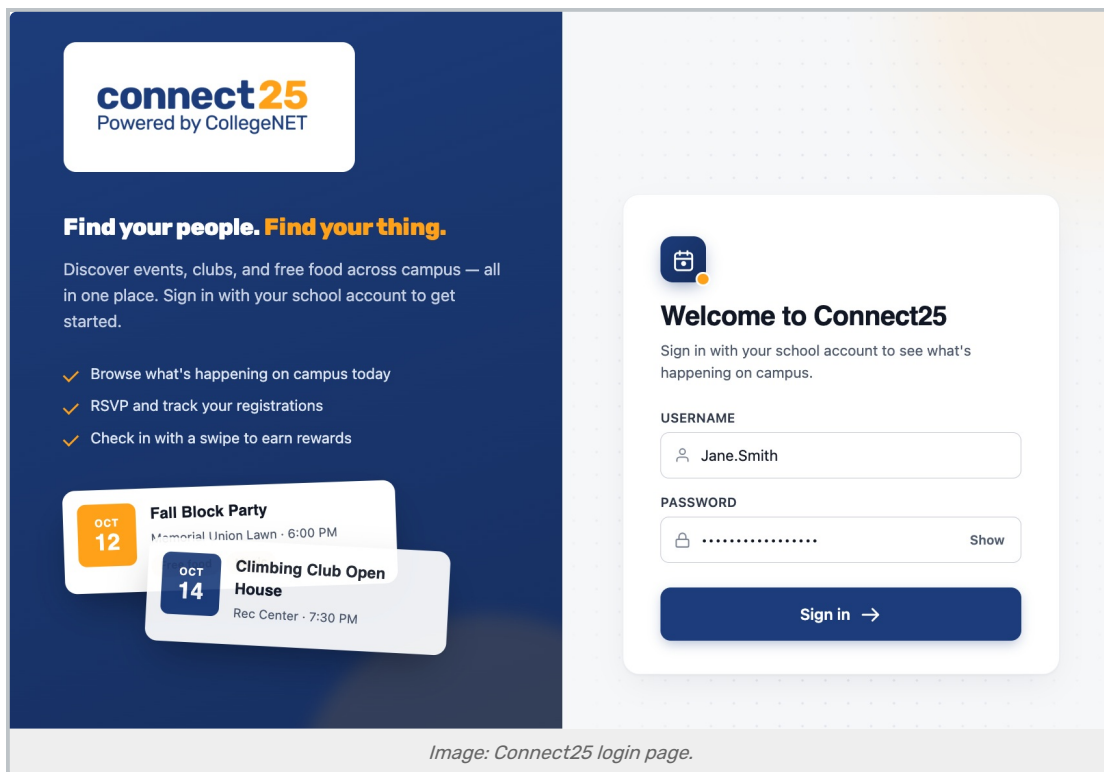
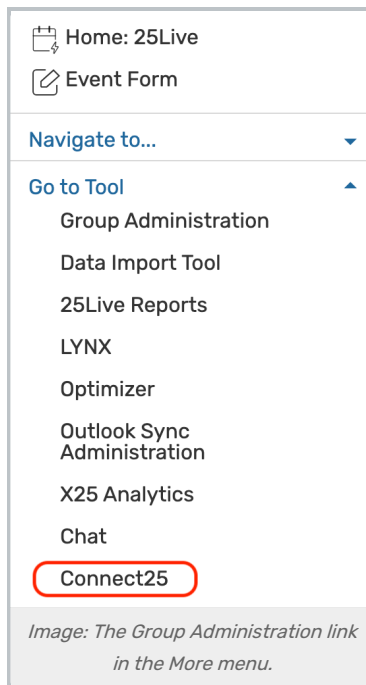
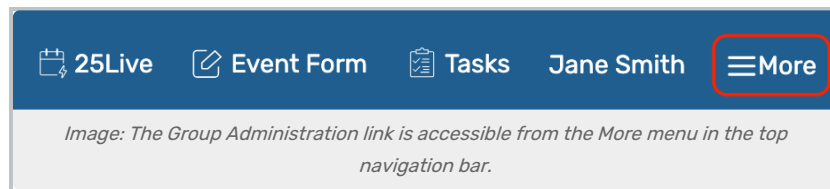


Image: Connect25 login page.

Sign in Through 25Live

Select Connect25 from the **Go To Tool** section of the **More** menu in 25Live.



Updating Your User Settings

Upload a profile image and update your contact information in the **User Settings**.

- **Profile Image**
 - Upload - Select to locate a local image for your profile picture in Connect25
 - Alt text - Enter a description of the image for screenreader users
- **Basic Information**
 - Name Prefix
 - First Name
 - Middle Name
 - Last Name (required)
 - Name Suffix
 - Title
 - Internal ID (e.g., a student or staff ID)
- **Email**
 - Work Email (required)
 - Home Email

User Settings

Profile Image

Upload



Alt text

Image of Jane Smith

Save Image

Clear

Contact information

Basic Information

Name Prefix

First Name

Middle Name

Last Name *

Name Suffix

Title

Internal ID

Email

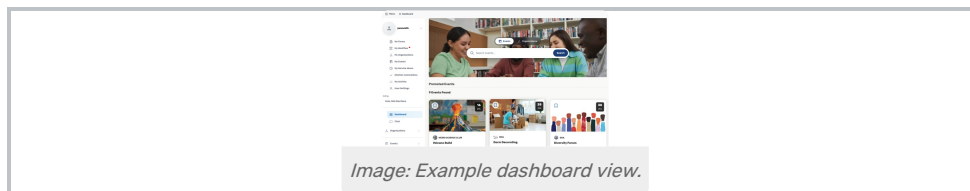
Work Email *

Home Email

Save

Image: Edit your profile information from the User Settings page.

Viewing Your Dashboard



- [Search](#) - Use the **Events** or **Organizations** buttons to target your search, enter a few search terms, and find what you need.
- **My Organizations** - Lists all organizations you are affiliated with.
- **Promoted Events** - Highlighted events you may not want to miss.

Navigating Through Connect25



Security Note

The navigation links visible to you are determined by your security settings. If you believe you should have access to a feature that isn't available to you, please contact your Connect25 administrator.

Top Navigation

- The top navigation bar appears at the top of every page. It contains a logo link on the left that returns you to the Home view and the **Menu** button on the right.
- Tap or click **Menu** to open a panel with three sections:
 - **Go to Tool** - Navigate to other licensed applications available to you.
 - **Notices** - Select **Active alerts** to view any active system notices for your instance.
 - **Account** - Select **Log Out** to sign out of the application.

Your Content



Tip: Collapsing the Sidebar

To collapse the sidebar for a wider view of the main body, tap or click the left-pointing chevron icon. The icon changes to point right. Tap or click it again to reopen the sidebar.

- [My Forms](#) - Open new forms, access forms you've submitted and forms you have permission to start, including campus-wide forms available to all.
- [My Workflow](#) - Access all workflow tasks assigned to you, including approvals, change requests, and workflow history and diagrams (available to users with workflow permissions).
- [My Organizations](#) - Browse organizations that you follow or have a role in.
- [My Events](#) - Browse events that you follow, are registered for, or that are sponsored by an organization that you are affiliated with.
- [My Service Hours](#) - Submit volunteer hours for approval, and review quick summaries of approved, pending, denied, and total submitted hours.
- [Election Nominations](#) - Nominate someone for an organization position in preparation for an election.
- [My Activity](#) - Track your earned badges and progress, and view a showcase of all badges available to earn when actions are completed in Connect25.
- [User Settings](#) - Update your Connect25 profile and contact information.
- [Voting](#) - Vote in an active election. (This section will only display if an open election exists.)

Application Section Links

- [Dashboard](#) - Search for events and organizations or browse promoted events and organization news.
- [Chat](#) - Connect with other Connect25 users via instant messaging.

- [Organizations](#) - Browse organizations and run filtered searches.
- [Events](#) - Browse events and run filtered searches.
- [Users](#) - Run filtered user searches.
- [Email](#) - Send Connect25 users and external recipients emails and view emails sent from Connect25.

Workflow

- [Workflow](#) - Lists all currently saved workflows with options to Edit, Copy, or Delete. You can also create a new workflow from this view.
- [Workflow Rules](#) - Add workflow rules to automatically advance approval processes for submitted forms.
- [Workflow Action History](#) - View a dated list of actions run, including any error messages.
- [Submission Workflow Audit](#) - Review an audit log of submission workflow activity.
- [Approval Groups](#) - Create named approval groups to streamline workflow setup.

Forms

- [Forms](#) - Create forms and view existing forms with options to Copy, Edit, view associated Rules, or Delete.
- [Search](#) - Access saved form searches, filters, and the option to build search criteria for advanced searches of forms. You can also create saved searches from this view.
- [Aggregations](#) - Run summary calculations (counts, sums, and averages) across form submissions, scoped by form, organization, event, and optional field-level criteria. Results can be named, saved, and reloaded.

Elections

- [Elections](#) - Configure and manage elections.
- [Election Results](#) - View results for completed elections.

Budget

- [Budget](#) - View an overview of all budgets created, total funds allocated, and a count of pending requests.
- [Categories](#) - View and edit budget categories.
- [Fiscal Years](#) - View and edit fiscal years.
- [Pending Requests](#) - View all pending budget requests.

Service Hours

- [All Service Hours](#) - Manage service hour requests.

Settings

- [Configuration](#) - Access the main configuration for Connect25, including a spreadsheet import tool and initialization for first use.
- [Security](#) - Use this view to select roles that set permissions for viewing, managing, and editing across the

application.

- [Engagement Reports](#) - View overall user engagement or engagement by organization.
- [Engagement Analytics](#) - Run engagement analytics on locations, organizations, events, and more.
- [Engagement Configuration](#) - Set the weights that determine your institution's engagement report scoring.
- [Badges](#) - Set up custom badges unique to your instance for users to work toward earning.
- [Low Activity Report](#) - View lists of users with low engagement based on your saved settings.
- [ID Cards](#) - View and manage user configurations for encoding ID cards used to swipe in at events.
- [Layouts](#) - Configure layout options for your forms.