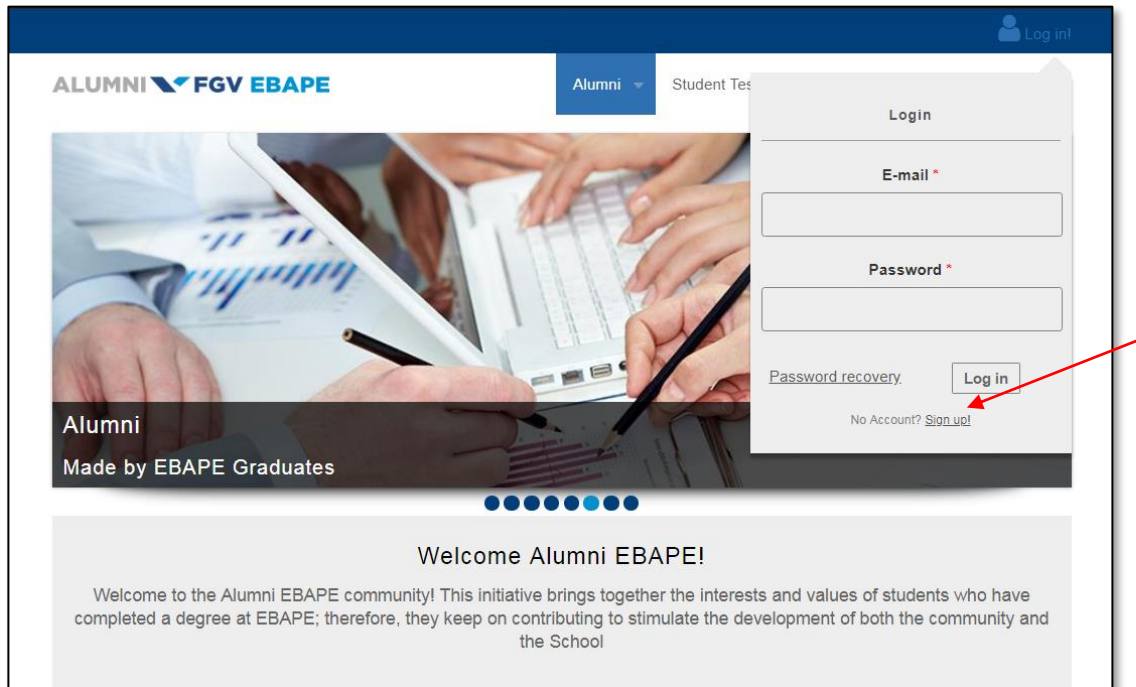


TUTORIAL: HOW TO REGISTER AND VALIDATE ON THE ALUMNI SITE

Step 1 - Access <http://alumni.ebape.fgv.br/en> and click on “Sign Up!”



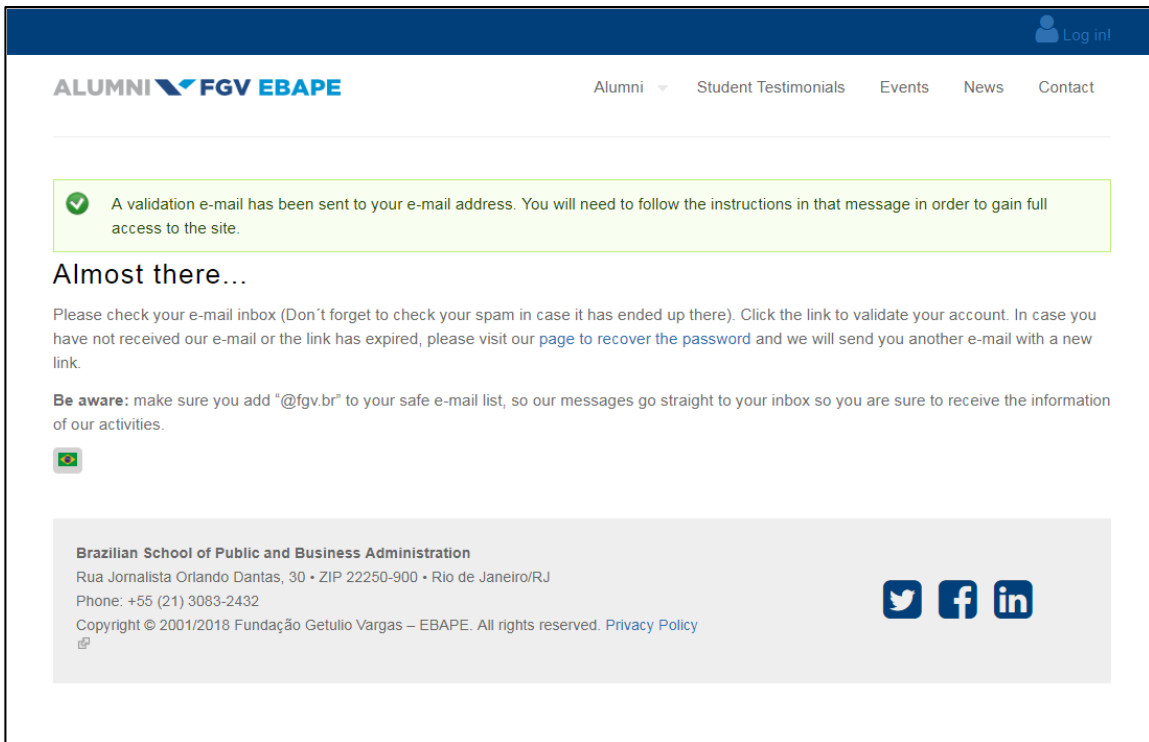
Step 2 - Fill in the indicated fields.

The screenshot shows the 'Ex-Student Register' form. At the top, there are navigation links: 'Alumni', 'Student Testimonials', 'Events', 'News', and 'Contact'. The form title is 'Ex-Student Register'. Below the title, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. The form contains the following fields and instructions:

- E-mail ***: A text input field. Below it, a note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Password ***: A text input field. To its right, there is a 'Password strength:' indicator.
- Confirm password ***: A text input field. Below it, a note states: 'Provide a password for the new account in both fields.'
- How would you prefer to be called? ***: A text input field. Below it, a note states: 'Full name or user name.'

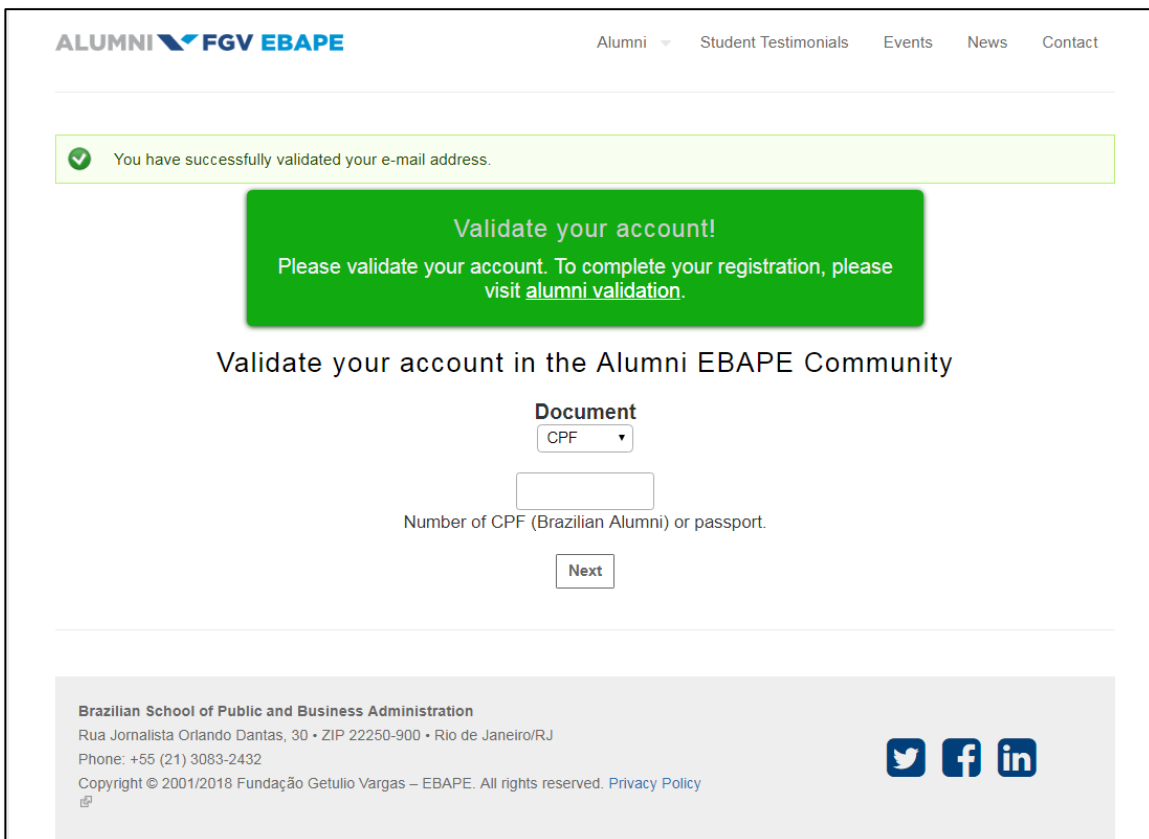
At the bottom of the form, there is a 'Create new account' button.

Step 3 - Confirm your registration via the email sent to your registration email address - > follow the instruction in the email



The screenshot shows the Alumni EBAPE website with a green notification box at the top stating: "A validation e-mail has been sent to your e-mail address. You will need to follow the instructions in that message in order to gain full access to the site." Below this, the text reads "Almost there..." and provides instructions to check the email inbox and spam folder. It also includes a "Be aware" section about adding "@fgv.br" to the safe email list. At the bottom, there is contact information for the Brazilian School of Public and Business Administration, including the address, phone number, and copyright notice, along with social media icons for Twitter, Facebook, and LinkedIn.

Step 4 - Add required information.



The screenshot shows the Alumni EBAPE website with a green notification box at the top stating: "You have successfully validated your e-mail address." Below this, a large green button says "Validate your account!" with the text "Please validate your account. To complete your registration, please visit alumni validation." Underneath, it says "Validate your account in the Alumni EBAPE Community". The form includes a "Document" dropdown menu with "CPF" selected, an empty input field, and the text "Number of CPF (Brazilian Alumni) or passport." Below the input field is a "Next" button. At the bottom, there is contact information for the Brazilian School of Public and Business Administration, including the address, phone number, and copyright notice, along with social media icons for Twitter, Facebook, and LinkedIn.

Step 5 - Add required information.

ALUMNI FGV EBAPE Alumni Student Testimonials Events News Contact

Validate your account!
Please validate your account. To complete your registration, please visit [alumni validation](#).

Validate your account in the Alumni EBAPE Community

Date of birth

Day *
01

Month *
January

Year *

Previous Next

Step 6 - Validate the information displayed.

ALUMNI FGV EBAPE Alumni Student Testimonials Events News Contact

Validate your account!
Please validate your account. To complete your registration, please visit [alumni validation](#).

Validate your account in the Alumni EBAPE Community

CPF:	14.000.000/0000-00
Birth:	01/01/1990

Previous **Validate**

Step 7 - Now registration is valid. Add your professional information, your linkedin profile, then click “save”.

The screenshot shows the Alumni EBAPE profile page for Rafael Cravo. At the top, there is a search bar and the user's name 'Rafael'. The navigation menu includes 'Alumni', 'Student Testimonials', 'Events', 'News', and 'Contact'. On the left, there is a sidebar with navigation options: Home, Messages, Groups / Classes, People, and Opportunity. The main content area features a green validation message: 'Congratulations! Your alumni account has been validated! Please update your information in the Alumni EBAPE database.' Below this, there are several form fields: 'Where I work', 'Company sector', 'My job', and 'Employed since' (with 'Month' and 'Year' dropdowns). At the bottom, there is a 'LinkedIn' field and a 'Save' button.

Once you have completed all the steps above, your account is active.

If you have any problems registering/activating your account, please email alumni.ebape@fgv.br

Alumni EBAPE Team