

Navigating Our Northwestern

Northwestern University's Online Directory

Northwestern | Kellogg

Accessing Our Northwestern

Northwestern University's Online Directory serves two purposes:

- a) Keeps your personal information updated in your official NU system database record
- b) Allows fellow NU community members access to each other for networking, etc.

ONLY verified alumni and students of Northwestern University are granted access to the Online Directory.

1



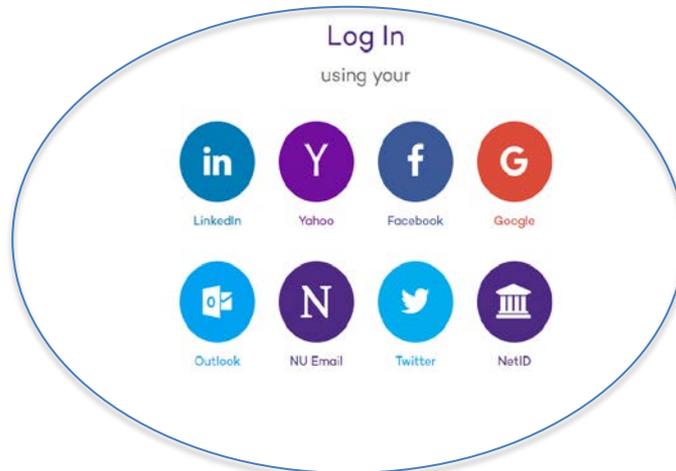
FIRST TIME IN OUR NORTHWESTERN - Steps to register :

Click on the link below:

<https://www.our.northwestern.edu>

- 1) Click LogIn / Register on the top right corner
- 2) Register using Kellogg student email among other current details for quicker verification.

2



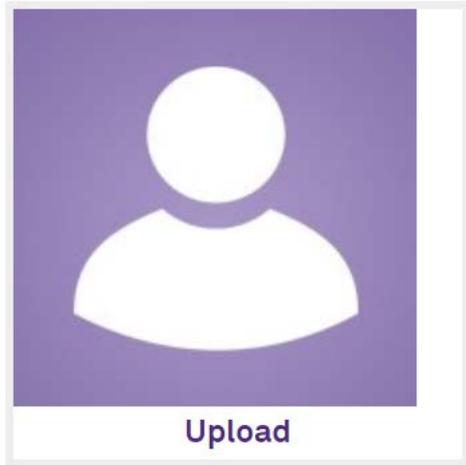
When you enter Our Northwestern for the first time, verification can take up to 3 business days. You will receive an email from "NUIT" welcoming you to Our Northwestern.

BEEN TO OUR NORTHWESTERN BEFORE – LOG IN via the channel you used before...

Once you get logged in – View Profile from "Menu" in top right corner OR "Update My Information" further down the home page.

Updating your profile

3



Start easy – upload a photo of yourself.

Click here to edit your own profile.

Edit Profile

View Public Profile

4

Margaret Cornog

Staff / Faculty, Alumnus/a (cKSM'18)
Northwestern University - Kellogg Advancement, Assoc Dir
Alumni Engagement

Record shows legal name – nicknames can be added during editing.

Allows fellow NU Community members to email you without knowing your personal email yet.

Send an Email

Updating your profile (cont'd.)

▼ Personal and Contact Information

EDIT

Click this edit to access personal information cells. Takes you to this page...

5

Personal and Contact Information

Personal Information

Title:

Ms.

With these buttons, you determine what is "Hidden" or "Visible" to the NU Community.

First Name: *

Margaret

System won't let you change legal first name. Nickname entry offered further down the page.

Middle Name:

Walsh

Hidden

Visible

Visible

Allow other users to contact you via Our Northwestern?

At mid-point of this page, please make sure you check this box if you are willing to have NU Community members contact you. [More info...](#)

Hidden

Checking this box creates a link on your Our Northwestern profile that allows alumni and students to send you a message, while keeping your email addresses hidden. Your preferred email address will only be visible to the sender if you choose to reply. [Learn more.](#)

Remember to hit "Save" at the bottom after you make all updates. Please return to update your personal information if you move residences, change phone numbers, etc.

Updating your profile (cont'd.)

Continue updating other profile categories as you like. Entering your **Professional Experience** is important. SOME details, like **Northwestern Education**, will be updated by the University and you won't be able to update yourself.

6

- > **Northwestern Education** [EDIT](#)
- > **Northwestern Student and Alumni Activities** [EDIT](#)
- > **Additional Education** [EDIT](#)
- > **Professional Experience** [EDIT](#)
- > **Kellogg Interests**
- > **Relationships** [EDIT](#)

[JUMP TO TOP](#)

Remember to hit “Save” at the bottom of each category after you make updates. Please return to update these items of personal information if you change jobs, earn an additional degree, have children, etc.

Updating your subscriptions

> Subscription Management

Hit this Edit button to get to this page...

EDIT

6

Manage Email Subscriptions

You are currently subscribed to the email topics listed below. To opt-out of a topic, uncheck the box. You may unsubscribe from all at the bottom of this page.

Kellogg School of Management



Admissions
Admissions Newsletter

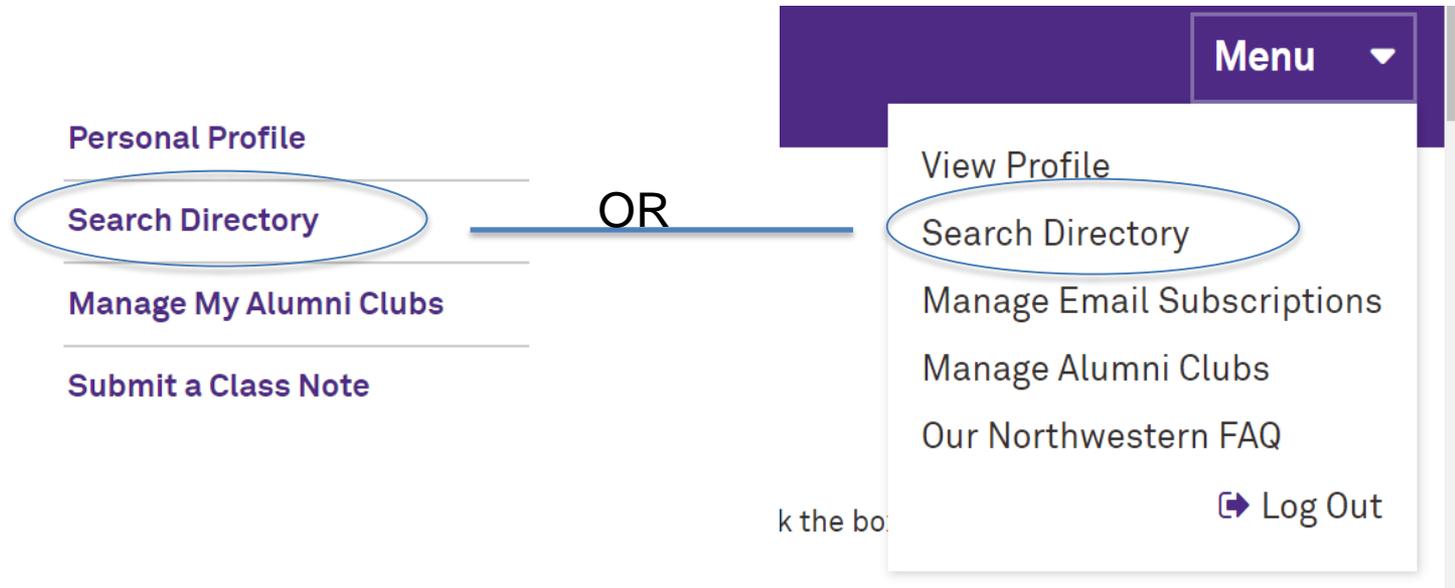
Alumni Newsletter
Alumni Newsletter

Use this dropdown menu to choose from where you want emails – includes directly from Kellogg, local Kellogg Alumni Clubs, or NU more broadly.

Remember to hit “Save” at the bottom after you make updates.

Using Our Northwestern to find Kellogg Alumni

You can access “Search Directory” either from:



When you click through to Search Directory, a “Basic” search launches by default and lets you search by person’s name, NU School, grad year, as well as other basic information. “Advanced Search” allows searching on details beyond the “Basic”.