



ANCHOR LINK

Instructions for Setting up Your Anchor Link Account

- Visit anchorlink.vanderbilt.edu
- Click the “Log In” button at the top right corner and log in using your VUNet ID and password
- From the Anchor Link homepage, click your name in the left corner of the top gold toolbar and then select the appropriate section to update

VANDERBILT UNIVERSITY

VANDERBILT HOME NAVIGATE VU TOOLS SEARCH VU

Lori Murphy ▾ My Involvement ▾ My Shortcuts ▾ Review ▾ Messages 3836 Help Log Out

Profile
Profile
Contact Information
Interests

Settings
Privacy Settings
Notifications

Log Out

ANCHOR LINK

Events Curriculums Administration Campus Links ▾

Click here to check out a card reader for attendance tracking.

Student Organization Registration Renewal for the 2013-14 academic year is now open. Each Registered Student Organization is required to renew their registration annually. Click [HERE](#)

1. Complete Your Profile

- a. Upload a profile picture
- b. List a preferred e-mail address other than your @vanderbilt.edu e-mail (*optional*)
- c. Connect any desired Social Media Profile Links including your Facebook, Twitter, or LinkedIn (*optional*)
 - i. If you choose to connect any of your social media accounts, anywhere that your name is displayed in the system (ex. an Organization roster) (ex. an organization roster), a link to these social media accounts will be displayed.
- d. Note: You do not need to enter a Preferred First Name, Middle Name, Suffix, or Hometown nor complete any information under the “Demographics” section

Profile Information

First Name *(required)*

Preferred First Name

Last Updated: 4/29/2013

Middle Name or Initial

Last Name *(required)*

Suffix

Hometown

Campus Email Address

(Please contact your system admin to update campus email.)

lori.t.murphy@vanderbilt.edu

Preferred Email Address

Demographics ▾

Social Media Profile Links ▲

External Website

Facebook Profile URL

Twitter Page URL

Profile Picture



Change Picture

Delete

2. Update Your Contact Information

- a. Note: Any contact information you provide or edit here will only be used for purposes internal to Anchor Link. If you have changes to make to your home/permanent address, please contact the University Registrar.

Local Contact Information

Street Address

City **State/Province**

ZIP/Postal Code **Country**

Country Code

Phone Number **Extension**

3. Designate Your Interests

- a. Interests are used to provide you customized recommendations for Organizations and Events to get involved with. Your recommendations can be accessed on your home page below your profile picture or left side of the Organizations or Events sections.
- b. Go through the folders and select the Interests that appeal to you most. You can update your Interests at any time.

Manage Interests

i Choosing and ranking interests helps us recommend personalized Organizations and Events for you to become involved with.

Selected Interests

- Academic
- Art
- Career
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

Ranked Interests

- 1 Student Government
- 2 Study Abroad
- 3 Community Service
- 4 Arts and Science
- 5 Movies/Films
- 6 Dance
- 7 Visual Art

4. Set Your Privacy Settings

a. Community Directory Settings

- i. Choose which pieces of contact information you would like to “Show” to other campus users when your name is displayed within Anchor Link (Ex. an organization roster)

Community Directory Settings

i By selecting "Show" on the options below, your information will be made available to any authenticated member of the community with access to view your name within certain area of the system.

Some settings below may be disabled because your campus administrator has configured and locked those values for all users.

Display	Field
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Profile Picture
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Campus Email Address
<input type="checkbox"/> Show <input checked="" type="checkbox"/> Hide	Preferred Email Address
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Mobile Phone Number
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Local Street Address
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Local City, State/Province, and ZIP/Postal Code
<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide	Local Phone Number
<input type="checkbox"/> Show <input checked="" type="checkbox"/> Hide	Home Street Address
<input type="checkbox"/> Show <input checked="" type="checkbox"/> Hide	Home City, State/Province, and ZIP/Postal Code
<input type="checkbox"/> Show <input checked="" type="checkbox"/> Hide	Home Phone Number

b. Organization Roster Settings

- i. You may choose to hide your membership or officer positions for any organization so that you will not be displayed on the organization's public roster. The officers of any organization will still be able to view members who have elected to "Hide" their public membership.

Organization Roster Settings ▲

i By selecting "Show," you will be listed publicly on the associated roster. Public rosters may be indexed by internet search engines.

Show Name	Organization Name	Start Date	Position
Show Hide	ANCHOR LINK	10/9/2012	Member
Show Hide	ANCHOR LINK	10/19/2012	Program Coordinator
Show Hide	Dean of Students	7/10/2012	Member
Show Hide	The Martha Rivers Ingram Commons	2/26/2013	Member
Show Hide	Active Citizenship and Service	10/22/2012	Member
Show Hide	Office of Greek Life	8/3/2012	Member
Show Hide	Sarratt Student Center	2/25/2013	Member
Show Hide	Student Organizations and Programs	7/27/2012	Program Coordinator for Anchor Link
Show Hide	Student Organizations and Programs	7/25/2012	Member

5. Set Your Notification Settings

a. General E-mail Notifications

- i. It is strongly recommended that you keep your e-mail notifications set to “All Notifications”
- ii. If you alter your e-mail notifications, you will still get messages sent to your Anchor Link inbox. However, you may miss important, time sensitive message by not having them sent to your e-mail.

b. Text Message Notifications

- i. Providing your cell phone number and turning this feature “On” allows for organizations you are a part of within Anchor Link to send you text messages

Notification Settings

i The general e-mail notifications setting only affects the additional e-mails sent to your e-mail address. System messages will always be sent to your inbox, regardless of this setting.

General E-mail Notifications

All Notifications Just Invitations None

Text Message Notifications

On Off **Mobile Phone Number** **Mobile Phone Carrier**

615-000-0000 AT&T Test

NOTE: If your carrier is not listed, please contact CollegiateLink support (support@collegiatelink.net).

Save