

MY BRANDEIS GATEWAY – CREATE ACCOUNT

This job aid is intended to instruct users on how to create an account in the My Brandeis Gateway portal. Please use these instructions to create an account for the My Brandeis Gateway: BNC Portal, if you have not already done so.

This portal will allow you to register for BNC Events and Study groups and manage your Profile with Brandeis.

1. If you do not have an account in the system, click the “Create Account” button on the [My Brandeis Gateway homepage](#).

The screenshot shows the My Brandeis Gateway homepage. At the top left is the Brandeis logo with the text 'ALUMNI, FRIENDS AND FAMILIES'. To the right are navigation links: 'ALUMNI RESOURCES', 'EVENTS', 'NEWS', 'STORIES', and 'GIVING AND IMPACT'. The main heading is 'Welcome to My Brandeis Gateway'. Below it, a sub-heading reads 'Use this convenient resource to manage your connection with Brandeis University by:' followed by a bulleted list: 'Updating your info in the directory', 'Searching for fellow Brandeisians', and 'Submitting alumni class notes'. A link is provided for the BNC Membership Roster. On the right side, there is a login form with fields for 'Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot your password?' and 'Forgot your username?'. Below the login form is a 'First-time User?' link and a 'CREATE ACCOUNT' button. Two red boxes with arrows point to the 'CREATE ACCOUNT' button and the 'SIGN IN' button. The 'CREATE ACCOUNT' button box contains the text 'First time users will click Create Account Button'. The 'SIGN IN' button box contains the text 'Once a username and password have been established, sign in here'.

2. You will be asked to create a unique username. This is the username you will use every time you log into the portal.
3. Enter your first name, middle name (if applicable), and last name. First name and last name are required fields. Optional fields include prefix, suffix, gender identity, and date of birth.
4. In the Relationship to Brandeis field, choose BNC Member from the drop down menu. If you are both an alumnus and BNC Member, please choose either Alumni or BNC Member. You will have access to *both* your Alumni and BNC Member profiles and directories in the My Brandeis Gateway portal.

MY BRANDEIS GATEWAY

We invite Alumni and Brandeis National Committee members to create an account and join My Brandeis Gateway.

Create your credentials by choosing a unique username.

*Username (minimum 5 characters)

@mybrandeisgateway.portal

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Tell us a little about yourself so we can match your new My Brandeis Gateway account to your Brandeis record.

3

*First Name

Middle Name

*Last Name

Prefix

--None--

Suffix

--None--

Date of Birth

mm/dd/yyyy

Gender Identity

--None--

Relationship to Brandeis

--None--

5. Enter home contact information. "Personal/Home Email" is the only required field. Note that @brandeis.edu email addresses should not be entered here.

Please provide your contact information. **5**

*Personal/Home Email

*Confirm Email

The email address must be unique. Should you forget your user name or password, this email will be used to assist you with recovering your username and resetting your password.

Home Address

Address Line 1

Address Line 2

City State/Province

Postal Code Country

Mobile Phone Number

By creating your My Brandeis Gateway account, you acknowledge you have read and agree to be bound by the Terms of Use.

Submit

Please note that "@brandeis.edu" email addresses should not be entered here.

6. You will then see a message informing you that a confirmation email will be sent to the email you provided. Check your email for further instructions.

Thank you for registering for My Brandeis Gateway!

A confirmation email will be sent to the email address you provided at registration within 1-3 business days. Please follow the link included in the email to complete the registration process.

Please check your spam or junk folder if you do not see the email in your inbox. If you have any questions, please email crm-help@brandeis.edu.

If you need any assistance creating an account or signing into the system, please email crm-help@brandeis.edu. For questions related to your BNC Membership, please email BNC@brandeis.edu.