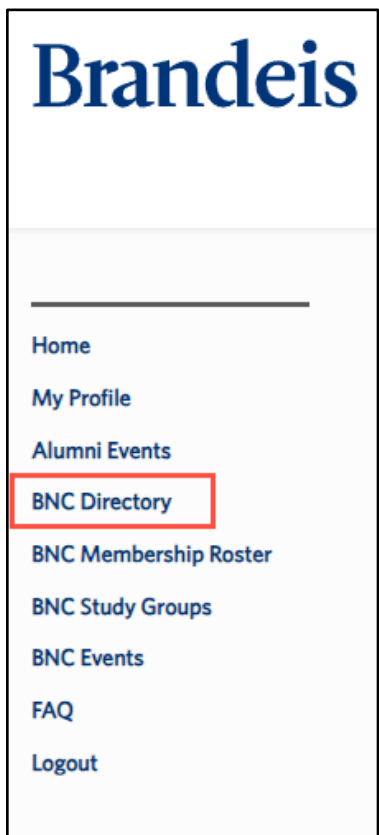# MY BRANDEIS GATEWAY – HOW TO SEARCH THE BNC DIRECTORY

This job aid should be used by BNC Members as instructions on how to search the BNC Directory in the My Brandeis Gateway: BNC Portal.

To search the BNC Directory, sign into My Brandeis Gateway with your username and password.

1. On the left-hand side of your screen, click the link that says "BNC Directory."

2. The Member Name Search bar allows you to search for members by name. Type in a member name or the beginning letters of a name and select the Search button to view the search results.

3. To add additional search criteria, such as chapter name, click the "Show/Hide Advanced Search (Use Advanced Search to search by Chapter)" link under the bar.

4. In the "Search Category 1" area, select "Chapter Information" from the "Select Category" drop down menu.

5. When searching by Chapter, you can refine the search to view members: by the Formal BNC Chapter Name, by the Chapter Join Date, by Member Since, and by Renewal Date. From the "Select Criteria" drop down menu, choose "Formal BNC Chapter Name." Then choose the Chapter name from the Enter Value field.

6. Click the "Search" button to review the Chapter list. You may click on the name of a Chapter member to see additional information about the member – including their spouse's name, BNC membership details, any BNC Leadership roles they may hold, and contact information, if available.

   Please note that the search results in the Directory cannot be exported to Excel; they are intended for display-only. Current member lists per chapter are shared with chapter leaders via automated reports sent from the portal.

Search

Member Name Search

Show/Hide Advanced Search (Use Advanced Search

Advanced Search

Search Category 1
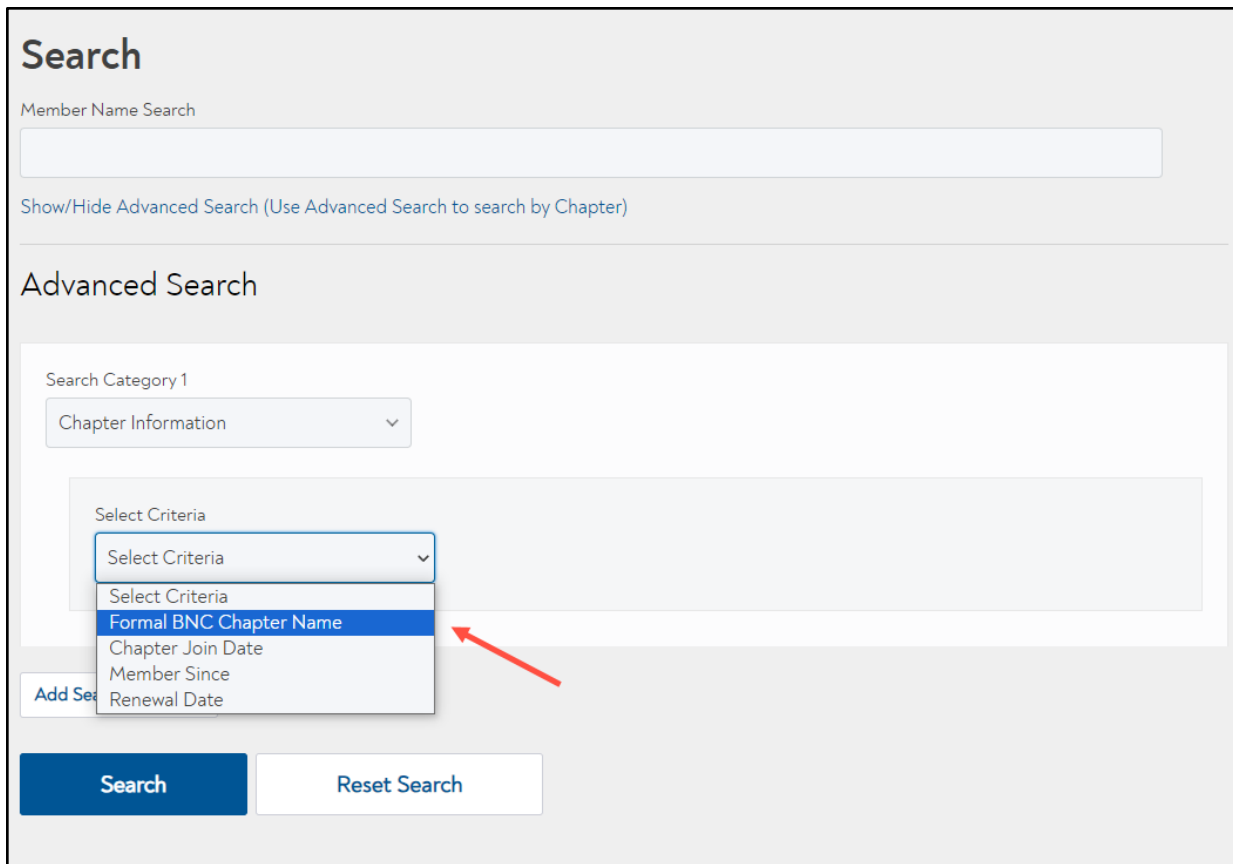
Chapter Information ▾

Select Criteria	
Formal BNC Chapter Name ▾	Select Chapter Name ▾

Add Search Criteria

Add Search Category

Search | Reset Search

Select Chapter Name
Tucson
San Dieguito
Santa Barbara (AL)
Oceanview (AL)
Hawaii (AL)
Murrieta (AL)
Ventura (AL)
Laguna Hills (AL)
Las Vegas
Saddleback (AL)
Orange Coast (AL)
Conejo Valley/San Fernando Valley, CA
Nevada (AL)
Western (AL)
No Chapter
Online Chapter / Outside USA (AL)
Midwest (AL)
Greater Boston
Brockton (AL)

Select Criteria

| Formal BNC Chapter Name ⌄ |

Enter Value

| Phoenix, AZ ⌄ |

Tucson, AZ ⊗ -or- Phoenix, AZ ⊗

Add Search Criteria

Add Search Category

Search   Reset Search

Search Results

First Name	Last Name	Formal BNC Chapter Name	Member Since	Chapter Join Date	Renewal Date	Preferred State
Louise	Alabama	Phoenix, AZ	1987-11-05	1987-11-05	1987-11-05	
Lenore	Michigan	Phoenix, AZ	1987-11-02	1987-11-02	1987-11-02	
Bari	California	Phoenix, AZ	1987-11-07	1987-11-07	1987-11-07	
Rachel	Virginia	Tucson, AZ	1987-10-30	1987-10-30	1987-10-30	
Ruth	Idaho	Tucson, AZ	1987-09-30	1987-09-30	2003-07-08	