CREATE AN ACCOUNT

1. Follow this link: https://wichita.galaxydigital.com/user/login/
2. Click on "Sign up!"
3. Fill in the information requested—here are some important notes.
   I. Under "Select Department" choose "WSU Foundation and Alumni Engagement"
   II. Under "Expected Graduation Date" fill the year you graduated
   III. Under "Role" select "WSU Alumni and Friends"
4. Create and confirm your password.
   5. OPT-IN to the emails. This will be how you receive confirmation and reminders for the
   event.
6. Agree to the Privacy Policy.
7. Fill in your preferred name and gender.
8. Fill in an emergency contact.
9. On secondary affiliation:
   I. For Alumni: Enter the college you graduated from (i.e. College of Fine Arts)
   II. For Friends: Enter "Not applicable"
10. Select your volunteer interests.
11. Become a "fan" of local organizations with a VolunteerICT account.

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REGISTER FOR EVENTS

1. Once you are logged in to your VolunteerICT account, click on "Agencies" on the left-hand side.
2. In the "Search by" bar, enter "WSU Foundation and Alumni Engagement."
3. Click on "BECOME A FAN" then click on our box to enter our agency page.
4. On our page, scroll down to the bottom and select the event you're looking for.
5. Hit "Respond" and then fill in the questions. If a questions asks you to identify a group to work with, enter "WSU Foundation and Alumni Engagement.
6. Submit opportunity response.