**How to Register, Update, or Look Up Contact Information**

**on the MHC Alumnae Website**

Go to: <https://www.mtholyoke.edu/>

Click on word “Alumnae” in upper left-hand corner.

Click on the “Register” green button in the upper right-hand corner of page if you are establishing a sign-in procedure. You will see a screen that says:

There's a chance that we already have your information on file. Please enter your name below and click “Find.” If you are already registered, we will help you recover your login information. If not, we will walk you through the registration process.

Or,

Click on “Login” green button if you are updating your information. Login part of screen is at the bottom of the page. The rest of the instructions are on-screen.

Or,

Click on “Login” green button if you are looking up a classmate. Login part of screen is at the bottom of the page. Click on “Alumnae Search.” The rest of the instructions are on-screen.