Facebook Group: NTU Alumni Network Guide

*NTU Alumni Network* is a closed group. To join the group, members must have a Facebook account and be invited or approved by an administrator of the group. If you already have a Facebook account, you can skip Part 1 to join the group.

**Part 1 - Creating a Facebook account**

Step 1: Type in the URL in your internet browser: [http://www.facebook.com](http://www.facebook.com)

Step 2: Fill in the information required in the sign up section. After you have filled in the details, click on the **Sign Up** button to register for a new account.

Step 3: Type in the text as shown on the screen for the security check by Facebook. Click on the **Sign Up** button again to complete the sign up process.

Step 4: You should have received an email from Facebook to confirm your registration. Follow the instructions in the email to complete your registration process.

Step 5: After the registration process has been completed, you may edit your profile as you like.
Part 2 - Joining the *NTU Alumni Network* group

Step 1: Type **NTU Alumni Network** into the search box located at the top right corner of the screen. The search should show the group as the first option in the displayed result.

Step 2: Click **Request to Join**. A notification will be sent to the administrator to process the request.
Step 3: After the access has been granted to you, you should be able to view the group by clicking on the **Groups** icon in the application menu at the bottom of the screen.