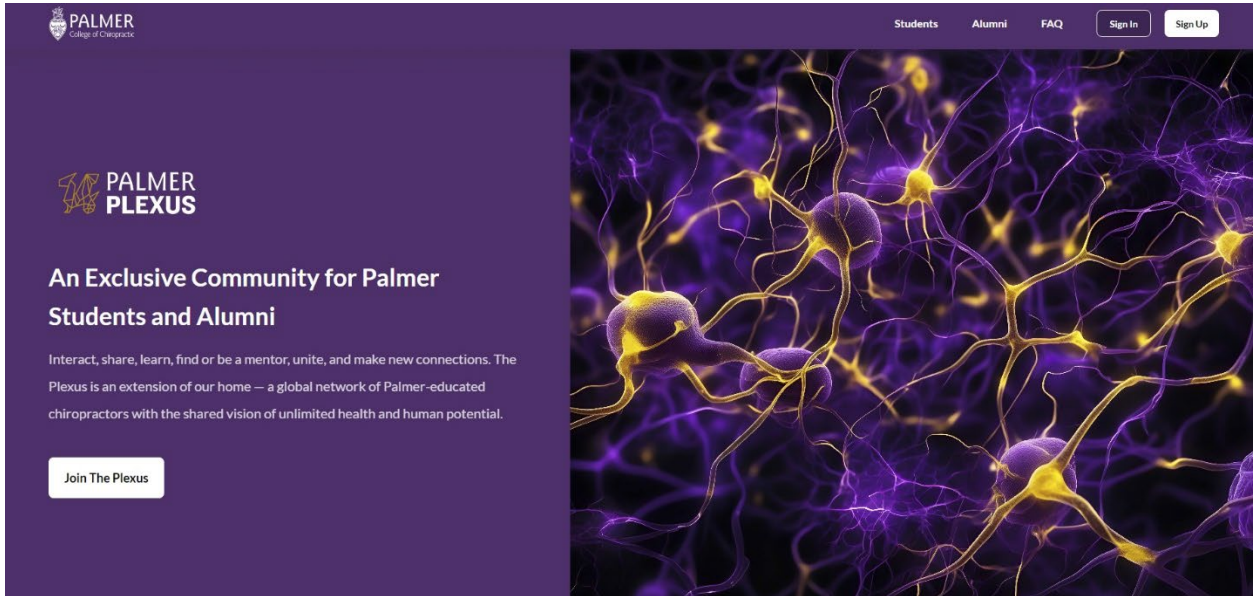


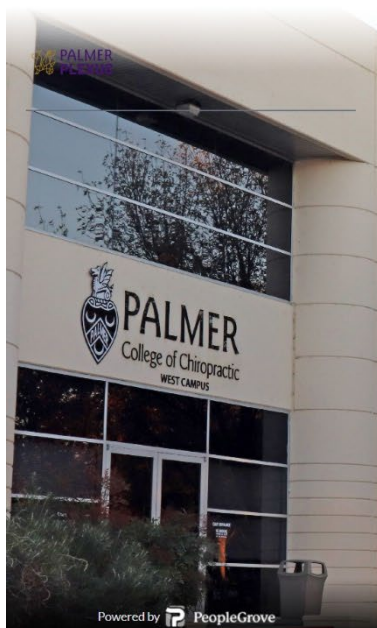
Step by Step Walkthrough: Sign up process

1. Go to palmerplexus.palmer.edu
2. In the top right-hand corner, click **“SIGN UP”**



*Landing page subject to change

3. As alumni, you will need to select **“sign up by email”**. Please use an email that you currently have access to. If this is the same email we have on file for you, your account will automatically be approved to join Palmer Plexus after finishing the sign-up process. You will be asked to fill out your first and last name, email, and select a password. Finally, review People Grove’s private policy and terms of service.



Already have an account? [Log In](#)

Welcome to Palmer Plexus

Welcome to Palmer Plexus -- your supportive and passionate community for life's ever-changing journey.

First Name *

Last Name *

Email *

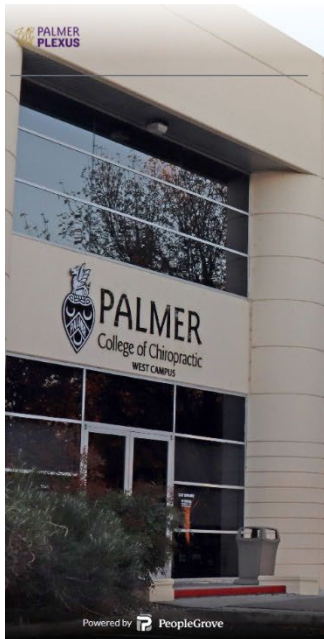
Password * [Show](#)

Password safe. You're all set!

I agree to PeopleGrove's [Privacy Policy](#) and [Terms of Service](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4. Click “Create Account”
5. Select your “user type”. Your user type is what category you fall into when signing up for the platform. Selecting the correct user type is important so you see all relevant information on Palmer Plexus. For your case, select **ALUM**. Click next.
6. If you signed up with an email address that we have on file, the education field will already be filled out with your degree, area of study, and graduation year.
 - a. If you signed up with an email address we do NOT have on file, please fill out your degree information. This will then be verified by our staff at the Alumni and Advancement Office.
7. Please select the industry that most aligns with your current position. You must select a minimum of ONE industry. We have “featured industries” at the top that most likely align with Palmer graduates. If you have experience in others, please select as many as you’d like. See image below. These options can be edited later. Click next.



What industries do you have experience in?

Select the industries you have experience in. We use this to provide you with relevant recommendations and resources.

Featured industries by Palmer

- Higher Education
- Chiropractic Franchise
- Community Health
- Concierge Practice
- Consulting
- Federally Qualified Health Center
- Hospital-Affiliated Health Center (not VA or DoD)
- Mobile Practice
- Multi-Disciplinary Healthcare Facility
- Multi-Doctor Chiropractic Office
- Single-Doctor Chiropractic Office
- University or College Health Center
- Veterans Administration (VA)
- Wellness / Whole Health
- Worksite/Corporate Health Center
- Research

All Industries

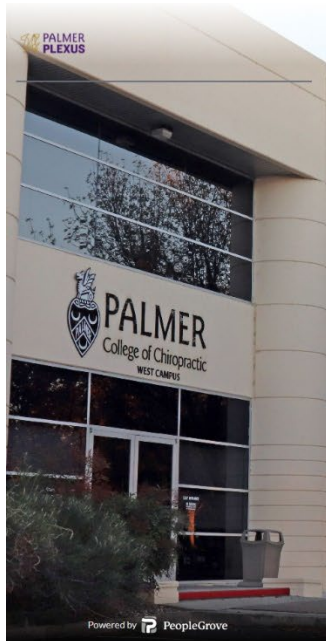
Agriculture & Natural Resources

Back

Next

Sign out

8. On the screen labeled, **“YOUR LATEST EXPERIENCE”**, you may either import your LinkedIn or enter your current title such as associate chiropractor, owner of _____ chiropractic, etc. For “Company/Organization”, add the company or organization name. Click next. See image on next page for an example.



[Sign out](#)

Your latest experience

or

Add your latest role. If you're retired, simply add your last role.

Role *

Self-employed/freelancer

Company/Organization *

I don't have any experience yet

9. Please upload a photo for your profile picture. This is important so those who interact with you on the platform can put a face to the name. This will also help facilitate more interactions. Click on the **“UPLOAD PROFILE PICTURE”** button. Then click **“MY DEVICE”**. Find your photo that you’d like to use. The photo must be saved to your computer for you to be able to find and select it. Once you’ve found the photo, click **“OPEN”** in the bottom right corner. Then click **“SAVE”** in the top right corner. You’ve now successfully uploaded a profile picture. Click **NEXT**.

Add a photo to 4x your engagement!

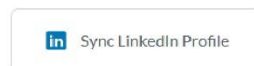
Members with profile picture experience higher engagement in the community.



We strongly recommend uploading a picture to improve your experience

Don't have a photo handy? No worries!

Tap other account(s) for easy access.



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Later, Please!

10. On the “Additional questions” page, you will be prompted with three questions:
- TECHNIQUES REGULARLY UTILIZED, ARE YOU A PART OF A PALMER COLLEGE OF CHIROPRACTIC LEGACY FAMILY, WHAT IS YOUR COHORT.**
- For techniques regularly utilized, please select any technique you teach or have professional experience in. If you are not a licensed chiropractor, please select “**NOT APPLICABLE**”.
 - For “Are you a part of a Palmer College of Chiropractic legacy family?”, please list any family members that are part of your legacy and your relation to them. If you are NOT a Palmer Legacy, please type **NOT APPLICABLE**. See image below for formatting.
 - For cohort, type your cohort number such as 243 or 384. Click next.

Additional questions

You're almost there! After this, you can start making career connections.

Techniques Regularly Utilized *  Hide this on my profile

Not Applicable x

A listing on this site does not imply endorsement by the College. If you are not a DC please select 'Not Applicable'

Are you part of a Palmer College of Chiropractic legacy family? *  Locked

 **B** *i* U                    

Not Applicable

Father: Dr. Joe Smith - Davenport '77

Sister: Dr. Sandra Jones - Florida '03

Cousin: Dr. John Bowman - West '19

Complete your family tree of Palmer alumni

What is your cohort? *  Hide this on my profile

0

Add your initial graduation numbers. If not applicable type '0'

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Next

11. On the **AVAILABILITY SCREEN**, it is recommended that you leave your availability preferences set to **“UNLIMITED”** to maximize your connections on the platform. This can be changed later. Click next.
12. Finally, select one of the five options for why you are on the platform. This will help you connect with people who think similarly to you and share the same interests.

Today, I'm here to

Select the option that best matches your current goal. You can update your response later as your goals change.

- Give back by sharing my experience
- Network and build community
- Upskill and gain exposure
- Prepare and apply for jobs
- Find the best career path for me

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Finish

After clicking finish, one of two screens will appear.

1. If you verified your email account at the beginning of the sign-up process, your account will be preapproved and you will be taken to the Palmer Plexus home page where you can continue to customize your profile, interact within the online community, and set your preferences for how and when you'd like to be contacted.
2. If you were NOT redirected to verify your email at the beginning of the sign-up process, then your account will be submitted for approval. From here, a member

of the Alumni and Advancement Office will verify your account. However, you can still customize your profile and update your preferences. You just won't be able to interact with anyone in the community yet.

Congratulations! You've successfully signed up for Palmer Plexus. So, what next?

Please customize your profile by adding any other Palmer related work history you may have such as other departments you've worked in on campus. You can also add your education history as well. Explore and familiarize yourself with your profile and fill out any details you feel comfortable sharing with others. You can also update your preferences by hovering over your profile picture in the top right corner and click "**MY PREFERENCES**".

In "**MY PREFERENCES**", you will be asked if you'd like to upload a mobile number to get notifications when other alumni message you or there are updates to groups you've been added to. Your number will NOT be shared with anyone on the platform unless you choose to do so.

Please go through all the options in my preferences and tailor them to your liking.

Note: the matching quiz section is not yet operational and will not prompt you to fill anything out.

For any additional information or questions about Palmer Plexus, please contact Arianna Branch or Daniel Whiskeyman at palmerplexus@palmer.edu.

