Welcome to SIUE’s Cougar Tracks!

Cougar Tracks is an online portal for SIUE alumni, donors, faculty and staff. Its design allows you to:

- Update addresses,
- Select preferences for event alerts,
- Register for events,
- Make online gifts and
- Retrieve gift receipts

This document covers how to register for Cougar Tracks, link Cougar Tracks to Facebook, update My Profile, add Alerts, and make a calendar request. There is also a section on the My Giving page that includes how to retrieve gift receipts.

Register for Cougar Tracks

Obtain a Cougar Tracks ID

Cougar Tracks registration requires a Cougar Tracks ID which is available upon request for SIUE alumni, donors, faculty and staff.

Alumni may request an alumni card that includes the Cougar Tracks ID at: http://www.siue.edu/alumni/benefits/request-your-alumni-card.shtml

Others may send a request to siuealumni@siue.edu, please include:

- full name (and name at time of graduation if it was different);
- current address; email address;
- and if you are a graduate, your graduation year and major for your first degree.

After you have registered with Cougar Tracks, you will no longer need to use the Cougar Tracks ID.

More information can be found on the Frequently Asked Questions section of Cougar Tracks.
Create a User Name and Password

Alumni, donors, faculty and staff may register with Cougar Tracks at: http://www.siue.edu/cougar-tracks/register/

Follow these steps to register:

1. Enter your Cougar Tracks ID (case sensitive)
2. Enter your last name
3. Enter your current email address
4. Create and enter a password
5. Confirm your password
6. Select the Register button

If your email address has changed recently, it may need to be updated in the database before it can be used to access Cougar Tracks.

To sign-in to Cougar Tracks, use the link: www.siue.edu/cougar-tracks/sign-in/

Linking Cougar Tracks to Facebook

Once you have registered and signed into Cougar Tracks, it is possible to link your Cougar Tracks profile to your Facebook profile by choosing the “Facebook Log In” graphic.

To link the accounts:
- Click on the Facebook icon,
- Enter your Facebook user name and password,
- Then when it returns to Cougar Tracks, re-enter your Cougar Tracks user name/email address and password.

This allows you to enter Cougar Tracks easily when you are already signed into Facebook (on the same computer).
**Update My Profile**

The My Profile page allows registered users to

- Update biographical information,
- Add a personal photo,
- Determine how much information will be shared in the Alumni Directory,
- Select alert categories,
- Review the events they are attending.

**Update any section on this page by choosing the edit icon:**

**Upload your photo within the Profile update section**

**Check your Alerts in the Alerts Section. Add or update your Alerts selection by choosing the edit icon:**

**Update your profile, personal information, spouse information, home address and business address.**

By checking the box to the left of the field, alumni may indicate what will be included in the alumni directory section.
Add Alerts

The Alerts section of the user’s profile, allows you to select what types of event and calendar entries will generate “alerts” (system generated emails) to your Cougar Tracks home page and/or email address.

Choose Receive Calendar Postings to have them included in your alerts.

Choose Display Events in Home page to have Events associated with your alert preferences appear on your home page in Cougar Tracks.

Choose “Y” to receive alerts by email (and indicate which email address we should use).

Move the Interest Areas, Geographic Areas, Colleges, and Class Years that you are interested in from the left column to the right column by selecting the listing then choosing the “Subscribe” button.
Make a Calendar Request

The calendar page may be accessed by all internet users.

The introduction describes the various ways of viewing the calendar entries.

The calendar may also be viewed via a RSS feed.

Registered members of Cougar Tracks may sign-in and make a Calendar Request to add an event to the calendar.
My Giving

The My Giving page is available to registered Cougar Tracks users. The page has three main sections:

- General summary information,
- Graphic representation of total giving, and
- Giving Detail

General Summary Information

Graphic representation of total giving
Giving Overview

This segment of the page summarizes a record's giving including “related” giving from a spouse, matching gifts, solely owned company or practice and outstanding pledges.

By clicking on the carat symbol to the left of one of the descriptions, the user can view the details associated with the segment.

When the mouse is moved over a line of detail, more information appears in a flyover box, along with a “show receipt” option. This allows a user to print receipts directly from the web site.
Summary Receipt

The My Giving segment also includes a section that allows you to create a summary gift receipt for a specific time period.

The summary receipt option will also summarize payroll deduction gifts into a single entry per fund instead of one entry per month per fund.