WILLIAM & MARY
TribeLink

It is the responsibility of each individual user in TribeLink to manage their account and display settings. These settings include Organization Roster Settings, Community Directory Settings, and Notifications. This guide will help you navigate the process to update your personal settings. It is important that you revisit this process periodically, as your information in TribeLink may change, like when you join a new organization or when you become a positional leader within an organization.

Logging in to TribeLink and Basic Navigation

The first page you will see when you log into TribeLink will be your Home Page. On this page, you will see some Alerts, My Memberships, Upcoming Events, News and Campus Links. You will also find a search bar to help you explore the TribeLink site.

To manage your account settings, you will start by accessing your "user drawer" in the top right-hand corner of your home page and select "Account." In addition to managing your account, the user drawer is also the menu that allows you to utilize many of the features and resources available to you as an individual user of TribeLink, like the Involvement Record, Service Hours, and Experiences.

User Drawer Access

Managing Your Account Settings

Each individual user of TribeLink is responsible for managing their own account settings. Here is a brief explanation of all the information that is included in the accounts settings.

Profile - Preferred name, email, personal social media links, and profile picture. Not all fields are available to update/ edit. This is also where you can elect to opt-in for text message notifications; your phone number is not visible, but this enables organizations (of which you are a member) to send you communications via text message on occasion.

Privacy Settings - You can determine here what contact information appears on the "Community Directory" as well as which memberships/positions appear on public rosters.

- *Community Directory* is how authenticated/logged-in users of TribeLink can find contact information for other TribeLink users. If you do not want authenticated users to see your campus email address, you must change this setting and "hide" your campus email address. Please note, this is NOT the same as the W&M Directory on the W&M website.
- *Organization Roster Settings* allow each user to select whether or not they appear on an organization's roster/officer list. Your campus email address will also be accessible on the organization roster/officer list, unless you change your Community Directory settings, as referenced above. The default setting is that memberships or leadership positions are not visible to other users, unless you opt in and choose to "show your membership/leadership position."
    - It should be noted that your membership/position in a particular organization can be viewed and managed by individuals with administrative access for the organization's roster. These individuals cannot manage your privacy settings for the organization, only you can do that.

Notifications - These settings manage how you receive information and notifications from the TribeLink, like invitations, confirmations, approvals/denials of submissions, etc.