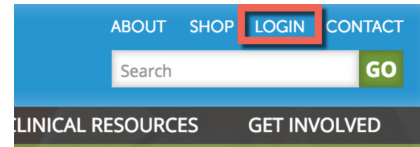


Instructions for Requesting an Update to Your Alumni Directory Listing

To make a request to update your Alumni listing, simply follow the instructions below. We anticipate a large volume of requests initially, so please allow up to 3 weeks for us to update your online listing.

Step 1: Login to your Pankey Account

Go to the LOGIN link in the upper right corner of www.pankey.org



Step 2: Enter your Login Name and Password

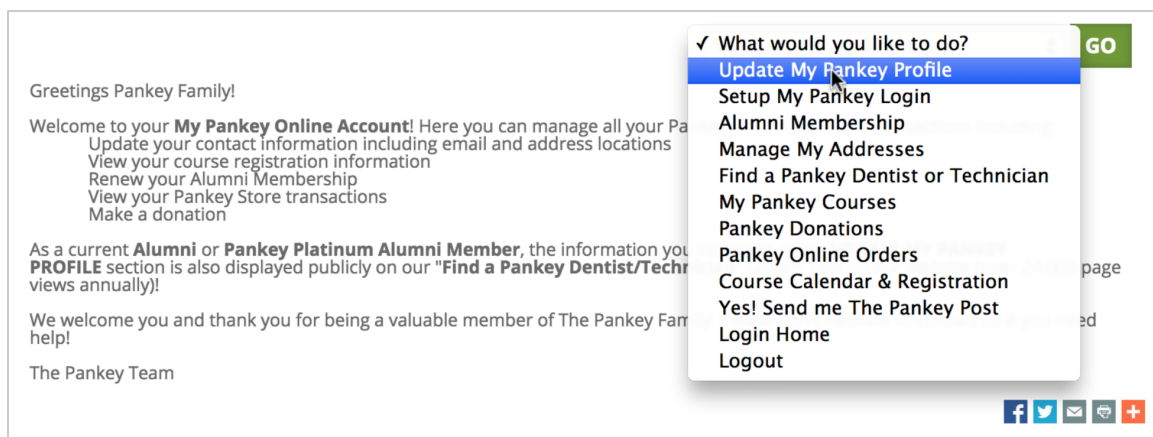
Don't know your user name or password?

PLEASE use the "Forgot your password"

prompt (creating an account will create a new empty account for you) and follow the instructions prompted by an email to reset your account access information.

A screenshot of the 'ACCOUNT LOGIN' form. It features two input fields for 'Login Name:' and 'Password:'. Below these fields is a checkbox labeled 'Remember me for 2 weeks.' with a note '[Uncheck if on a shared computer.]'. A green 'LOG IN' button is positioned to the right. At the bottom, there are two links: 'Forgot your password? Get help' and 'Don't have an account? Create an account'.

Step 3: Select "Update My Pankey Profile" from the Main Menu (top right) and update any information on your Pankey Profile form and then click "Submit."



Please note your request **does not update your information real-time on our website**. We will let you know, however, when you may view your changes online!