



How to Create a New Roosevelt University Alumni Account

- Navigate to this url: <https://alumni-giving.roosevelt.edu/my-account>
- Select the “New User Registration” link
 - Complete the name, email and communication preferences, and account information sections.
 - Email preferences indicate which types of communications are of most interest to you.
 - The Account Information section will ask you for a username and password.
 - Please select a username that is not your email address.
 - The password must be at least 12 characters in length and must contain at least one numeric, one special character (such as \$, #, %, *) and one lowercase letter or one uppercase letter.
 - The password cannot contain your name(s), username or organization name in any text direction.
- Hit the submit button.

New account requests will require verifications and approval. This takes 3-5 business days. If you have not heard back, please email advancementservices@roosevelt.edu.

In the meantime, check out our alumni and donor programs, benefits, and services:

- [Alumni Programs](#)
- [Alumni in the News](#)
- [Giving Back](#)

Approved/Returning Account Users

Once you receive your approval, you can access all the exclusive features including profile updates, giving history, and the alumni directory.

Please return to the “My Account” page <https://alumni-giving.roosevelt.edu/login> and log-in with your Username and Password.