



Reunion volunteers have the option to use our Volunteer Information and Communication System (VICS) for peer-to-peer outreach. VICS enables you to view your classmate assignments, their contact information, and to enter comments electronically about your conversations. Instructions about this system are included below; however, please do not hesitate to contact Fuqua's alumni relations team with any questions (reunion@fuqua.duke.edu).

1. Log in using your [Duke OneLink](#) account. The best way to both look-up to see if you have an existing account or create one is to follow the directions at this link: <https://accounts.oit.duke.edu/onelink/help>. If you do not have a OneLink account, [register to use OneLink here](#).
2. After logging in, you will find a list of steps to follow to begin the selection process. Please start by verifying that we have correct biographical information on file for you under "Update Profile."
3. Review this information and confirm that it is correct or update as needed. Hit "Update" at the bottom of the page. This will send you back to the home screen.

## Welcome

The links below will help you through the process of selecting your classmates. Please note, each link below can be found later using the top toolbar.



### Update Profile

Please update your personal information so that we can update your record at Duke.



### Select Your Classmates

Select 10 to 20 classmates that you are willing to reach out to this year. You can search by name and location.



### Submit Your Selections

Prioritize and send your selections and your staff liason will approve those that are available.

### Review Assignments

After you have been assigned prospects, click here to get their detailed information.



## Fuqua Reunions 2019: Volunteer Information and Communication System (VICS)

- Next, click “Select your Classmates” to search for classmates to contact. You can search directly by name or by state/country. If you’d like to see the entire class roster, simply click the “search” button.

Fuqua

Name City/State/Country

Last/Maiden Name

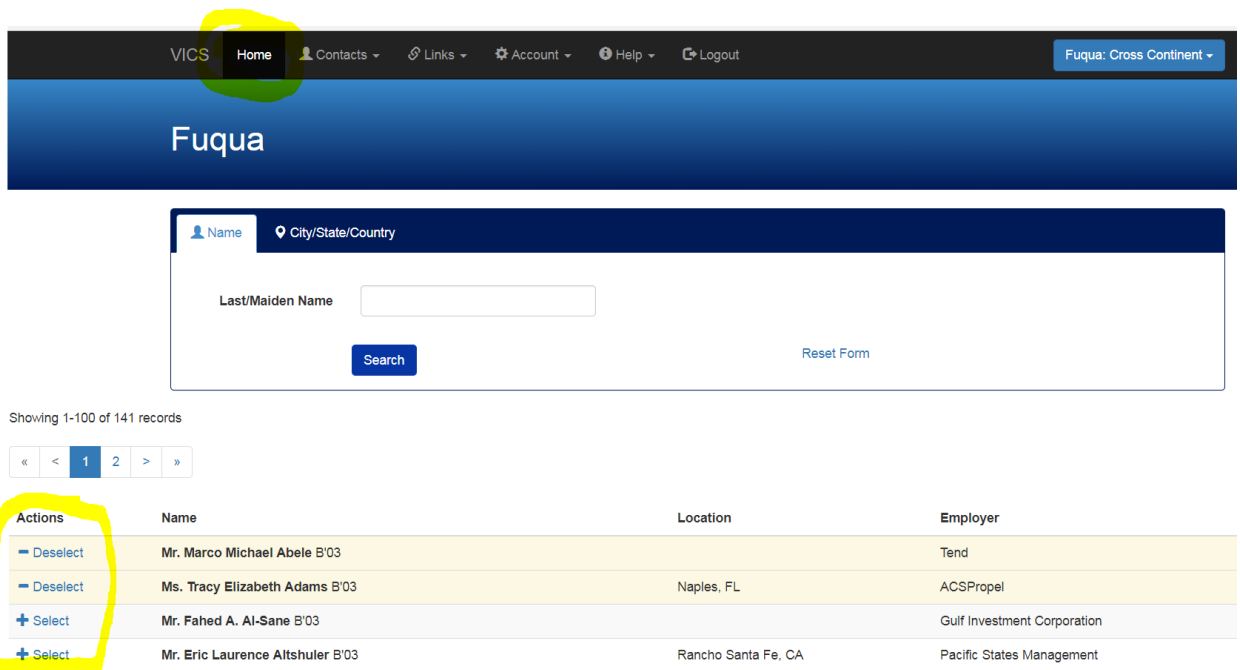
[Reset Form](#)

Showing 1-100 of 236 records

« < 1 2 3 > »

Actions	Name	Location	Employer
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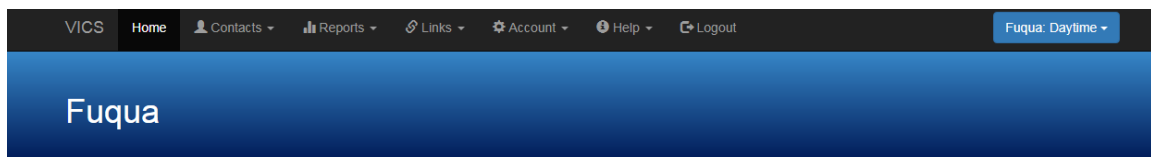
- Once viewing your list of classmates, you may select as many classmates as you are willing to contact by hitting “select” next to each of their names. Your goal is to reach out to at least 10 classmates, but feel free to choose more. Once you have selected your classmates you wish to contact, return to the Home screen at the top of the page.



The screenshot shows the VICS Home interface. At the top, there is a navigation bar with 'VICS Home' and several menu items: 'Contacts', 'Links', 'Account', 'Help', and 'Logout'. A user profile indicator shows 'Fuqua: Cross Continent'. Below the navigation bar is a search section with a 'Name' field and a 'City/State/Country' field. A search form contains a 'Last/Maiden Name' input field, a 'Search' button, and a 'Reset Form' link. Below the search section, it indicates 'Showing 1-100 of 141 records' and a pagination control showing page 1 of 2. A table of classmates is displayed with columns for 'Actions', 'Name', 'Location', and 'Employer'. The 'Actions' column contains 'Deselect' and 'Select' buttons for each row, with the 'Select' buttons highlighted in yellow. The table data is as follows:

Actions	Name	Location	Employer
- Deselect	Mr. Marco Michael Abele B'03		Tend
- Deselect	Ms. Tracy Elizabeth Adams B'03	Naples, FL	ACSPropel
+ Select	Mr. Fahed A. Al-Sane B'03		Gulf Investment Corporation
+ Select	Mr. Eric Laurence Altshuler B'03	Rancho Santa Fe, CA	Pacific States Management


- Once you’ve gotten to your Home screen, click “Submit your Selections.”





The screenshot shows the VICS Home interface. At the top, there is a navigation bar with 'VICS Home' and several menu items: 'Contacts', 'Reports', 'Links', 'Account', 'Help', and 'Logout'. A user profile indicator shows 'Fuqua: Daytime'. Below the navigation bar is a large blue banner with the word 'Fuqua' in white.


## Welcome

The links below will help you through the process of selecting your classmates. Please note, each link below can be found later using the top toolbar.

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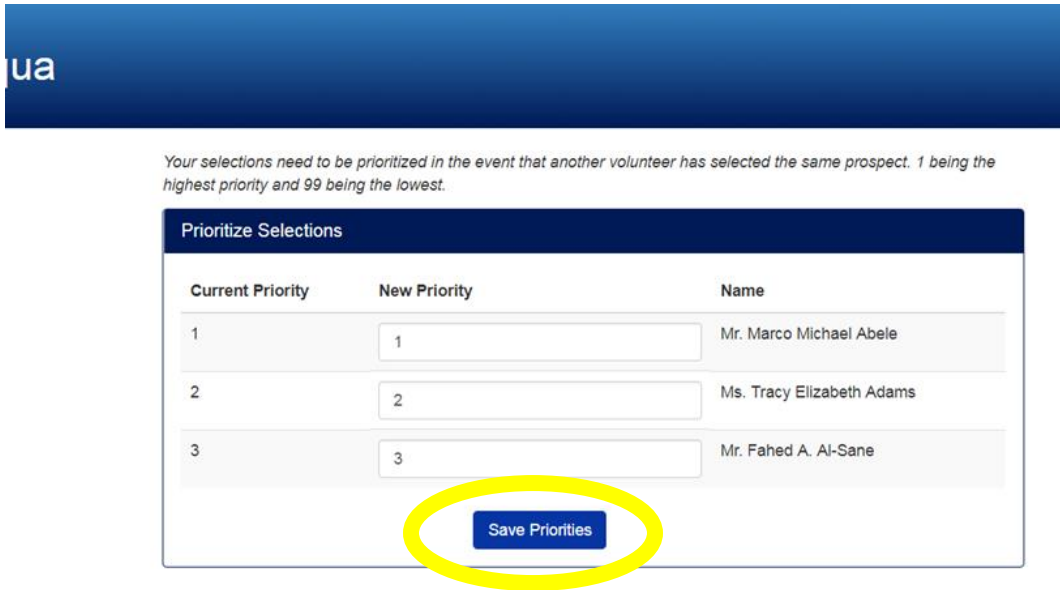
**Update Profile**  
Please update your personal information so that we can update your record at Duke.
- 

**Select Your Classmates**  
Select 10 to 20 classmates that you are willing to reach out to this year. You can search by name and location.
- 

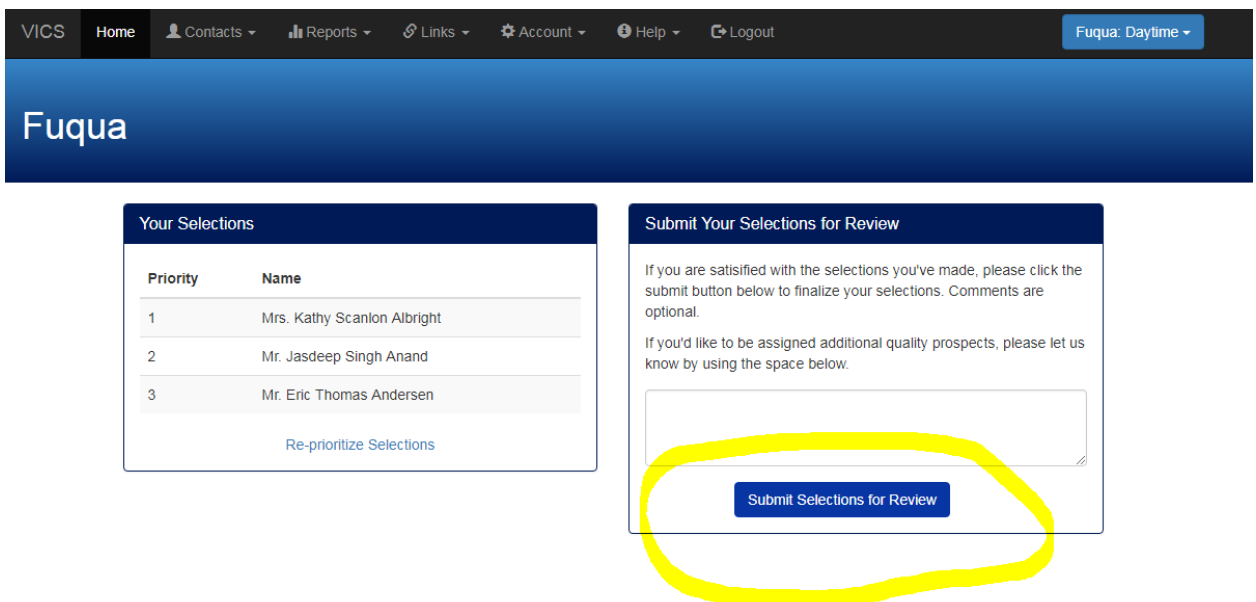
**Submit Your Selections**  
Prioritize and send your selections and your staff liason will approve those that are available.
- 

**Review Assignments**  
After you have been assigned prospects, click here to get their detailed information.

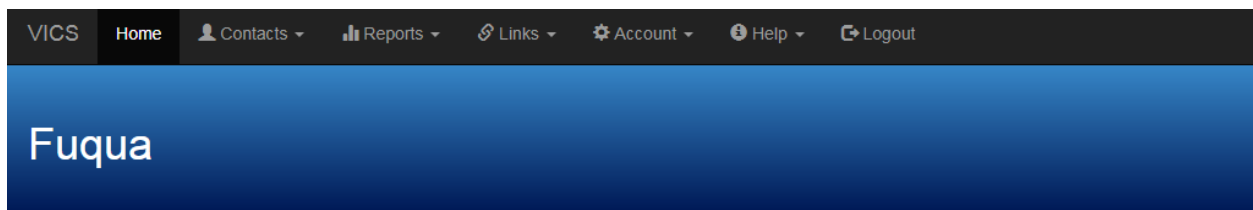
- On the next screen, you can confirm your selections, and you have the option to set priorities. If you don't wish to prioritize, simply select "Save Priorities" and it will bring you back to the home screen.



- After you have prioritized, submit your selections. After your selections have been made, Fuqua staff will be notified and will approve and assign your contacts.



9. Once approvals/assignments have been made, log back in to the system and click “Review Assignments” from your home screen to see a list of classmates you’ve been assigned. **Please note:** The system will not allow for one person to be assigned to multiple classmates, so if you were not approved for a certain classmate, it simply means another classmate of yours has planned to reach out to that classmate as well and was assigned to them already.



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Prioritize and send your selections and your staff liaison will approve those that are available.

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10. From this page, you will see contact information for your classmates for whom you’ve been assigned. **\*If for some reason this page is blank, this means I haven’t accepted your assignments. Feel free to reach out to me to let me know you’re ready to reach out to your classmates and I will approve your selections.\*** Your classmates’ phone numbers will be listed on the right. If you would rather email your classmates, click the drop down box and select, “Template” for a prepopulated email message. Feel free to edit the message to personalize it if you’d like.



## Fuqua Reunions 2019: Volunteer Information and Communication System (VICS)

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Donors	All	Non-Donors		
	Name	Location	Employer	Phone
<input type="checkbox"/> Contacted	Mr. Eric Thomas Andersen B'88	Bethpage, NY		516-506-8043
<input type="checkbox"/> Contacted	Mrs. Kathy Scanlon Albright B'88 (Kathy Lynn Scanlon)	Tampa, FL	VF Corporation	813-994-4662
<input type="checkbox"/> Contacted	Mr. Jasdeep Singh Anand B'88	India		

11. When you have contacted your classmates, check off that you have made contact on the left-hand side.