How to Post a Class Note (Alumni/ae)

2. If you are not on the Alumni Portal, click on “Alumni Portal” from the top of the page.
3. Scroll down to the Class Notes channel, on the left under Alumni News.
4. Click on “Add a Class Note” in the upper right corner of the Class Notes channel. You will be taken to a composition page.
5. On the left you have the ability to compose your message. On the right, Class Notes you have previously posted are listed, as well as the other Class Notes of your classmates. Once you have typed your message, click “Submit” at the top of the blue title bar entitled “Class – (your grad year).”
6. After you submit your Class Note, an email will be sent out to your class notifying them that you have posted and telling them how to view it.
7. Alternatively, all Alumni/ae have a button on their left-hand navigation bar entitled “Cranbrook Alumni,” “Kingswood Alumnae,” or “CK Alumni.” Click on your appropriate button.
8. Clicking “Add/Edit Class Note” also takes you to the composition page.

Benefits of Posting Class Notes
Class Notes are always tied to your profile. This means that when a classmate searches for you using the CranNet directory, they will be able to see all class notes you have posted, helping you communicate with your class even after the note has been sent.

Questions?

If you have any questions regarding this process or to request a password, please feel free to contact the CranNet Help Line at 248.645.3394 or email [crannet@cranbrook.edu](mailto:crannet@cranbrook.edu).