To Log In:

2. Enter Username and Password and click Sign In (passwords are case sensitive).
   a. PLEASE NOTE: All alumni usernames are now in the format “2digitgradyearfirstinitiallastname” (64jsmith)
3. If it is your first time (or you forgot your username or password), click “Forgot Your Login? First Time Logging In?”
4. Enter the email address at which you receive Derryfield emails, check off Username and Password, and click Send.
5. You will be emailed your username and a link to set your password.
To access the Alumni Directory, sign into your Derryfield Account. Hover over the “Directories” option at the top right of the navigation bar. Select “Alumni” from the list.

The front page of the Alumni Directory will appear, as seen below. In the box indicated below, you can search for a specific name (to receive the desired results, it is recommended that you only search by last or first name, as it needs to be an exact match). By selecting “Include All Fields”, you can type information that may exist in another field besides the name (ex: “Fidelity” will produce a list of anyone who has listed their employer as “Fidelity” or “Fidelity Investments”).
To refine your search by any of the options on the right side of the screen, select the check mark beside the option you wish to search for. The options include Graduation Year, Home State, College, Profession, or Business Name. If the value you are searching for is not shown, please search using the “Find More…” option by typing in the criteria you hope to find. If you would like to remove a criteria you have selected, please click “All” at the top of that menu to stop the search criteria from limiting your results.

When you have refined your search, the matching Alumni will come up as seen below.
To view more contact information, if any, click “Options” to the right and select “Contact Card”.

The Contact Card will appear as seen below, and will include information we have about that specific alumna/us. The option to opt out of displaying contact information exists, so some alumni may not have their information available to all other alumni.

For directions to update your settings, please visit derryfield.org/alumni-network.