



WHAT IS ATOM?

ATOM is the Intranet of the university. It will facilitate better communication and sharing within the Alumni community. It will help you to connect and access to the IUM Alumni Business network.

For the moment, **ATOM** contains two areas:

- **PUBLIC AREA:** - Share and communicate to all Alumni within the Forum (discussion, topics, and other business management issues);
 - Post or check out the last job offers;
 - Find out the Latest News and upcoming Alumni events
 - Access to the IUM Alumni intranet;
- **PRIVATE AREA:** - See and update your contact details;
 - Update your professional information;
 - Search for other alumni (per last name) or per Class of year;
 - Consult and communicate with other alumni through your private wall;
 - Change your password



In the near future, **ATOM** will allow you to:

- See and update your professional profile;
- Search Alumni according to job position, Industry, Business Field and Geographical Information;
- Book a room

● WHO IS GOING TO USE IT?

This new tool will be used **ONLY** by students who **graduate** from IUM.

● HOW TO LOGIN AND TO SET UP YOUR ACCOUNT?



On the Internet, type the following address: **http://atom.monaco.edu**.

To log into ATOM, use your webmail login name as your user name and your password.

Then, go to the private area in the profile menu option and fill in the following required fields:

- Make sure your contact details (Address, email, etc.) are correct and updated.
- Allow profile view: allow your profile information to be disclosed on the Alumni search of the IUM intranet;
- Allow photo view (web): allow the pictures taken at IUM to be published on the IUM website;
- Allow photo view (print): allow the pictures taken at IUM to be used for the university printed materials such as brochures, leaflets, etc.

Please note that when you tick the check box it means that you agree with the statement. Finally, to use ATOM as a central tool, provide your correct passwords in the passwords area.

● THE DIFFERENT ALUMNI INTRANET FEATURES

PUBLIC AREA

● CAREER SERVICES

- Looking for a job?
- Career Counseling
- Daytime Alumni job
- Alumni Newsletter

● ASSOCIATION

- Alumni Association and Board
- Alumni Clubs
- Next Alumni Events
- Testimonials

● ALUMNI SERVICES

- Transcripts/ Diplomas
- Insurances
- Travel
- Email for life
- IUM Boutique

● OPPORTUNITIES

- Make a gift
- Scholarships
- Lifelong learning
- Job Referrals
- Alumni Volunteering
- Participate Actively

● IUM LIBRARY SERVICES

● SMALL ADS

- Housing
- Small ads



PRIVATE AREA

● MY WALL

- Private wall with all your posts received

● SEARCH ALUMNI

- Search by Last name, by Class of and coming soon by professional info

● PROFILE

- Possibility of changing/updating some of your information

● ADDRESSES

- Possibility of changing/updating your contact details

● PASSWORDS

- Possibility of changing your atom passwords. If the ATOM login name and password is kept the same as the webmail, atom is able to show you how many new mail you have in your mailbox.

● LOGOFF

You click on Logoff and you close your connection to ATOM.

