

Getting Started

Nearpeer aims to provide greater connections to people in your program through shared interests and 1:1 connections



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Accessing Your Nearpeer Account

1. In your email, there you will see a message from Nearpeer with a link to connect.
2. Click on the link provided; it will take you to the Homepage.
3. Click the **Photo Circle** icon to access your profile.
4. There you will see a *Pencil* icon. Click on it to take you to the **“Edit My Profile”** page.

The top of the page should look like this:

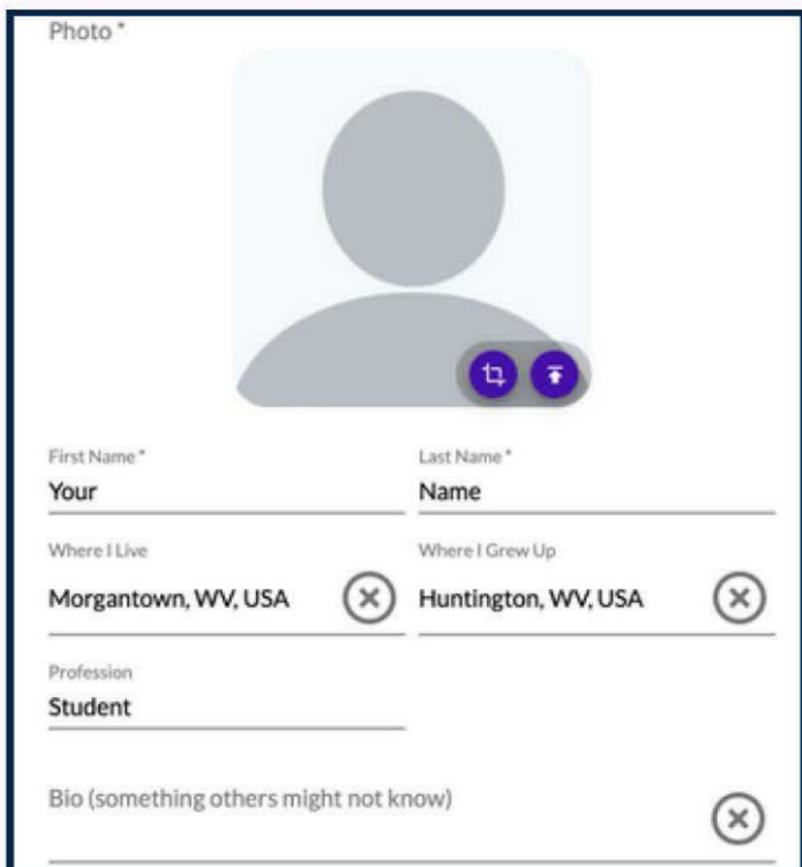


Photo *

First Name*
Your

Last Name*
Name

Where I Live
Morgantown, WV, USA

Where I Grew Up
Huntington, WV, USA

Profession
Student

Bio (something others might not know)

5. From here you will fill out the boxes and upload a photo (*flip to back for photo instructions*).
6. A bio is **optional** but a great way to let people know something about you! Try a funny 1-liner or a fun fact about yourself!
7. After you finish the top section, fill out the rest of the page and input your phone number to receive notifications.
8. There will be a button on the bottom that will ask if you want your notifications “On/Off”, click for “ON”.
9. Click **SAVE** at the bottom of the page.

At the very bottom, you will see two (2) links, “Edit My Interests” and “Edit User Preferences”

- Click “Edit My Interests”
- You will now be at your Interests page.

Uploading Your Profile Photo

Now that you have finished setting up your account, lets upload a photo so people can see YOU!
To upload a photo click the Photo Circle icon, you will be directed to "My Profile"

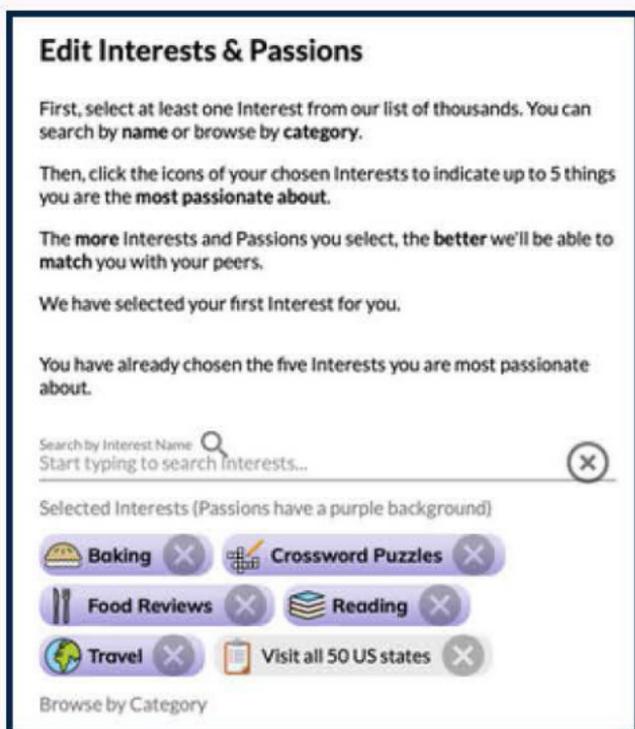


1. Click the purple button where the arrow above is pointing
2. If you have a photo of yourself on your device, find the file and upload it (*if the answer is no, go to the steps below the line*)
3. After it uploads to Nearpeer, it will pop up a screen where you can edit the photo by cropping or zooming in or out
4. Once you are satisfied with your photo, click the purple button, "**DONE**"
5. Click **SAVE** at the bottom of the page

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1. If you do not have a photo, ask someone to take a photo of you (or you can do it yourself!) on their phone
 2. Once you have your photo, upload it to Nearpeer
 3. After it uploads to Nearpeer, it will pop up a screen where you can edit the photo by cropping or zooming in or out
 4. Once you are satisfied with your photo, click the purple button, "**DONE**"
 5. Click **SAVE** at the bottom of the page

Setting Up Your Nearpeer Interests

If you followed the instructions from the last section, you should be at a page that looks like this:



This page can be overwhelming to some, so to begin, pick a couple of **Interests** including **OLLI@WVU**, **Bucket List Accomplishments**, and **Hobbies**. This is a list curated by the OLLI staff.

1. To choose your interests, scroll through the list and click the categories.
2. Start by finding a category of interest and clicking on the label.
3. From there you will see choices that fall under the category, choose **1+** interest.
4. Once you choose an interest, click the “^” (up) arrow on the right to close it out.
5. **Repeat steps 2-4.**
6. After you have chosen your interests from the following categories, they should appear at the top of the screen.

Nearpeer has something called **Passion Interests**, these are interests you don't just “like” but “**LOVE**”

1. To choose your **5** Passions, click the interest tags at the top; they will turn purple to indicate they are your **Passions**.
2. Click **SAVE** at the bottom of the page.

Once you save your progress, you can go back to add more interests.

Setting Up Your Notifications

Click on the 3 Lines icon to locate "User Preferences," your page should now look like this:

User Preferences

Communication

Backup Email

Connections

Who should be able to see your connections?

Would you like to receive direct message notifications?

Groups

Who should be able to see your groups?

Would you like to receive group chat notifications?

Emails

How often would you like to receive digest emails of recent activity?

Would you like to receive email reminders about connection requests?

1. Type your email into the top textbox.
2. Follow the picture, click the arrows, and select the options you see in the picture above.
3. Click **SAVE** at the bottom of the page.

You can go back at any point to change your preferences by following the instructions at the top of this section.

Getting to Know the Nearpeer Menu

Welcome to the Nearpeer Homepage
The numbers represents each menu item.



1. **Home:** Anytime you click the house icon, it will take you to the picture above.
2. **Bell:** This is where you can find all your notifications from chats, groups, etc.
3. **Discover:** This is where you will CONNECT with other OLLI Members, you will see their profiles.
4. **Messaging:** This is the 1-on-1 chat space where you can connect directly with a specific OLLI member.
5. **Groups:** This is where you will find a list of all the OLLI group chats. You can join new groups and find new people to connect with!
6. **Photo Circle:** Anytime you click this link, it takes you to your profile where you can edit your profile, interests, and user preferences.
7. **3 Lines:** Here is the "main" menu page where you click on the listed items above and it takes you there.*