



 LONG BLUE LINE  
**PORTAL**

**COMPLETE USER GUIDE**



# TABLE OF CONTENTS

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## **USING THE PORTAL**

Sign up Process	2
Career Tab	3
Connect Tab	5
Resources Tab	10
Frequently Asked Questions	12

## **CAREER TAB**

Job	3
Career Paths	4

## **CONNECT TAB**

Community	5
Search Alerts	6
Favorite Users	7
Map View	7
Groups	8
Events	9

## **RESOURCES TAB**

Pathways	10
Career Center	10
Business Directory	10
Portal Resources	11
Articles & Videos	11

## Welcome to the Long Blue Line Portal!

A place to connect, get involved, and make an impact.

A central hub for the USAFA community, the Long Blue Line Portal is a free service provided by the Association of Graduates to our valued graduates, cadets and faculty.

Questions, concerns or issues? Our support team can be reached at [portal@usafa.org](mailto:portal@usafa.org).

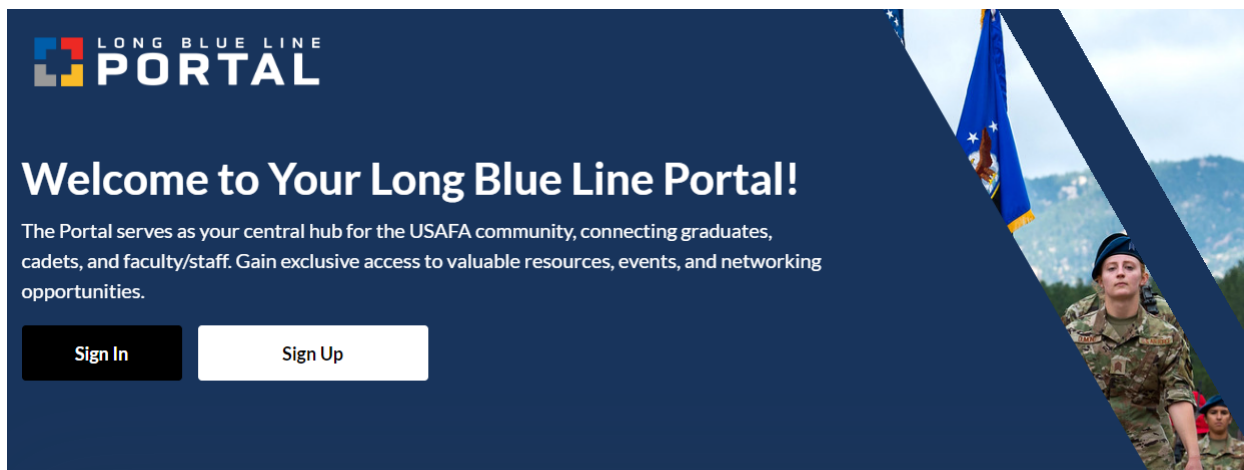
Spread the word! The more cadets and grads who join, the more opportunities, connections and support will be promoted along the Long Blue Line.

## SIGN-UP PROCESS

Registration for the Long Blue Line Portal is simple and secure—grads and cadets can use an email address or single sign-on by connecting their profile to LinkedIn, Google, or Facebook.

To build an exclusive and secure online community, every grad and cadet member must be approved to access the network. If you had a prior profile with ZoomieLink, your information transfers over to the new Portal. If you use the single sign-on and your data matches what the AOG has in our system, you will be immediately approved. If your data does not match, someone on our team will verify your registration or contact you to confirm your connection to USAFA and then create your account.

To register, visit <https://portal.usafa.org/> and select “Sign In” or “Sign Up” if you are creating an account for the first time.



To quickly build your profile, you can import your LinkedIn, which will automatically fill in as much information as possible. There will be some registration questions upon signing up, which will assist in bringing the most relevant information to your Portal feed.

## USING THE PORTAL

There are several areas to explore, as denoted by tabs along the top of the page:



## HOME

This is your landing page where your information lives, which you can update as needed. This page will also suggest network and group connections, relevant to the information you share about yourself.

Notice the drop-down arrows for Career, Connect and Resources-these contain the following sub-topics, which you will be able to see if you hover over each tab with your mouse or tap with your finger on mobile:

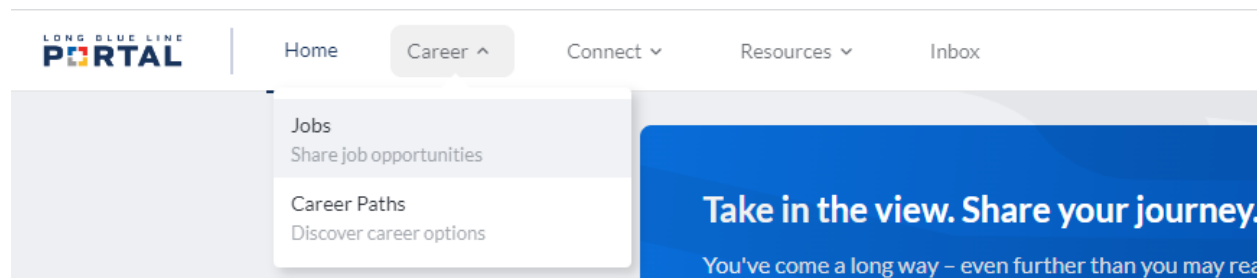
Career: **Jobs | Career Paths**

Connect: **Community | Groups | Events**

Resources: **Pathways | Career Center | Grad-Owned Business Directory | Webinars & Videos | Portal Resources**

## Career Tab

## JOBS



80% of jobs are filled through networking! This is your space to connect with the Long Blue Line for career opportunities and support.

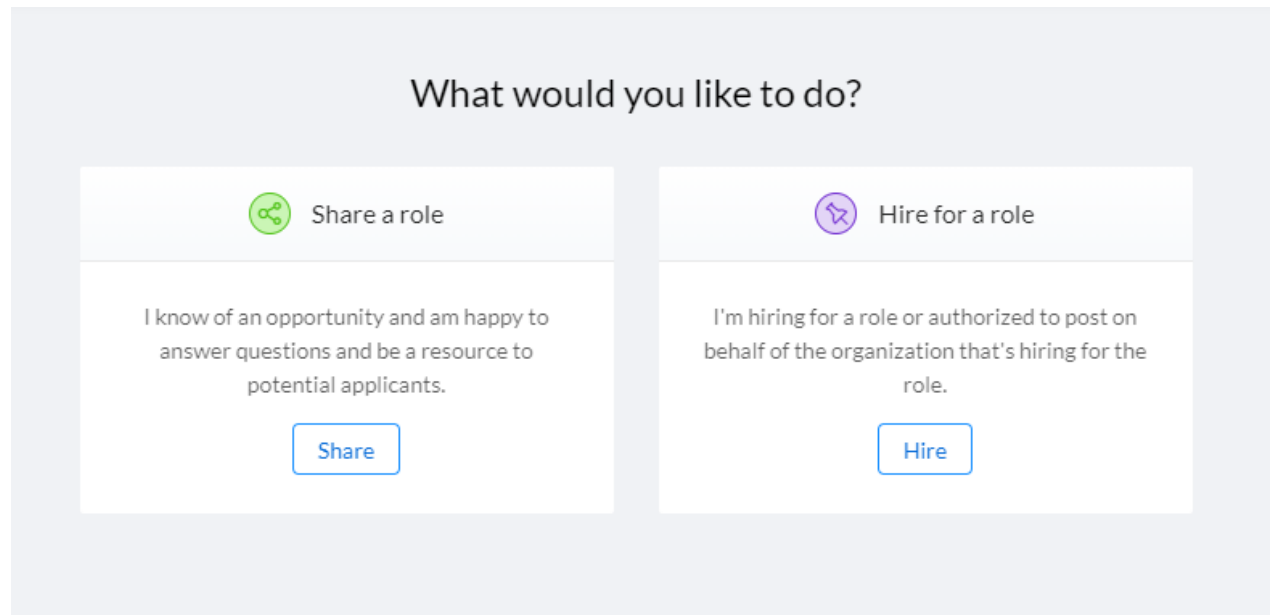
The Jobs section gives you the ability to:

- 1.) Create posts to let others in the grad community know of hiring opportunities
- 2.) Browse the job board and search for open positions.
- 3.) Connect with an experienced professional to work on a project, providing real-world experience.

Like other sections, you will be able to use filters to zero in on the most personalized and relevant information to you.

Q Search by title, company... | Company ▾ | Location ▾ | Industry ▾ | Job Type ▾ |  | Clear All |  Post a Job

From this page, not only can you post on behalf of an organization that is hiring for a role (if authorized by the organization), but if you are aware of an opportunity, you can ‘refer a role’ which will let others know you are happy to answer questions and be a resource for potential applicants. If you click the “Post a Job” button, it will bring up these options:



This is an excellent resource for USAFA grads to find qualified candidates within their community!

## CAREER PATHS

Here you can explore various roles that align with your strengths, interests and skills. By clicking the Filters button, you can set your education requirements, desired salary, relevant areas of study, common hobbies, in-demand skills, and relevant industries to filter out ideal careers that match your specific background:

**Filters**
✕

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**Required Education**

High School Diploma - or the equivalent (for example, GED)

Associate's Degree (or other 2-year degree)  Bachelor's Degree  Master's Degree

Doctoral Degree  Post-Doctoral Training

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**Median Salary**

\$100,001 - \$150,000  \$150,001 - \$200,000  \$200,001 - \$250,000

\$250,001 - \$300,000  \$300,001 - No max  \$50,001 - \$100,000

No min - \$50,000

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**Relevant Areas of Study**

Accounting  Aerospace Engineering  Agriculture  Analytics

Anthropology  Architectural Urban Design & Planning  Architecture

Astrophysics

[Show All](#) ▾

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**Job Functions**

Accounting  Actuary  Administration  Advertising, Media & PR

Architecture & Planning  Business Development  Community & Social Services

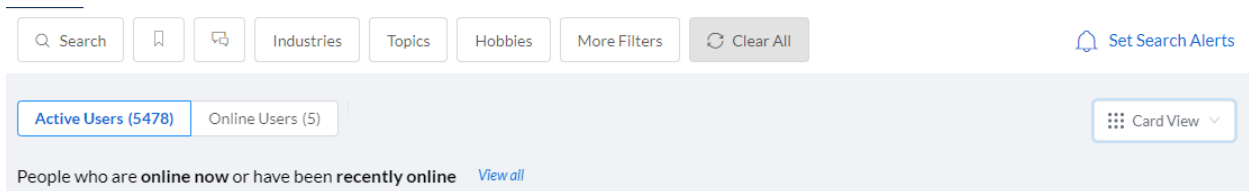
Cancel Apply Filters

After making your selections and clicking “Apply Filters,” a list of relevant careers will be produced. You can read about each career path’s work responsibilities, see a day in the life of that job, and what types of personalities you may encounter in that field. If what you see interests you, you can follow that path for deeper exploration.

## Connect Tab

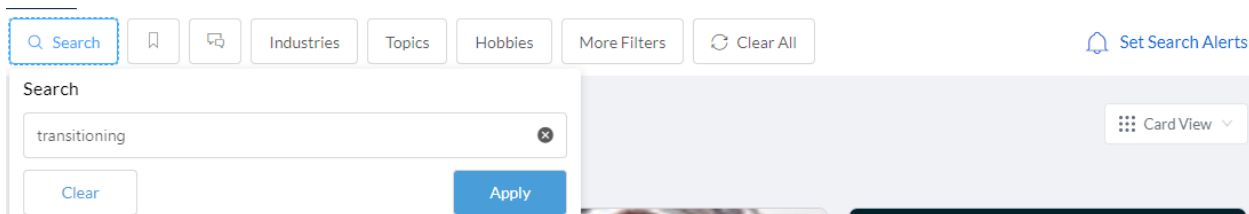
### COMMUNITY

This tab enables you to peruse your network, make connections and search for fellow cadets/grads/faculty using filters. For example, you can search for those within a certain job field or industry, or with a specific major, graduating class year, location or shared hobbies.

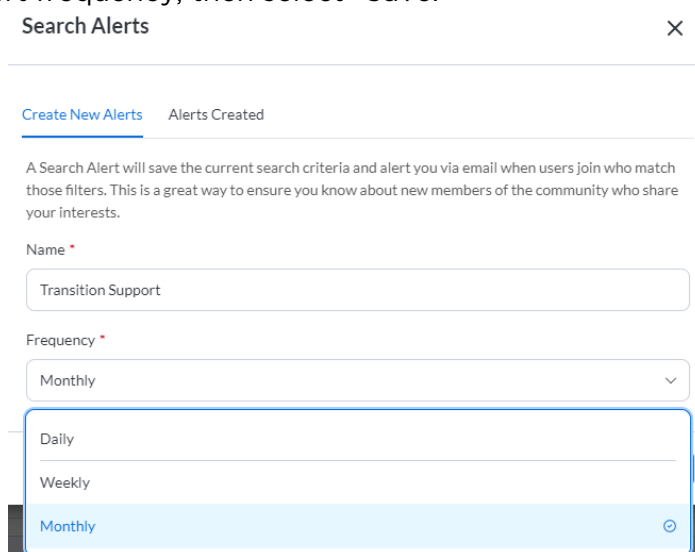


From here, you can also see which users are currently or have recently been in the Portal, and you can message them directly. Everyone who shows up on this page has opted to make themselves available for discussion and as a resource to you, so don't hesitate to reach out!

**SET SEARCH ALERTS:** If you set up the search and filter bar with criteria you think you'll be reusing, you may want to save a search alert. This will save your search criteria and allow you to run your search whenever you want. When you set up a search alert, you can also opt in to be notified whenever someone new matching your criteria signs up or becomes available. To set this up, use the filters bar to run your search. For example, let's say you would like to be alerted about Portal users who are transitioning from the Air Force to the civilian workforce. You would click the search bar and type in "transitioning" before hitting "Apply":

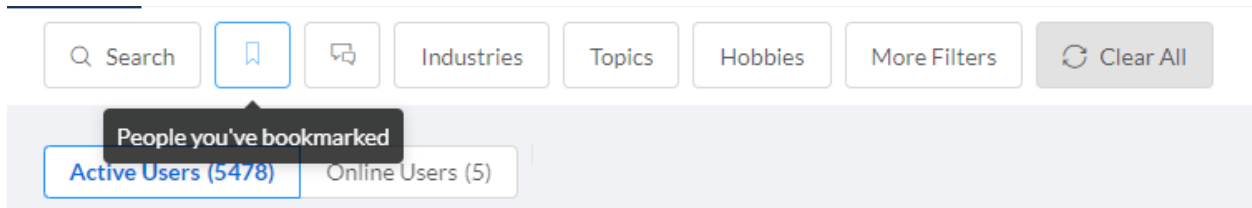


Once you have applied a search term, you can navigate to the right and click the blue "Set Search Alerts" text across the top right of the screen. You will be prompted to name your search and alert frequency, then select "Save."

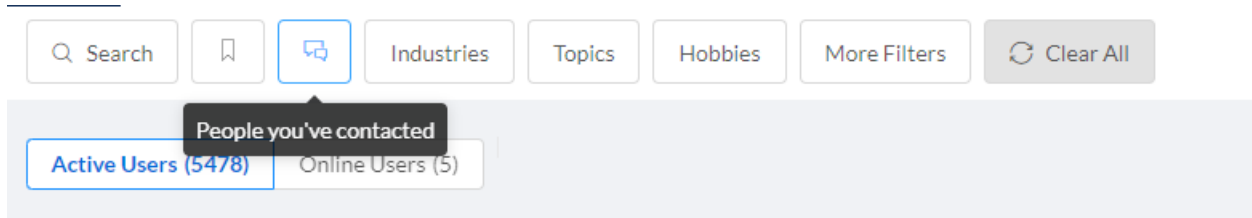


You will be able to access and run your saved search alerts by clicking the same "Set Search Alert" link and going to the "Alerts Created" tab.

**FAVORITE USERS:** See someone you'd like to connect with but not ready to write that initial message? You can bookmark them for later. Just click on the bookmark icon in the upper right corner of their picture. You can access those you have bookmarked by clicking the matching "People you've bookmarked" icon next to the search bar.

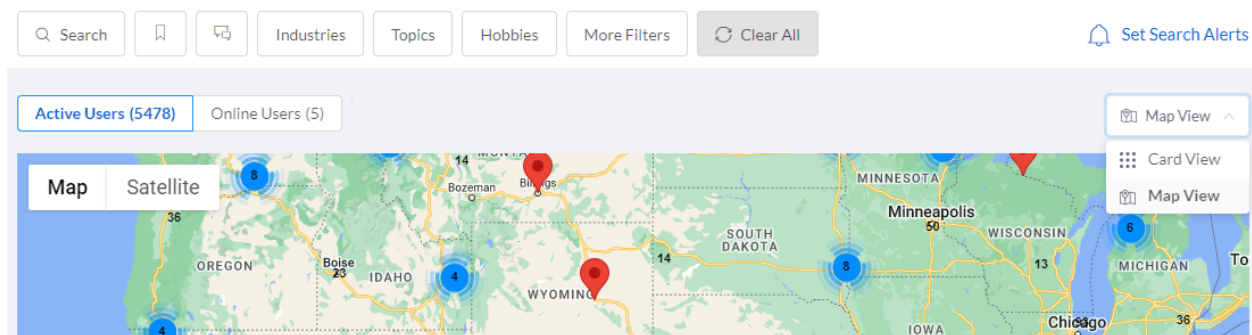


You can also keep track of "People you've contacted," one click over:



By completing your preferences and profile information, it will enable the platform to best recommend matches to those who share your common interests, goals, industries, etc. This will be ever-changing and updating as more of your fellow grads complete their own profiles and is a great way to stay connected and supported!

**MAP VIEW:** You can also search for potential connections by location. You may want to connect with someone in your city or find fellow grads in a place you're relocating to. To switch to map view, just click the drop-down menu that has "Card View" and "Map View" as options and select map view.



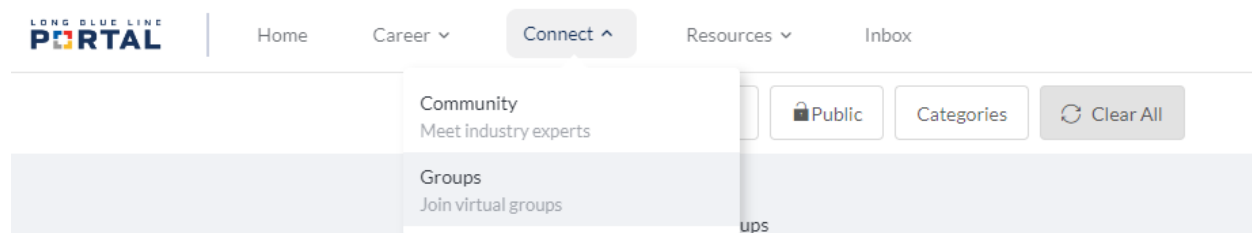


## GROUPS

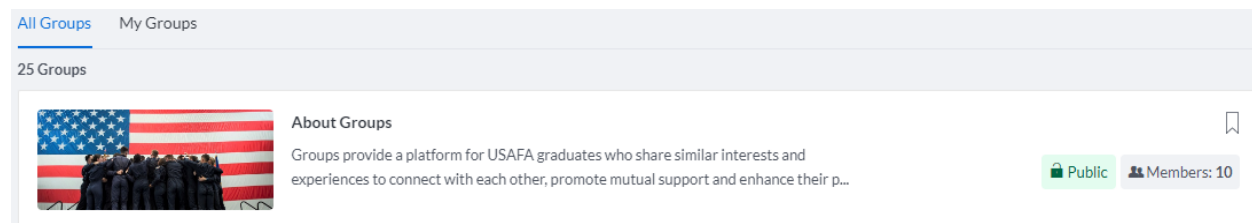
The Groups section of the Long Blue Line Portal is a space where pages for each of our Affinity Groups live and gives Chapters the ability to have a landing page specific to them. Grads with a shared interest in industry, regional affinity, and experiences may connect to support and promote one another's professional and social well-being.

Each Group page is created by the Association of Graduates and has at least one staff member as an administrator. Admins can be added so each group can have access and control of their own area. To apply for having a Group created, [please complete this form](#).

**VIEW AND JOIN A GROUP:** Click the Connect tab at the top of the screen and select Groups.



Here you can view “All Groups,” search for specific groups, or filter out by categories. If you have already joined one or more groups, the “My Groups” tab will be your landing page here, and you will need to navigate to “All Groups” to browse all available groups.



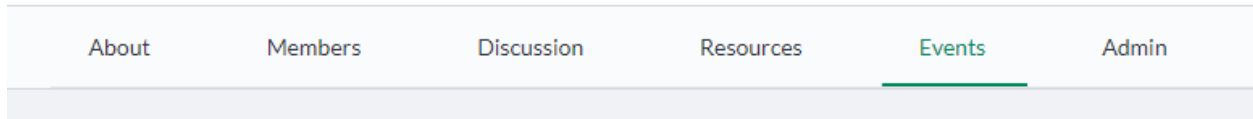
Click on a Group to learn more about it-each group page will have more information in sections: About, Members, Discussion, Resources and Admin. You can read about the purpose of the group, view the current members, join in conversation inside the discussion board, see any relevant resources, and view and contact the admin of the Group. There is also a “Join” button if you would like to join that Group.

Groups may be public or private; private simply means that members, discussion and resources are hidden from public view and a request to join will need to first be reviewed and approved by the group admin.

To leave a group, just click the green “Leave Group” button where the “Join” button used to be.

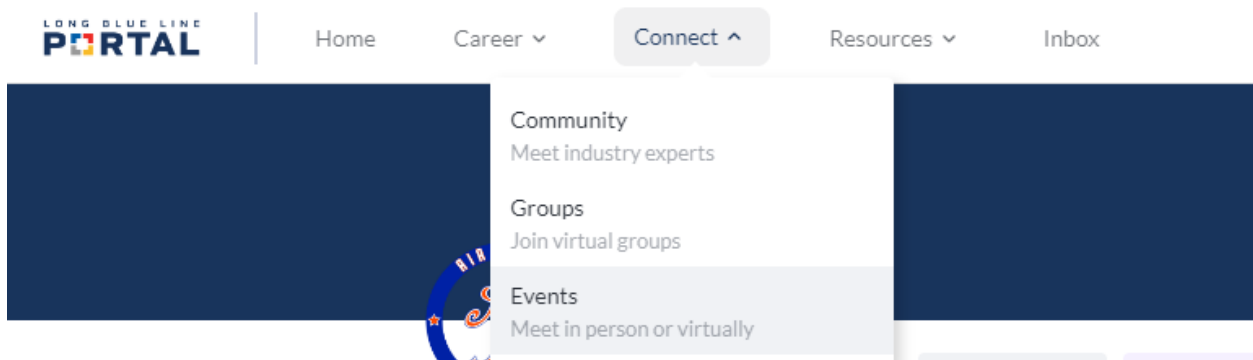
Once you are officially part of a group, you will be able to join the discussion board and find resources specific to that group.

If your Group is holding an event, that will also appear with the other tabs along the top of your group page-as soon as the Group admin create an event, an Event tab will be added along the banner in that group:



## EVENTS

As you've probably guessed, this section keeps you up to date with the many events held for cadets and graduates by the Association of Graduates. Here you can find information on events held by USAFA, the Air Force Foundation, the Association of Graduates, and various social and career networking opportunities.



For Chapter & Affinity Group events, as well as any other Groups, you will be able to find your relevant events on your Group page under the Events tab.

Events will be in chronological order unless they have been pinned to the top of the list.

There is a search bar on the right-hand side of the page where you can type in keywords to find specific events, the option to search in a date range, and by Event Type.

## Resources Tab

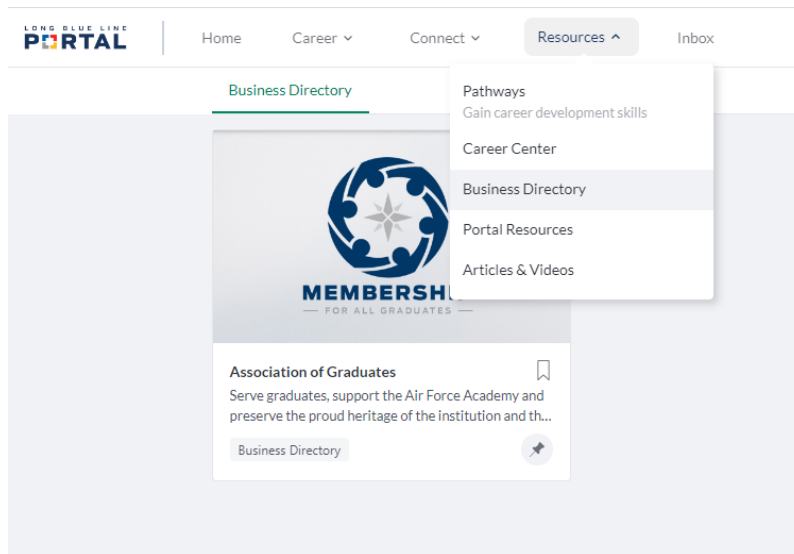
### PATHWAYS

A pathway is a set of steps to complete to become competent in a skill. Pathways within the Portal platform allow administrators to track success outcomes to improve the ways departments support their users. This section will be a work in progress as we develop pathways relevant to the graduate and cadet community.

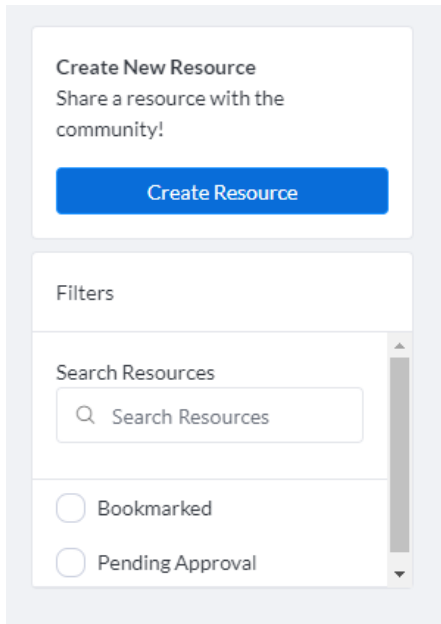
### CAREER CENTER

Are you transitioning to the civilian workforce? Considering the next step of your career journey? The Career Center has custom guides for resume writing, interviewing, negotiating salary and benefits, and more. Here you can also browse education and employment resources, and learn more about internships, career conferences, and job opportunities. Look around and you'll be sure to find some helpful information wherever you may be in your career.

### BUSINESS DIRECTORY



This is your official comprehensive business directory, by and for USAFA grads. Are you a graduate who owns your own business? You can make your business page discoverable by the USAFA community. Search and explore businesses in your local area, by industry, USAFA class year, and more. It is a fantastic opportunity for you to highlight your grad-owned or grad-run business while inspiring your community, as well as provide a chance to network and support one another.



To add a business, click on the blue “Create Resource” button on the right side of the screen.

This will create a new page where you will be able to fill out information related to your business. Under Create New Post the menu should read “Business Listing,” and under Category the drop-down menu should read “Business Directory.”

Now you can fill in all the details: the name of your business, a short summary, optional photos (cover photo is for a full background header, tile photo is a small thumbnail), and a description of your business. You can insert links to your company website, photos, videos, etc. in this box. Below this, you can also fill in the address, phone, email, website and operating hours of the business if you choose.

Lastly, you will select what type of user can see your post. Then, if you’re satisfied, select Submit-your post will now be approved by the administrator before going live on the platform.

## PORTAL RESOURCES

Under this section are informational guides on how to best utilize the Long Blue Line Portal. This is where the Complete User Guide you are currently reading will live. You can also find short videos that explain the many ways the Portal can work for you! Here you can also find our Privacy Settings & Preferences Guide for making changes to your shared information. This section helps you get accustomed to understanding and using the Portal. If you can’t find the answer to your question here, please contact our support team at [portal@usafa.org](mailto:portal@usafa.org).

## ARTICLES & VIDEOS

Here are additional resources covering a variety of topics. You can watch previously recorded webinars which spotlight USAFA graduates and a wide variety of educational and career journeys.

## FAQ (FREQUENTLY ASKED QUESTIONS)

### How can I get the most out of this platform?

Be active! Ask questions, reach out to people and make connections, and get familiar with the Portal and our resources. Don't be afraid to reach out to someone-the Long Blue Line is here to support one another.

### How do I change the number of emails I receive from the Portal?

Hover over your profile picture at the top right-hand side of the screen and go to **My Preferences**. From there you can edit your notification preferences.

### How do I update my email address?

Hover over your profile picture at the top right-hand side of the screen and go to **My Preferences**. From there choose **Account** on the left side of the screen. For more information on preferences and privacy, see our guide under Portal Resources.

### What devices/browsers support video chat?

We support video chat on modern browsers and operating systems, except for the Safari internet browser. iOS (iPhone, iPad) is not supported. If on your phone, we suggest utilizing another video chat service (Facetime, WhatsApp). For best results, we recommend using the latest version of Google Chrome or Mozilla Firefox on your laptop or desktop computer.

### I'm having technical issues with the site. What can I do?

Navigate to the ? at the top right of your screen and hover over it-from there you can select Help and type your question. If you don't receive a satisfactory answer to your question, a blue button prompting you to submit a Support Ticket will appear. Alternatively, you can reach out to our support team at [portal@usafa.org](mailto:portal@usafa.org).