

Application Instructions – New non-student accounts (Second Faculty, Companions, Directors & staff of special programs)

1. The CCSA central office will initiate accounts for second faculty members and their companions, if any, when information is provided (name, date of birth, email).

After the account for that particular program is initiated, you will be notified by email to go to the website, create a password, provide more initial info, and continue with the “application.”

2. When you are notified, go to <http://www.ccsa.cc> and go to the **Login** page (link on the top menu). If you get a message asking about Login credentials, click No, unless you have participated in a CCSA program before and created an personal online account. If you have, then click Yes.
3. Click **Reset your password** and enter the email address (same as your user name) that you provided to CCSA to set up your account (or if you’ve traveled on a program before, enter the email that was connected with that account).
4. Check your incoming email for your temporary password.

<p>a. If you have never initiated an online account, you will receive the following email:</p>	<p>b. If you have previously initiated an online account for a course proposal, for teaching in a program, or have been a companion previously and are using the same email address, you will receive an email telling you that you already have an account:</p>
<p>Cooperative Center for Study Abroad - Account Created</p> <p>Welcome to Cooperative Center for Study Abroad Cooperative Center for Study Abroad!</p> <p>Following is your temporary login information that will enable you to apply to programs:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>User ID: fcptestagain@ccsa.cc Temp Password: sEerver2708caR</p> </div> <p>PLEASE USE THE LINK IN THIS EMAIL TO LOG BACK INTO THE SITE. The link will open a new window, but once you log in, you will be returned to your previous location.</p> <p>To login, use the following link: https://ccsa.studioabroad.com/index.cfm?FuseAction=Security.Login&url=20327&sig=FC744640BB33A993C76FBA8876B43824B76AFE12E4C83258EF43D223B6D60619</p> <p>Temporary login information is valid only for 2 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.</p> <p>Thank you, Cooperative Center for Study Abroad User Support</p>	<p>Cooperative Center for Study Abroad - Account Already Exists</p> <p>The account you attempted to create already exists.</p> <p>If you have lost your login information, please visit the "Forgot your password?" link on the following login page: To login, use the following link: https://ccsa.studioabroad.com/index.cfm?FuseAction=Security.Login</p> <p>Thank you, Cooperative Center for Study Abroad User Support</p>
<p>5. Copy the Temp Password (highlight the password, and then type Control-C on your keyboard). Click the link in the email, which will take you to the Login page.</p>	<p>5. Click the link in the email, which will take you back to the Login page.</p>

6. Again, type your email address for your **Username**.
7. Paste (Control-V) the temporary password from the email (or as referenced in 4.b. above, if you had created a previous account and password, type this password) into the Password box.
8. Choose your security questions and answers if you are asked to do so, and **Update**.
9. Choose your new password, if you are prompted to do so.
10. Click the name of your program to enter your application (i.e. "CCSA Winter 2013/14 London")
11. If you come to a page that asks for your address (if you are new to the system), type your address & phone info, and click **Save**.
12. Click **Continue**, past the "Decision Letter" page. This is functional only for students.
13. You will then be on the main **Application Page**. Here is where you will complete all materials, questionnaires, etc.

The closer travel time approaches, more elements may be added to the **Documents, Learning Content**, or other sections. Log in whenever you receive an email stating that something has changed.

Automated emails will deploy to you if you have unfinished items.

Important: Hereafter when you log in, you will first be taken to **the Applicant Home Page**, which is NOT the same as your **Application Page** (your actual application).

To reach your application to complete all elements, click the link of the name of your program:

Applicant clicks program to access application

Applications - Click the name of your program below to access your application:	Profile
<p>▼ Summer, 2014</p> <p>Faculty Course Proposals (Summer) (n/a) (ID 19208)</p> <p>Withdrawn: Pre-decision Reinstate</p>	<p>Sandra Partridge data@ccsa.cc</p> <p>Edit Profile</p>
<p>▼ Maymester, 2013</p> <p>CCSA: Summer 2013- Belize Maymester (Belize City) (ID 11712)</p> <p>*Extended* Deadline: 12/31/2014 Withdraw</p>	<p>Bio:</p>

Revised 10/15/13