








“So I Logged In...Now What?” Guide for Students

- **Enter your College Preferences**
 - Take the Interactive College Preferences Interview (if you have access to speakers):
 - Go to **College List** and click **Manage Preferences**
 - If this is the first time you have taken the Interview, it will load automatically
 - If not, the College Preferences form will appear - click **Retake Interview**
 - When you finish, your school **Matches** will automatically load
 - If you do not have speakers OR have taken the interview and want to indicate more specific preferences:
 - Go to **College List** and click **Manage Preferences**
 - If the Interview loads, click **Skip**
 - Fill out your preferences and click **Update Preferences**
 - If desired, scroll to the bottom of the page to add intended **majors** and **activities**
 - Click **Review Matches** to see a list of recommended schools
- **Manage your Profile**
 - Go to **Profile**
 - Click **Manage Profile**
 - Click on the link on the left-hand side of the page that you are interested in editing
 - Click **Add New**
- **View your Academic Information** (if uploaded by your school)
 - Go to **Profile**
 - Click **Review Transcript**
- **Research Colleges**
 - Go to **Schools**
 - Select **Search Profiles**
 - For each applicable tab, enter search criteria (location, major, etc.). If you want to start over, click the **Clear** button to clear all the entered search criteria.
 - When you have selected all desired criteria, click **Submit**
 - Click a college name to view its profile
 - Click  to add a school to your college list. If it is already on your college list, the icon appears as 
 - Click  to add to your comparison list. If it is already on your comparison list, the icon appears as 
 - Click the **Back to Search** button if you want to do another search by editing the search criteria. Click the **Clear** button if you want to do a completely new search.
- **Create a College List**
 - Go to **College List**
 - Click **Manage List**
 - Click **Add School** and search by alphabet, state, or keyword
 - Click on the school's name to add it to the list
 - To change the order in which the schools are displayed, click **Rank Schools** and change the order
- **Compare Colleges**
 - Go to **Schools**
 - Select **Compare Profiles**
 - Choose up to three schools to compare by clicking **Choose School** and searching for the school name alphabetically, by state, or by keyword

- Click on the name of the school to add it to the comparison list
- **Add Events to Your Calendar**
 - Click on **Open Calendar** at the top of any page
 - Click **Add an Event**
 - Select the date and time, add a description, and indicate if you would like an email reminder
- **View Upcoming SAT and ACT Dates**
 - Click **Open Calendar** at the top of any page
 - Expand the SAT and ACT Calendars under your monthly events
- **Organize your College Visits**
 - Select **Schools**
 - Click **Plan Visits**
 - Click **Add School**, search for a school, and click the school name to add it to the list
 - View a worksheet for the visit by clicking 
 - Print and bring with you to campus
 - Save notes by typing them directly into this section
 - Receive door-to-door driving directions by clicking 
- **Fill Out your Member Page**
 - Go to **Community**
 - Click **Member Page**
 - Click **Edit This Page**:
 - Load an icon
 - Enter a tagline
 - Set your status to online/offline
 - List your favorites
 - Upload pictures
- **Send a Connect! Message to your Counselor**
 - Click on **C! Mail** at the top of any page
 - Click **Write New**
 - Click  and select your counselor's name from the list
 - Type a subject and message and click **Send Message**
- **Read College-Related Articles**
 - Click **Home** to go to your homepage
 - Click on the **Connect! Library** icon located at the bottom left-hand side of the screen. Either search by terms or click on one of the provided links
- **Get Help**
 - Click the **Help** button on the top of any page
 - Call 1-888-748-8188
 - Email customersupport@connectedu.net