How To Set Up Your eProfile!

Today, you will be setting up your eProfile! Think of your eProfile as your “professional” MySpace or Facebook—a site where colleges and universities can learn more about you and a site through which you can be connected to programs and opportunities that will help you succeed in life!

Because this is a professional site, here are some tips to remember:

1.) Please use proper spelling and grammar whenever you write something. Your eProfile is a representation of who YOU are as a student, and you want to make the best possible impression! Treat this like an important assignment for English class!

2.) If you have any questions about anything, ask your program advisor!

3.) Be sure to keep your name and password safe and do not give it out to anyone!

4.) Please don’t put anything on here that you would not want a college admissions person or an employer to see!

One of the best things about the eProfile system is that you can log into it again in the future in order to add or change your information! For example, you’ll want to update your profile every semester when you make the Merit / Honor Roll!

Sound good? Let's get started!
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When you begin the process of setting up your eProfile for the first time, your advisor may help you log onto the website. However, in the future, you’ll want to go to this website to log in: http://eprofiles.coenet.us

When you begin the process for the first time, you’ll see this screen:

If the license number is not automatically entered, you can find this information in the email your advisor sent you.

Enter your **first and last names** in the appropriate boxes—no nicknames! (Also, if you are not 14 years old, please let your advisor know—you’ll have to wait until you’re 14 to do this!)

You will create your own unique **user name** and **password**. Just so you don’t forget them, write them in the spaces below for future reference:

User Name: ___________________         Password: ___________________

Don’t forget to check this before you click “Register!”
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**Personal Information**
We will now complete the Personal Information section! To access this section, please click on these words on the left side of the page.

A few things to note here:
1.) The last item in the “Personal Information” box says: “First Generation”. You should check this box if neither your father nor your mother has earned a degree from a four-year college or university.
2.) In the “Family Information” box, don’t fill in the “Guardian” box unless someone else besides your mother or father is your legal guardian.
3.) Make sure to click “Update” when you’re done or else it will not save!

If you were born in America, you are a U.S. Citizen!
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**ACADEMIC INFORMATION**

This section requires your high school’s information and your high school GPA to complete. When you receive your great grades in high school, you’ll want to make sure to update your information! As you can see, there is a lot of space on this page for your information, so make sure you don’t lose your user name and password!

**GENERAL SPORTS INFO, AWARDS/ACHIEVEMENTS, GROUPS/ACTIVITIES**

All of these sections will ask you the same basic information:
1.) Name of activity/award
2.) Beginning and ending dates
3.) Provide some in-depth details

Be sure to think of ALL awards/activities! Volunteering at church, Merit / Honor Roll, and sports teams are some common activities. Don’t forget to include your TRIO program!

To begin the process of adding something new, click on “Add a New Award or Achievement”; this will take you to the screen where you can fill in your information. (This will be the same for all of the sections!)

To update your information, click the Add an Award or Achievement button

Using complete sentences and proper grammar in the section below is a MUST!
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Here’s a section that EVERYONE can fill out! Just in case you don’t know, references are people who are willing to speak favorably about you to college admissions staff, future employers, and other important people. People such as TRIO staff members, teachers, pastors, and administrators are examples of people who can serve as references. As you get older, you’ll have more opportunities to get to know teachers and other people who can serve as great references for your college applications, so be sure to update this often! **Before you put anyone’s name down, though, be sure to ask them if they are willing to serve as a reference for you!**

**REFERENCES**

In addition to entering information into your eProfile, you can also add pictures, videos, or other types of media onto your eProfile to give colleges and important people a better idea of who you are! For example, if you are someone who is very talented in dance and interested in studying this subject in college, adding a video of one of your best dance performances would be a great idea! If you’re an artist, adding photos of your work or scanned images of your work would be another great idea.
Now it is time for you to create your ePAQ. This ePAQ is generated using the information you entered. You will use your ePAQ to search for schools that have the field of studies you want to major in. Click on the “My ePAQ” button in the left toolbar to get started.
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Select a field of study from the list and then choose a major. Next, add in a headline. This headline will be displayed at the top of your ePAQ, helping you to stand out among other students. Then in the comments box, write a few sentences talking about why you want to go to college and pursue this major.

They show you ALL the specific majors in your field of study. Don’t be afraid to choose a broad subject (for example: choose Education instead of Biology Education. Keep your options open!

Once you feel your ePAQ looks good, click on “Request Approval” and your program director will be notified to review and approve your information. Once you are approved you can start sending your ePAQs to the colleges of your choice.
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**Forum!**

On the main screen, you will see a link for something called a “Forum” above the window for the section that you’re in. Basically, the “Forum” is a place where you can post questions about college or other job/education related topics that will be answered by other people in the TRIO community. Also, there’s a place on the forum where professionals will review your work and provide constructive guidance on how to tailor the content to make it the best that it can be!

This guide was written by Debra Gardenhire and her staff from Case Western Reserve University, Ohio. She has graciously agreed to let all TRIO programs use this guide. Thank you Debra!