CollegeInColorado.org
GO FURTHER GO TO COLLEGE

ADDING ADDITIONAL PORTFOLIO CONNECTIONS

Thank you for your interest in using www.CollegeInColorado.org with your students.

As you know, during account creation, each adult, middle or high school student, college student or parent attaches their **CollegeInColorado.org** account to the school or workforce center which they or their children attend. This is called the **primary connection** to a user, and it allows professionals at that school or organization to view the students' online portfolio including their Individual Career and Academic Plan (ICAP).

In addition, users may choose to attach additional organizations, called **secondary connections** to their account, allowing professionals at those organizations to view their portfolio and use the reports, tools and features in the College In Colorado Professional Center Website as well. This document explains how an organization may be added to the CIC site selector for this purpose as well as how users attach these organizations to their portfolio.

ADDING YOUR ORGANIZATION TO COLLEGEINCOLORADO.ORG

1 Establish your eligibility

Are you, or do you work with students/adults in partnership with an educational or career training institution?
Are you a not-for-profit or government agency or organization?
Do you have a professional staff that will maintain privacy and confidentiality of user information and data?

If you answered yes to all of these questions, e-mail your *request to Julia.Pirnack@cic.state.co.us.

*College In Colorado reserves the right to refuse your request for any reason at any time.

2 Send us organizational information (see **Important Note**)

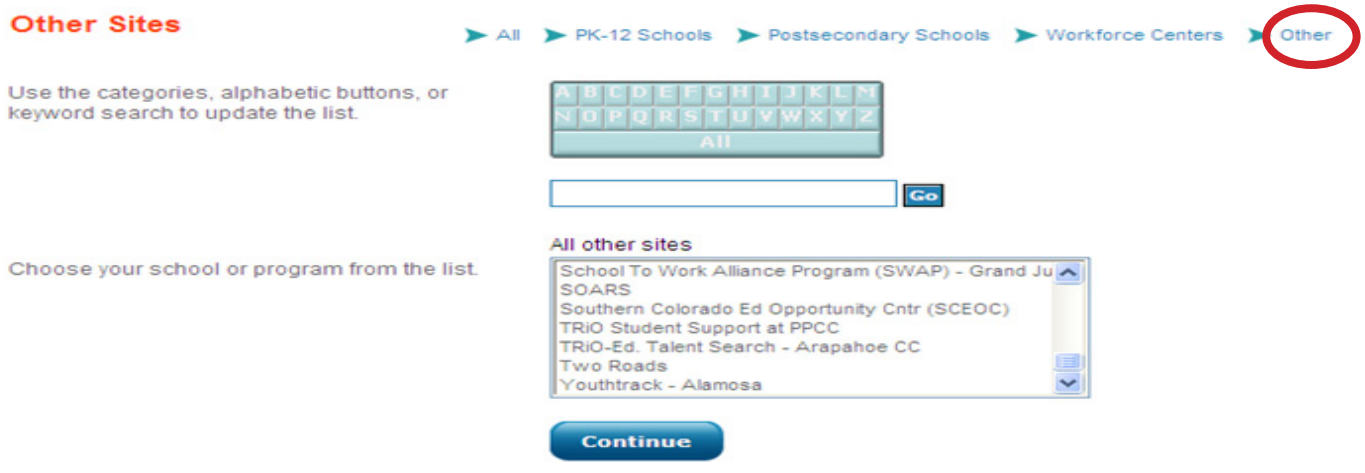
We will e-mail you a list of the required data to add your organization to the site selector so that users can locate and attach your organization to their portfolio. CIC will set up your account and issue a Professional Account Access Key (PAAK) that will allow you to access the Professional Center Website.

3 Create Professional Center Accounts

When you receive your PAAK code from us, you will receive detailed instructions and a quick reference guide to help you create Professional Center accounts. Each authorized staff member may create an account at **procenter.collegeincolorado.org**, using the PAAK code provided.

4 Your Organization will appear under "Other"

During account creation by your staff, and as students/adults attach your organization to their portfolio, they will be asked to **Find** your organization on one of several lists. Your organization will be found in the **Other** list.



5 Schedule Free Training

While you may already be familiar with the College In Colorado Website, we highly recommend working with our trainers or outreach staff to fully understand the features and best implementation practices for your organization.

E-mail Linda.Fraser@cic.state.co.us for assistance with scheduling a session for professionals at your organization.

CONNECTING USER PORTFOLIOS TO YOUR ORGANIZATION

6 Users Sign Into their Existing CollegeInColorado.org Account

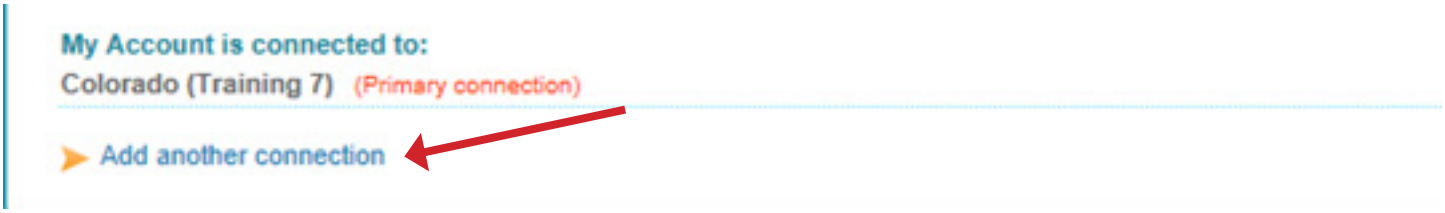
Individuals that have an existing account on **CollegeInColorado.org** must sign in using the blue sign in box on the homepage. If an individual is uncertain whether they have an account, they may call **1-800-281-1168** during normal business hours to verify their account information.

Individuals who do not have an existing account may create one by clicking on **Create an Account** in the upper right corner of the **CollegeInColorado.org** homepage.

7 Access Your Portfolio

Once signed in, from the home page of CollegeInColorado.org, click **Your Portfolio** > **Your Profile** > **The Basics** > **This is Me**. The **primary connection** for the user will be listed under **My Account is connected to**: (this is typically the user's school).

To add your organization as a **secondary connection**, the user clicks **Add** another connection.



8 "Find" your Organization

As shown in item 4 above, users click **Other** then enter your organization's name in the search box. Clicking your organization's name in the result list and the **Continue** button will authorize professionals at your organization to view the user's portfolio and ICAP, as well as include them in reports and communication, using the **Professional Center** Website.

Important Note

Your organization may work with students or adults across Colorado at many different locations or you may have different types of programs within your organization. We can set your organization up in our system in one of several ways that best addresses your needs.

To discuss various alternatives, call Julia Pirnack at 720-264-8562.

*College In Colorado does not endorse the content, products, services or viewpoints expressed by organizations shown on the Website. Neither College In Colorado, the Colorado Commission on Higher Education nor the Department of Higher Education assume responsibility for the content or programs of organizations shown on the site nor do we independently verify or exert editorial control over information on organizations shown on the Website.

Allowing an organization to be listed on the site does not imply a recommendation, endorsement or approval by College In Colorado and the fact that we allow a listing shall not be used for advertising or promotional purposes.