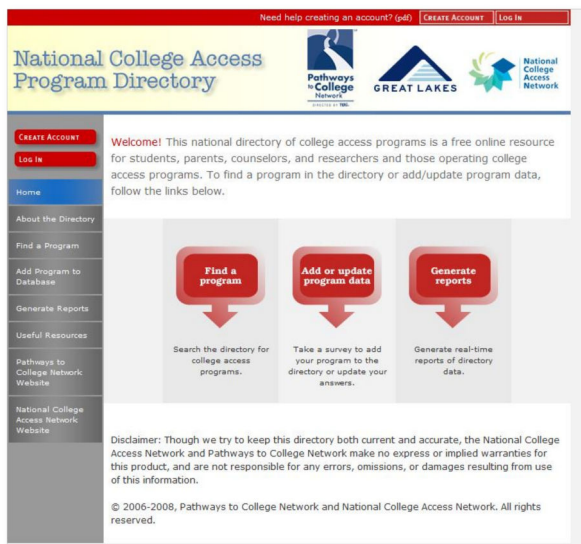
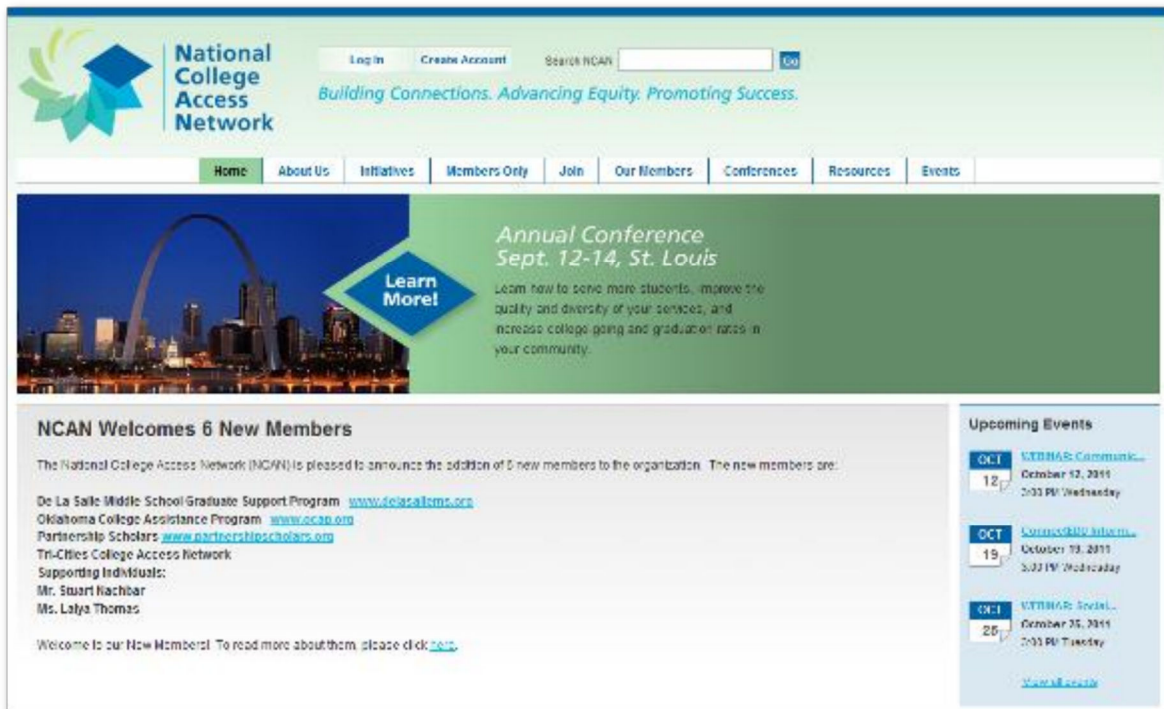


Manual: How to Create an NCAN User Account

The National College Access Network, Building Blocks, and the National College Access Program Directory web sites have secured areas that require a user account. This manual will assist you with creating such account.

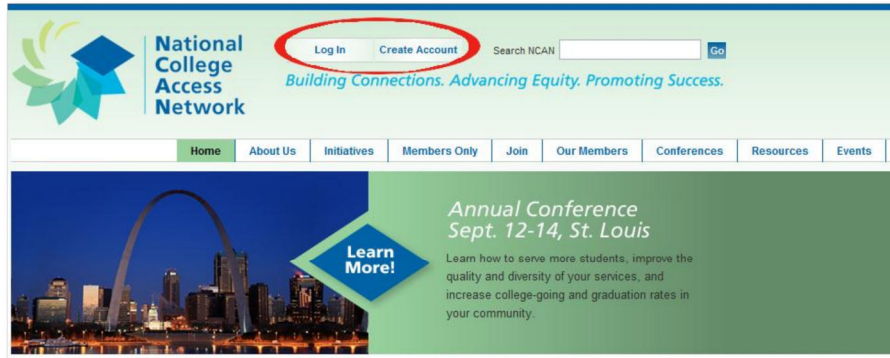


If you have questions, please feel free to contact the National College Access Network's Database and Events Coordinator, Brenda Finkel at finkelb@collegeaccess.org or 202-347-4848 ext. 209

Manual: How to Create an NCAN User Account

CREATING AN ACCOUNT

Click the **CREATE ACCOUNT** button located above the top navigation bar on the web page. See circled links in the images below.



NOTE: For the Program Directory, each username can only manage one profile. If your organization will have or has multiple entries, a different username must be created for each program profile. You may wish to share a list of usernames and passwords if multiple persons in your organization are expected to enter and update information on a regular basis.

SAME ORGANIZATION, DIFFERENT USERNAME EXAMPLE

Program: University of America (Upward Bound)

Username: uaub

Password: uaubpwd

Program: University of America (Talent Search)

Username: uats

Password: uatspwd

There are three steps in creating an account. The image on the left shows the first step of the registration process; **CREATE LOG IN ACCOUNT**.

You will notice that the *required fields* are denoted with an (*) asterisk. The email address you provide must be *valid* because a confirmation message will be sent to your email address upon clicking the NEXT button.

Need help creating an account? (pdf) Create Account Log In

Step 1:
Create Log In Account

First step, please input the following log in account information. Your Username and Password will be used for future access to the NCAN web site. This information can be updated at anytime. Fields marked with an "*" are required.

First Name*

Last Name*

Username*

Email Address*

Password*

Confirm Password*

Are you a NCAN Member

Next

Proceed to Step 2...
Click the NEXT button to proceed to step 2 of the account creation process. Your account will not be processed until all steps are completed.

Are you having difficulty with your account?
Contact ncan@collegeaccess.org for assistance.

Manual: How to Create an NCAN User Account

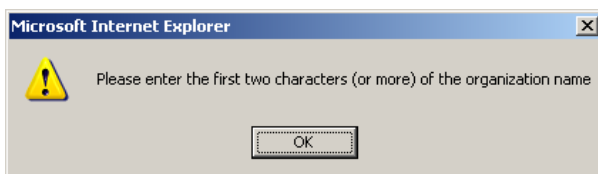
NOTE: Please remember to write down your user name and password and keep them in a safe place.

The second step (see image on the left), **INPUT CONTACT INFORMATION**, asks that you provide information about how to contact you.

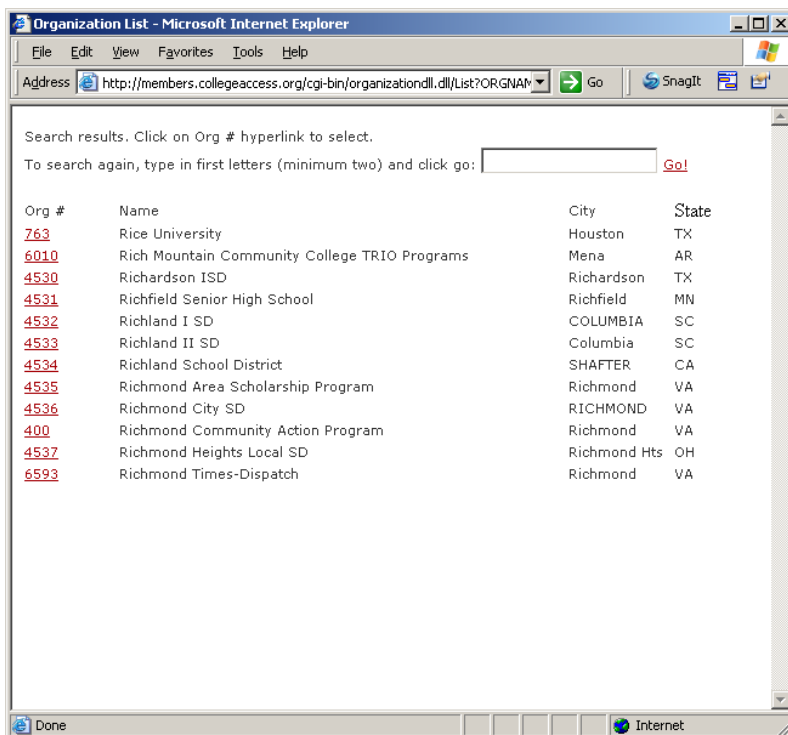
From Step 1, your first and last name, as well as your email address is “brought over” onto this page.

As you complete the form, you will see the ORGNIZATION field. The ORGANIZATION SEARCH link under the field provides an opportunity to check to see if your organization’s information is already on file. Begin by typing at least two (2) characters in the ORGANIZATION field then click the ORGANIZATION SEARCH link.

If you do not enter at least two characters, you will receive an alert (see below) to remind you to do so.



After entering the first few characters of the organization you would like to search, a results window will open (see image on the left). Should you see your organization, please click on the corresponding ORG# link.



Manual: How to Create an NCAN User Account

Upon selecting the organization, you will see that mailing and phone information will auto populate the form; you will have an opportunity to complete the remaining required fields. The image on the right depicts the option to type in your own organization information.

National College Access Network *Edit Contact Information*

You may edit any of the fields listed below to update your contact information. Fields marked with an "*" are required. Updates will not be saved until you click the SAVE button.

First Name
Last Name
Organization*
Title*
Email Address
Address1*
Address2
City*
State*
Country
Zip Code*
Phone Number*
Fax Number

*= Denotes a required field

Proceed to Step 3...
Click the NEXT button to proceed to step 3 of the account creation process. Your account will not be processed until all steps are completed.

Are you having difficulty creating an account?
Contact us at ncan@collegeaccess.org for assistance.

Click the NEXT button at the bottom of the page to go to Step 3.

The next page informs you to CONFIRM your account by going to your email inbox and locating the message sent to you by support@collegeaccess.org (see next page).

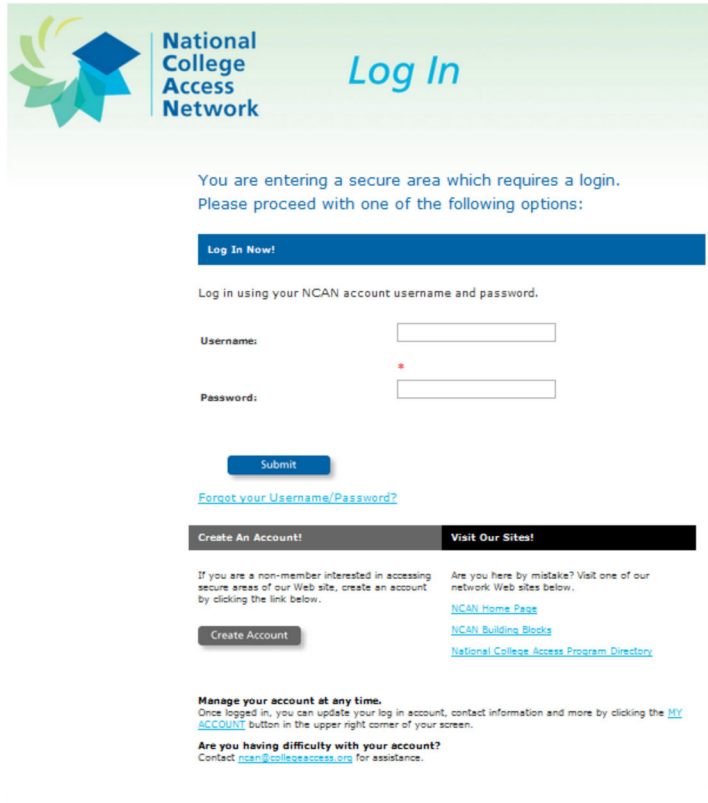
PLEASE NOTE THE FOLLOWING:

1. Your account will not be processed until your email is confirmed.
2. If you created an NCAN login account prior to March 9, 2007, your account will work without confirmation.

Manual: How to Create an NCAN User Account

Please follow the instructions on your EMAIL CONFIRMATION page to confirm the account.

The ACTIVATION CODE is NOT YOUR PASSWORD.

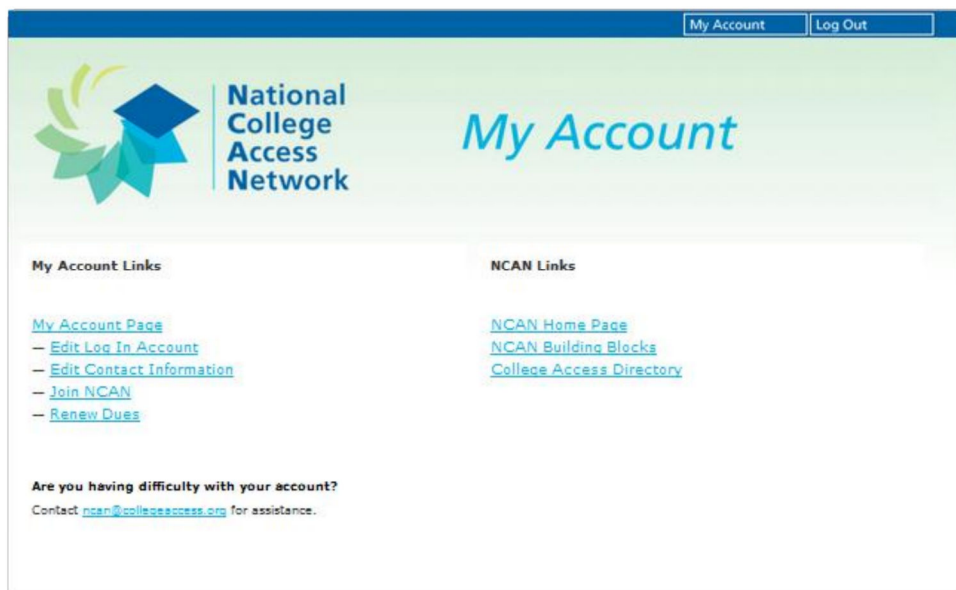


The screenshot shows the 'Log In' page for the National College Access Network. At the top left is the NCAN logo. The page title is 'Log In'. Below the header, there is a message: 'You are entering a secure area which requires a login. Please proceed with one of the following options:'. There are two main sections: 'Log In Now!' and 'Create An Account!'. The 'Log In Now!' section has a blue bar with the text 'Log In Now!' and a sub-header 'Log in using your NCAN account username and password.' Below this are input fields for 'Username:' and 'Password:', each with a red asterisk indicating a required field. A 'Submit' button is below the password field. A link 'Forgot your Username/Password?' is also present. The 'Create An Account!' section has a sub-header 'Create An Account!' and a 'Create Account' button. To the right of this section is a 'Visit Our Sites!' section with a sub-header 'Are you here by mistake? Visit one of our network Web sites below.' and three links: 'NCAN Home Page', 'NCAN Building Blocks', and 'National College Access Program Directory'. At the bottom, there is a section 'Manage your account at any time.' with a link 'MY ACCOUNT' and a section 'Are you having difficulty with your account?' with a link 'ncan@collegeaccess.org'.

After clicking the CONFIRM ACCOUNT link in the email message, a browser will open to a login page (see left). Please use the password you created in Step 1. Now hit the SAVE button.

You will be taken to the final page, ACCOUNT CREATION COMPLETE! (see right image). This portal entry page has links to a number of places:

- My Account Page
- National College Access Network
- Building Blocks
- National College Access Program Directory



The screenshot shows the 'My Account' page for the National College Access Network. At the top left is the NCAN logo. The page title is 'My Account'. Below the header, there are two tabs: 'My Account' and 'Log Out'. The main content area is divided into two columns: 'My Account Links' and 'NCAN Links'. The 'My Account Links' column contains four links: 'My Account Page', 'Edit Log In Account', 'Edit Contact Information', 'Join NCAN', and 'Renew Dues'. The 'NCAN Links' column contains three links: 'NCAN Home Page', 'NCAN Building Blocks', and 'College Access Directory'. At the bottom, there is a section 'Are you having difficulty with your account?' with a link 'ncan@collegeaccess.org'.