

Implementing

College Connection for Catholics

In Your Parish in 5 easy steps

Step 1: Obtain a Username and Password for the person implementing the program by emailing admin@collegeconnectionforcatholics.com

Include the following information with your email:

Preferred Username:

First Name:

Last Name:

Preferred Password:

Email:

High school or parish:

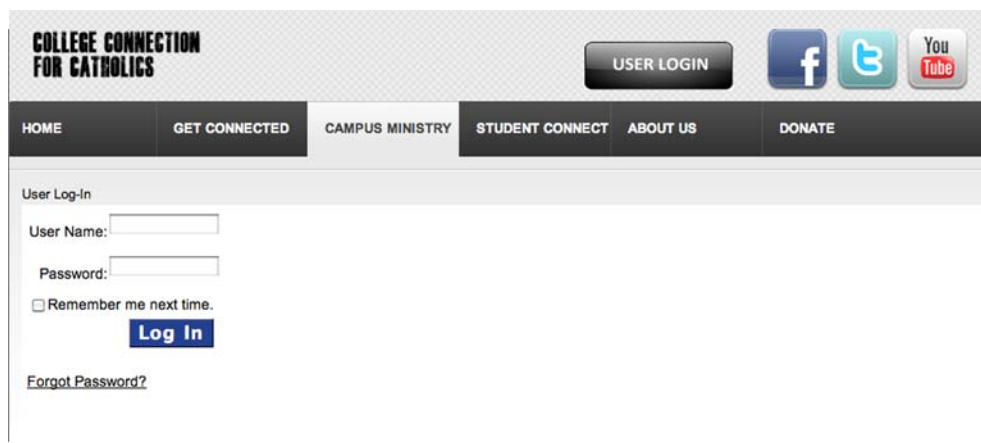
City and state:

Contact Phone:

Once we have received your request, you will be notified within two working days with your username and password.

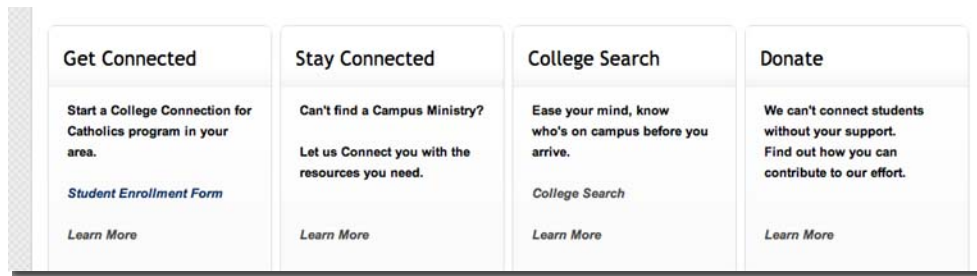
Step 2: Log In

1. Go to www.collegeconnectionforcatholics.org and click on the User Login Button
2. Enter Username and Password



The screenshot shows the website's header with the logo "COLLEGE CONNECTION FOR CATHOLICS" and a "USER LOGIN" button. Below the header is a navigation menu with links for HOME, GET CONNECTED, CAMPUS MINISTRY, STUDENT CONNECT, ABOUT US, and DONATE. The main content area is titled "User Log-In" and contains a form with the following fields: "User Name:" with a text input box, "Password:" with a text input box, and a checkbox labeled "Remember me next time." Below the form is a blue "Log In" button and a link for "Forgot Password?".

Step 3: Download Student Enrollment Form



1. Return to the **Home** page and scroll down to the **“Get Connected”** box in the bottom left (as shown in the box above).
2. Click on **Student Enrollment Form (and then hit “open” and the form will come up).**
3. Save the excel Spread Sheet with the name of the high school or parish, city and state, and current year (2011) Example: **saintjohnhopkinsmn2011.xls**
4. Fill in top of form. If you are not with a Serra Club, fill the first slot in with “Serra – No Club.”
5. You must include the students’ names, college name and college location. All other information (not required) that is included makes the program more successful. Hint: Sometimes it is possible to cut and paste seniors names and addresses from excel school form.

Step 4: Upload Student Information

Once you have secured college information for most of your students you now have access to uploading the student enrollment form into the website.

Important Dates and Information:

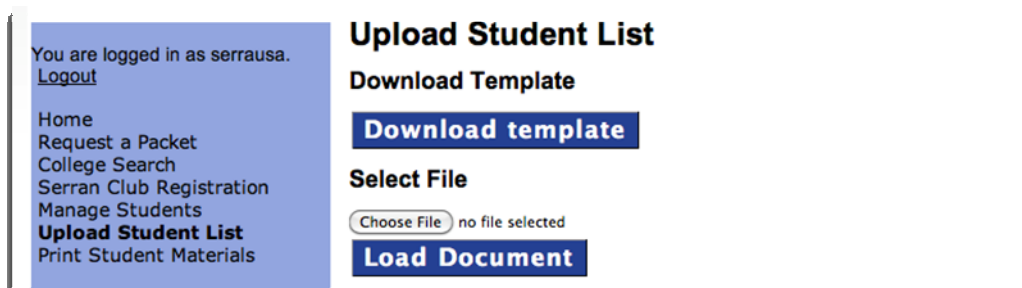
May 1 and June 1 are the early deadlines for student enrollment forms to be uploaded
Final deadline is June 20 for late entries

We hope to receive your information by May 1 but will accept it later. Please add late students to your original student enrollment form on your computer and upload it to the website again. The website will not duplicate the original names.

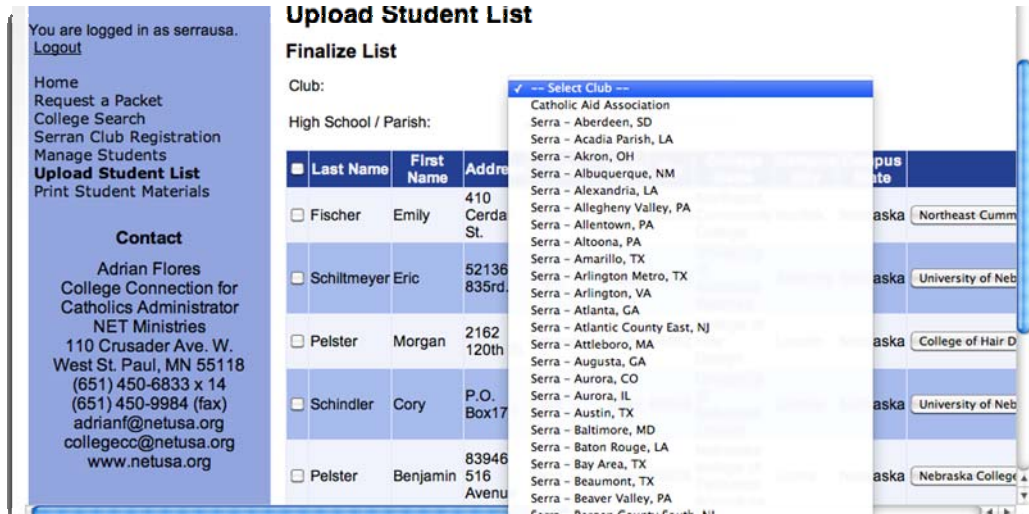
Uploading the Student Enrollment Form (Excel):

Click on **USER LOGIN** at the top center of the page.

- A. Enter user name and password, and click on **“Log In”**
- B. On the next page, you will see a blue box. Find **UPLOAD STUDENT LIST**, the sixth item down on the list.



- C. Click on **Choose File or Browse**, now locate your student enrollment form (excel)
- D. Once you have located your student enrollment form, click **Load Document**
- E. The program will automatically upload your selected file into the website and the next screen will say **UPLOAD STUDENT LIST** and **FINALIZE LIST**.
- F. Select your Serra Club name in the drop down menu. If you are not working with a Serra Club, select SERRA – NO CLUB



- G. Verify that the name of your high school or parish is correct.
- H. Look at the **SELECT COLLEGE** column where the program has selected a name of the college to make certain it names the appropriate college. If it doesn't, click on the down arrow for a list of colleges and locate the correct college.

IMPORTANT

If a student's college is not on the list, uncheck the students name from the list. Please send us an email at admin@collegeconnectionforcatholics.org with the name, city and state of the missing colleges and we will send you an email back when they are on the website so you can input those students. It may take up to 5 business days.

CAUTION: You must manually check the box to the left of each student's name before you push the CONFIRM button. If some of the students' names are duplicates that you have entered before, PLEASE do not check the box.

- I. After a minute or so, the screen will flash and you will see the list again—be sure to look at the column to the far right. This will tell you which students were skipped and which were imported. The Skipped Student's colleges are the ones that you have written down to send to us.

Step 5: Printing Campus Ministry Packets for Students

After uploading information, you will be able to print out a personalized campus ministry packet for each student which includes a letter encouraging the student to stay active in their faith and information about the Catholic Ministry Programs on or near their campus. Early registration allows you to highlight your participation in this program and distribute the information at an awards night, graduation or parish celebration for the graduates. This can be very positive PR for your school or parish.

1. **To print campus ministry packets**, go to the blue page on the website. You may need to press **User Login** again to get back to this page. Select the **PRINT STUDENT MATERIALS**, the 7th item in the list on the left.
2. **Select Serra Club** name or Serra – No Club from the drop-down list.
3. **Select High School/Parish** from the drop-down list.
4. Hit **Print Packets**—this brings up a PDF file of the completed information. Click on the little printer in the upper left-hand corner of the file and print.

Contact information will be sent out to Campus Ministry Programs

The students' contact information will be forwarded to the Campus Catholic Ministry Program or Parish, giving them the ability to contact the student and encourage participation.

Please contact us at admin@collegeconnectionforcatholics.org to get a press release about your participation in this program for release in your school or parish newsletter, church bulletin, or local papers. By May 1, this press release will also be found on the website under the **ABOUT US**, go down to **NEWS** and find the PR article.

For further information please contact:

CCC Administrator: Call: 651-450-6833 x 44 or admin@collegeconnectionforcatholics.org

Chair: Judy Cozzens: 303-941-3965 or jcozzens@msn.com

