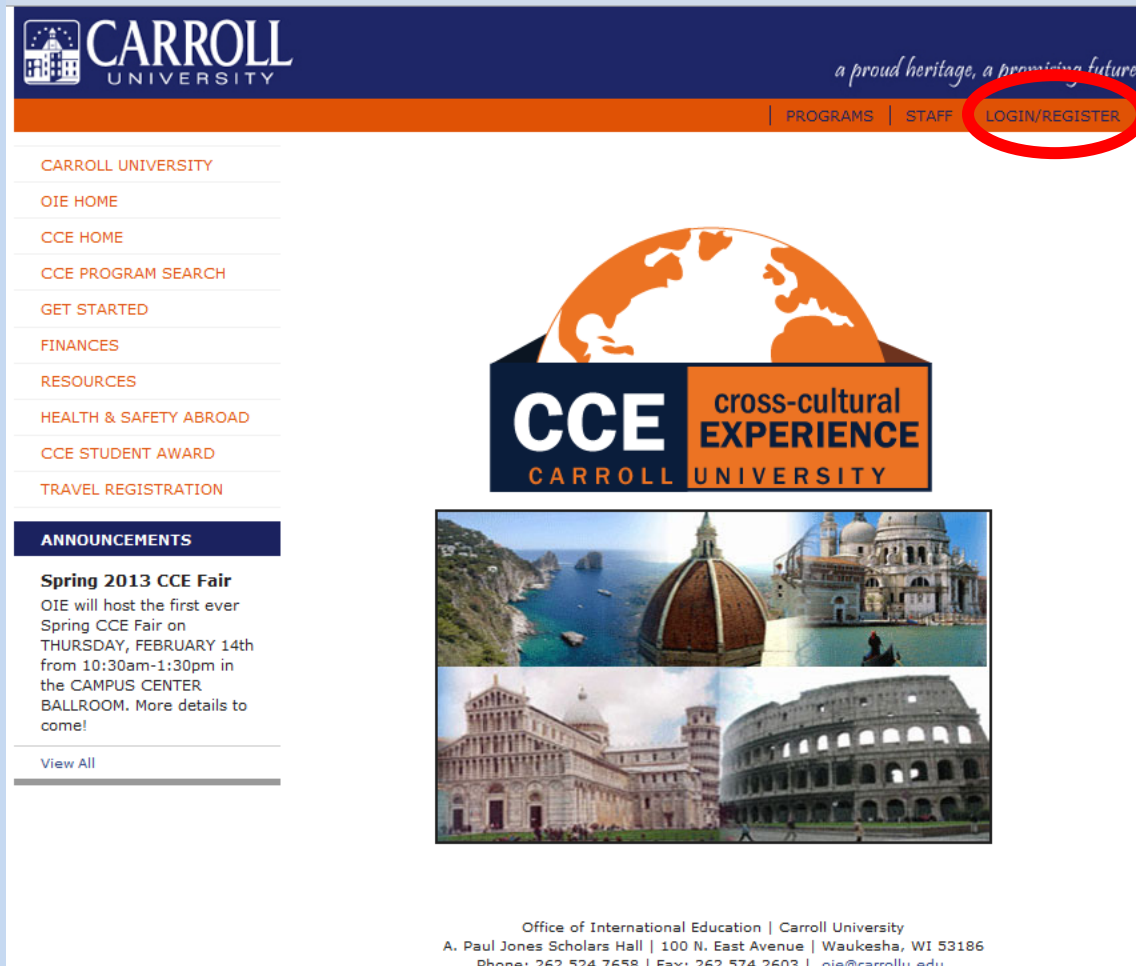


Creating Your CCE Website Profile

Questions: Email oiie@carrollu.edu

Step 1: Go to <http://cce.carrollu.edu> and click on "LOGIN/REGISTER" on the top right-hand menu.



The screenshot shows the top portion of the Carroll University website. The header features the Carroll University logo on the left and the tagline "a proud heritage, a promising future" on the right. Below the header is a navigation bar with links for "PROGRAMS", "STAFF", and "LOGIN/REGISTER". The "LOGIN/REGISTER" link is circled in red. On the left side, there is a vertical menu with links to various university pages, including "CARROLL UNIVERSITY", "OIE HOME", "CCE HOME", "CCE PROGRAM SEARCH", "GET STARTED", "FINANCES", "RESOURCES", "HEALTH & SAFETY ABROAD", "CCE STUDENT AWARD", and "TRAVEL REGISTRATION". Below this menu is an "ANNOUNCEMENTS" section with a heading "Spring 2013 CCE Fair" and a paragraph of text. At the bottom of the page, there is contact information for the Office of International Education.

CARROLL UNIVERSITY
a proud heritage, a promising future

PROGRAMS | STAFF | **LOGIN/REGISTER**

CARROLL UNIVERSITY
OIE HOME
CCE HOME
CCE PROGRAM SEARCH
GET STARTED
FINANCES
RESOURCES
HEALTH & SAFETY ABROAD
CCE STUDENT AWARD
TRAVEL REGISTRATION

ANNOUNCEMENTS

Spring 2013 CCE Fair
OIE will host the first ever Spring CCE Fair on THURSDAY, FEBRUARY 14th from 10:30am-1:30pm in the CAMPUS CENTER BALLROOM. More details to come!

[View All](#)

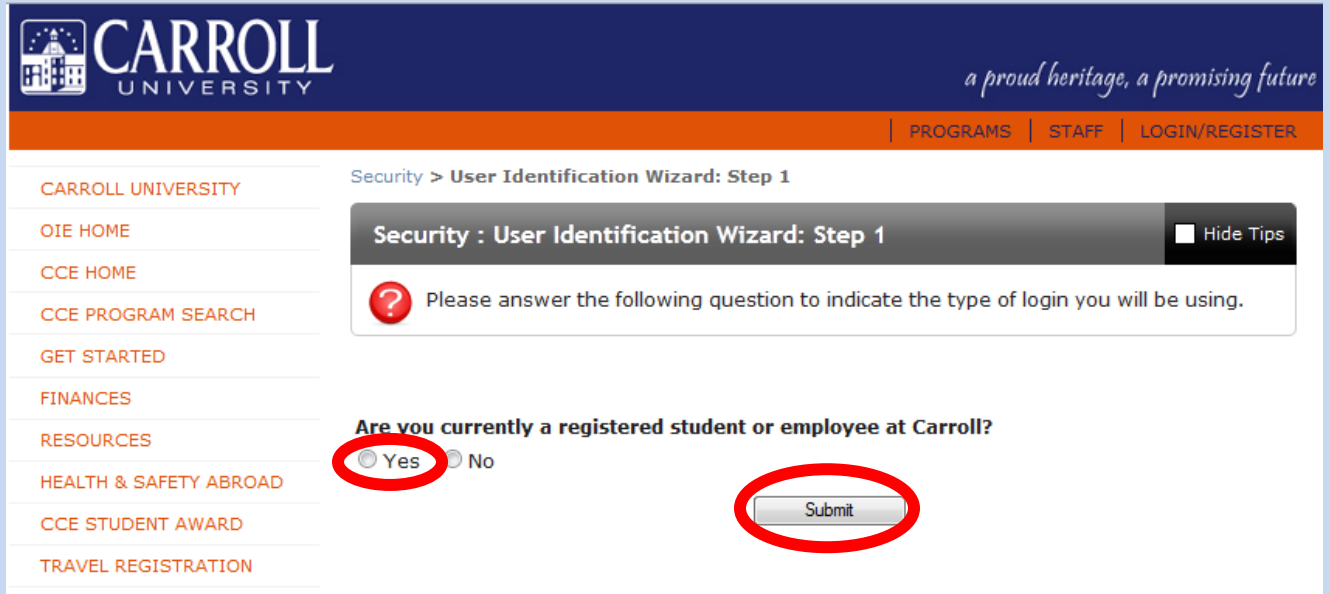
CCE cross-cultural EXPERIENCE
CARROLL UNIVERSITY

Office of International Education | Carroll University
A. Paul Jones Scholars Hall | 100 N. East Avenue | Waukesha, WI 53186
Phone: 262.524.7658 | Fax: 262.574.2603 | oiie@carrollu.edu

Step 2: Click on "New User Registration"

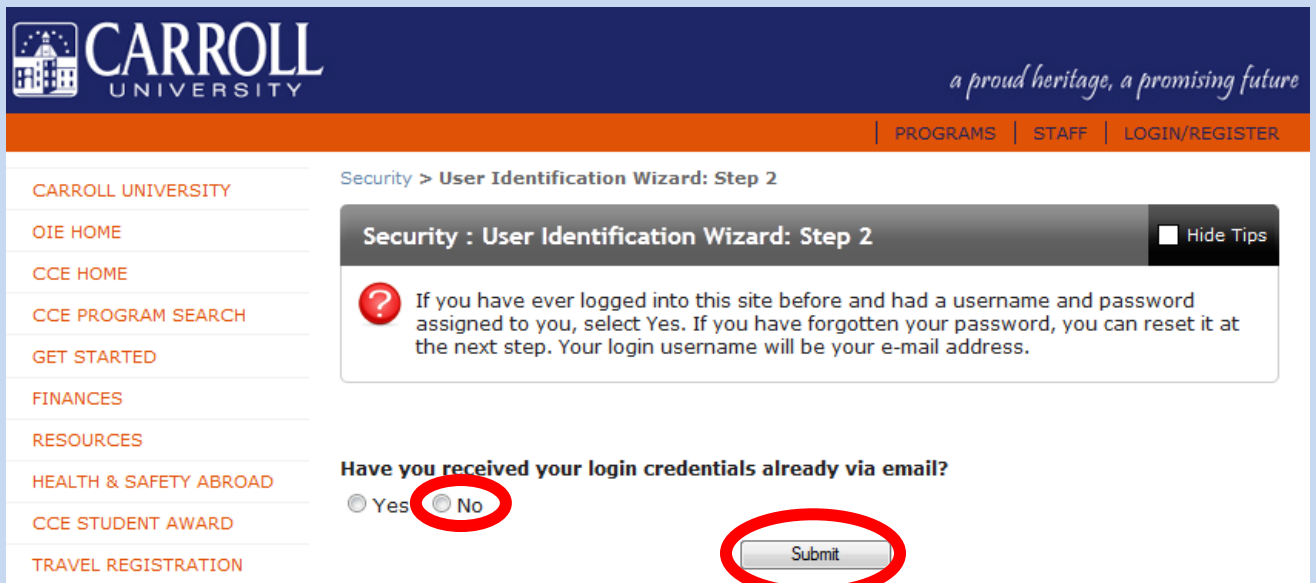
The screenshot shows the Carroll University website's login page. The header includes the Carroll University logo and the tagline "a proud heritage, a promising future". Navigation links for PROGRAMS, STAFF, and LOGIN/REGISTER are visible. A left sidebar contains various site navigation options like "CARROLL UNIVERSITY", "OIE HOME", "CCE HOME", "CCE PROGRAM SEARCH", "GET STARTED", "FINANCES", "RESOURCES", "HEALTH & SAFETY ABROAD", "CCE STUDENT AWARD", and "TRAVEL REGISTRATION". Below these is an "ANNOUNCEMENTS" section with a notice about the "Spring 2013 CCE Fair" on Thursday, February 14th. The main content area is titled "Security > Login (existing user)" and features a "Security : Login (existing user)" header with a "Hide Tips" button. A tip box states: "To login, please enter your username and password in the form provided below." Below this is a "Please log in:" section with input fields for "Username:" and "Password:", a "Login" button, and a "Forgot your password?" link. A "New User Registration" button is circled in red. To the right, under "New Administrative User:", there is a text block explaining that new admin users need assistance logging in and can click a link to describe their user type. Below this are links for "Recommender", "Reviewer", and "Staff". At the bottom, a box states "Carroll Applicants, use Secure Login."

Step 3: Select “Yes” to the question “Are you currently a registered student or employee at Carroll?” and press “Submit”.



The screenshot shows the Carroll University website header with the logo and tagline "a proud heritage, a promising future". Navigation links for PROGRAMS, STAFF, and LOGIN/REGISTER are visible. A sidebar on the left lists various university resources. The main content area is titled "Security > User Identification Wizard: Step 1". A tip box asks the user to answer a question to indicate their login type. The question is "Are you currently a registered student or employee at Carroll?". The "Yes" radio button is selected and circled in red. The "Submit" button is also circled in red.

Step 4: Answer “No” to the question “Have you received your login credentials already via email?” and press “Submit”.



The screenshot shows the Carroll University website header with the logo and tagline "a proud heritage, a promising future". Navigation links for PROGRAMS, STAFF, and LOGIN/REGISTER are visible. A sidebar on the left lists various university resources. The main content area is titled "Security > User Identification Wizard: Step 2". A tip box asks the user to select Yes or No based on whether they have ever logged into the site before. The question is "Have you received your login credentials already via email?". The "No" radio button is selected and circled in red. The "Submit" button is also circled in red.

Step 5: Enter your personal information. Make sure to use your Carroll University email address. Press “Create Account”.

CARROLL UNIVERSITY *a proud heritage, a promising future*

PROGRAMS | STAFF | LOGIN/REGISTER

Security > Login (new user)

Security : Login (new user) Hide Tips

? To create an account, please fill in the form provided below.

New User Form:
Carroll University Students and Staff: Please use your Carroll University email address.

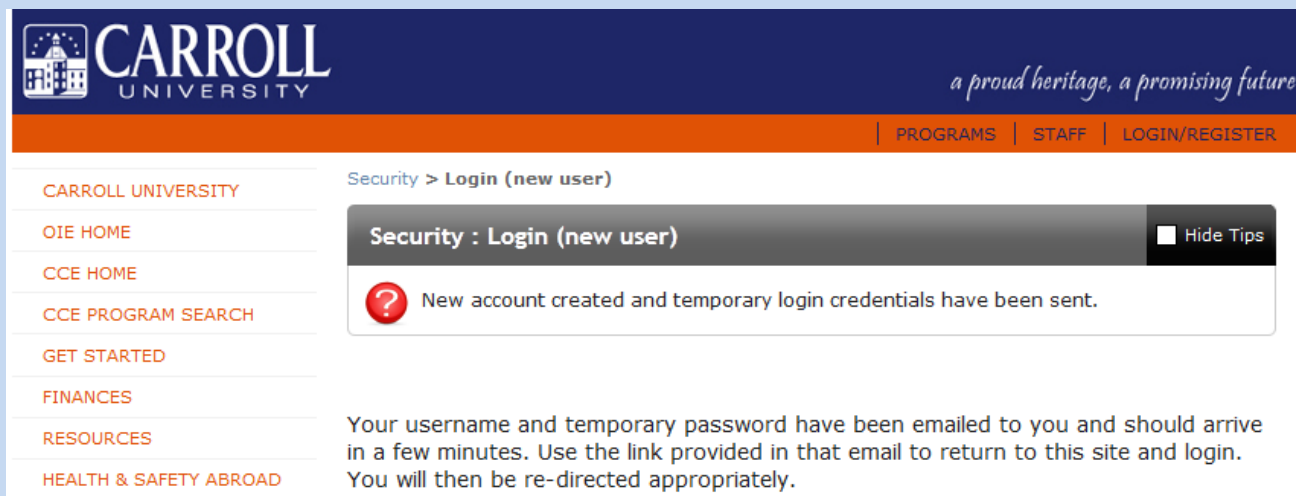
First Name:	<input type="text" value="Peter"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Pioneer"/>
Email:	<input type="text" value="piopete@pio.carrollu.edu"/>
Date of Birth:	May 9 2012
Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female

NOTE: An email will be sent to you with your login and password information.

A dialog box will appear. Select “OK”.

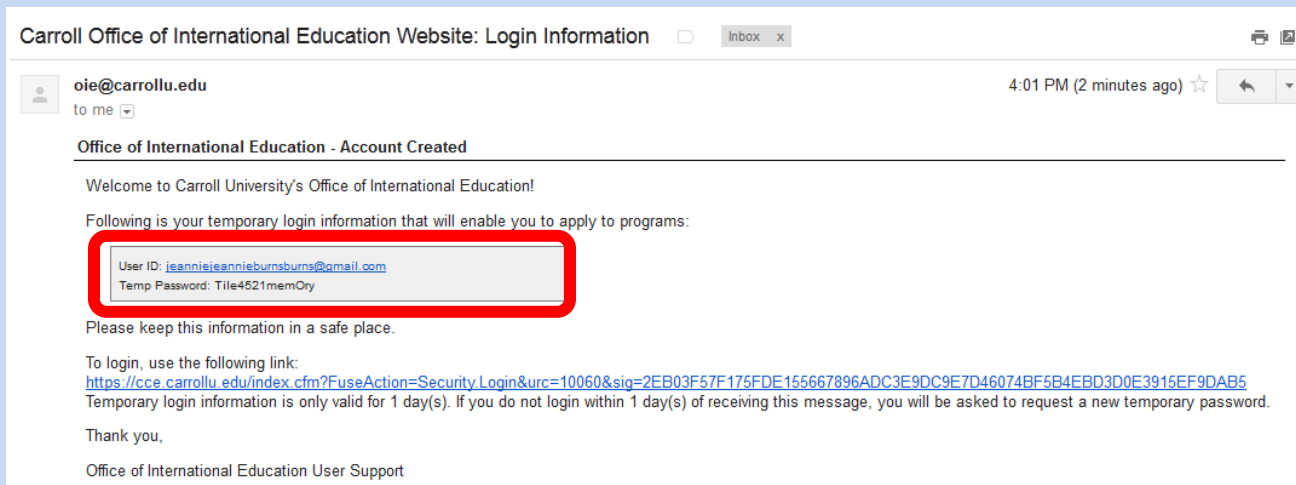
An email will be sent shortly with your login information. Once you login, you will be returned to your previous location.

The following message will appear:



The screenshot shows the Carroll University website header with the logo and tagline "a proud heritage, a promising future". Below the header is a navigation bar with links for PROGRAMS, STAFF, and LOGIN/REGISTER. On the left is a sidebar menu with links like CARROLL UNIVERSITY, OIE HOME, CCE HOME, CCE PROGRAM SEARCH, GET STARTED, FINANCES, RESOURCES, and HEALTH & SAFETY ABROAD. The main content area shows a "Security > Login (new user)" section. A dark grey box contains the text "Security : Login (new user)" and a "Hide Tips" button. Below this is a red question mark icon and the message: "New account created and temporary login credentials have been sent." Further down, a paragraph states: "Your username and temporary password have been emailed to you and should arrive in a few minutes. Use the link provided in that email to return to this site and login. You will then be re-directed appropriately."

Step 6: Check your email. You should have received the following email from ois@carrollu.edu. This email will contain your User ID (which is your Carroll University email address) and your temporary password.



The screenshot shows an email interface for "Carroll Office of International Education Website: Login Information". The sender is "ois@carrollu.edu" and the subject is "Office of International Education - Account Created". The email body contains a welcome message and states: "Following is your temporary login information that will enable you to apply to programs:". A red box highlights a table with the following information:

User ID: jeanniejeannieburnsburns@gmail.com
Temp Password: T1le4521memOrY

Below the table, it says "Please keep this information in a safe place." and provides a login link: <https://cce.carrollu.edu/index.cfm?FuseAction=Security.Login&urc=10060&sig=2EB03F57F175FDE155667896ADC3E9DC9E7D46074BF5B4EBD3D0E3915EF9DAB5>. It also notes that the temporary login information is only valid for 1 day(s).

Copy the temporary password. Repeat Step 1 (go to <http://cce.carrollu.edu> and click on "LOGIN/REGISTER").

Step 7: Enter your User ID (your Carroll University email address) and your temporary password. Click “Login”.

CARROLL UNIVERSITY
OIE HOME
CCE HOME
CCE PROGRAM SEARCH
GET STARTED
FINANCES
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[View All](#)

Security > Login (existing user)

Security : Login (existing user) Hide Tips

To login, please enter your username and password in the form provided below.

Please log in:

Username: piopete@pio.carrollu.edu
Password: ●●●●●●●●

[Forgot your password?](#)

New Administrative User:
If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:
[Recommender](#)
[Reviewer](#)
[Staff](#)

Carroll Applicants, use Secure Login.

Step 8: Change your temporary password using the guidelines provided. You may use your normal Carroll University password (if it meets the guidelines provided) or you may use something different. Click “Change”.

Security > Change Temporary Password

Security : Change Temporary Password Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

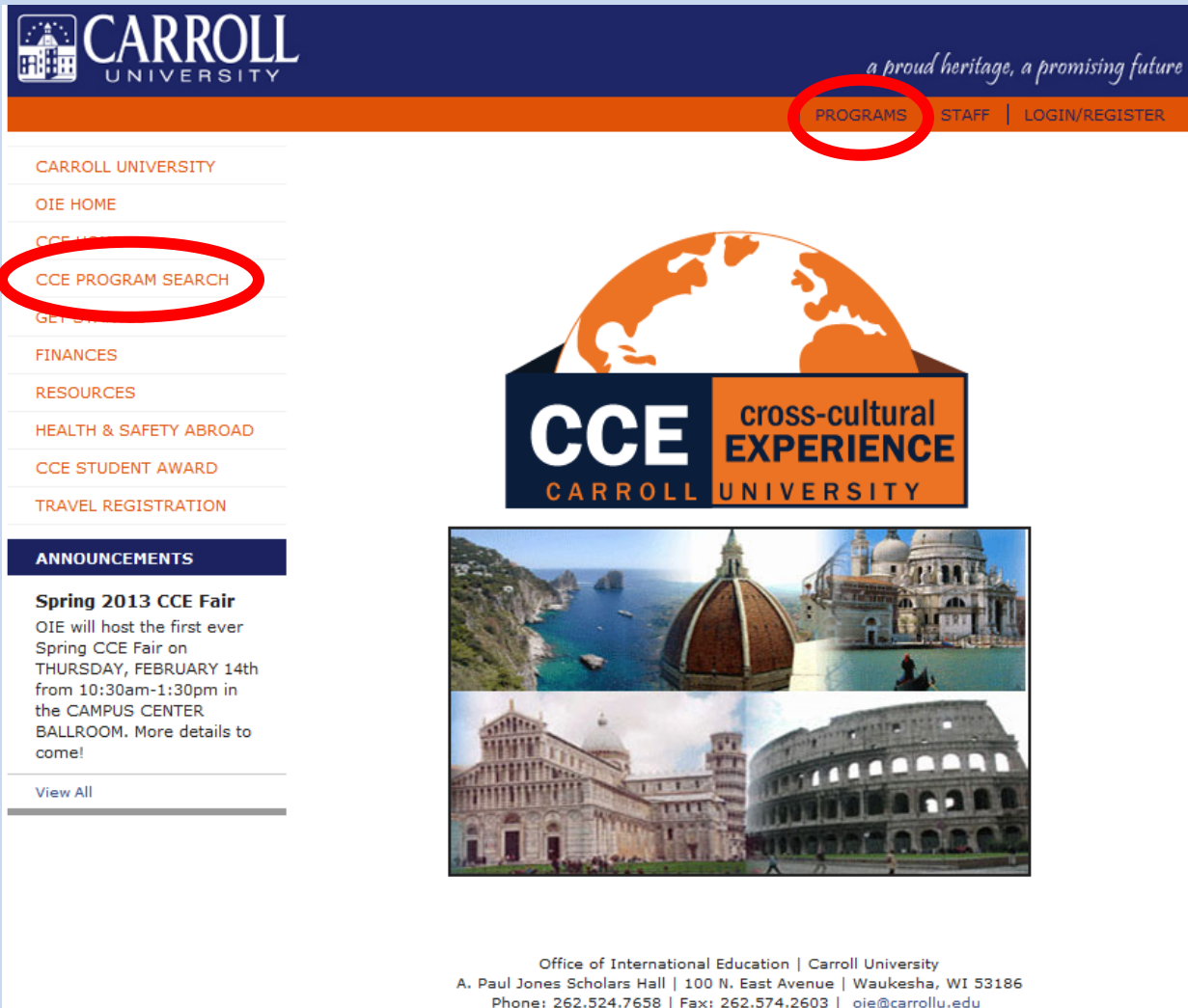
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:	<input type="password" value="••••••••"/> (this is the password you would like to use for all future login attempts) Password meets strength criteria and is acceptable
Re-enter New Password:	<input type="password" value="••••••••"/>

That’s it! You have created your CCE Website profile! Please note that this account is not linked to your Carroll University portal and email account. If you change your Carroll University password your CCE Website password will not automatically be updated. Likewise, if you change your CCE Website password, your Carroll University password will not be changed.

You may now search for programs by clicking “CCE Program Search” from the left-hand navigation menu or “Programs” from the top right-hand menu on any CCE webpage.



The screenshot displays the Carroll University website header and navigation. The top navigation bar includes "PROGRAMS" (circled in red), "STAFF", and "LOGIN/REGISTER". The left-hand navigation menu lists various options, with "CCE PROGRAM SEARCH" circled in red. The main content area features the CCE logo, which includes a globe and the text "CCE cross-cultural EXPERIENCE CARROLL UNIVERSITY". Below the logo is a collage of images showing various international landmarks and architecture, including a dome, a cathedral, and the Colosseum. At the bottom, contact information for the Office of International Education is provided.

CARROLL UNIVERSITY
a proud heritage, a promising future

PROGRAMS | STAFF | LOGIN/REGISTER

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[View All](#)

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