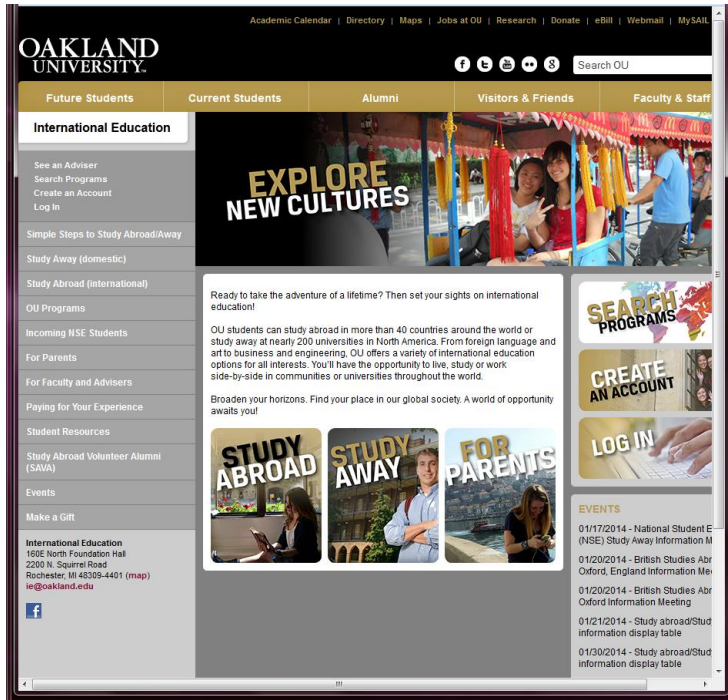


Program Directors – Using the OIE Website to Process Participant Applications


1. Go to OIE website at www.oakland.edu/ie.



2. Choose “Create Account” from the menu on the left. Request “Adviser” status.

The screenshot shows the "Create an Account" form on the Oakland University International Education website. The form is titled "Create an Account" and includes fields for "First Name*", "Last Name*", "E-mail*", "Phone Number*", and "Your Country*" (a dropdown menu). Below these are fields for "Your Status*" (a dropdown menu with "Faculty or Advisor" selected), "Your Major*" (a dropdown menu), and "Term you anticipate you will study abroad*" (a dropdown menu). At the bottom, there are fields for "Choose Password*" and "Repeat Password*". The left sidebar contains a menu with options like "Contact Us", "Getting Started", "Welcome", "Calendar Events and Deadlines", "Simple Steps to Study Abroad", "Study Away Programs", "Programs", "Apply for Study Abroad", "Create Account" (highlighted), "Application Instructions", "More Information", and "Frequently Asked Questions".

3. You will get what appears to be an error message. Email us at ie@oakland.edu , and we'll go into the system to confirm your status. You will then be able to log in to the website.



**AKLAND
UNIVERSITY**
Oakland University
160E North Foundation Hall
Rochester, MI 48309
248-370-2889
ie@oakland.edu

International Education

E-mail:
Password:
[Account Login](#)

[Contact Us](#)
[Getting Started](#)
[Home](#)
[Academic Events and Deadlines](#)
[Simple Steps to Study Abroad](#)
[Study Away Programs](#)
[Programs](#)
[Apply for Study Abroad](#)
[Create Account](#)
[Application Instructions](#)
[More Information](#)

Unauthorized access! We need to confirm that you are indeed a faculty member or advisor at our school and that you are authorized to have administrative access on this website.
Please contact our office so that we can confirm your status.


Login to Your Account

E-mail:
Password:

[Register now](#)
[Recover password](#)

4. On your next visit to the website, log in in the upper right corner. The website will take you to the roster of students who have created an account and clicked to apply to your program. You can also advance search for a student in your program by name. The Search by Program section will only allow access to information in your program.

(5) Oakland University ... Home - International E...



**OAKLAND
UNIVERSITY**
Oakland University
160E North Foundation Hall
Rochester, MI 48309
248-370-2889
ie@oakland.edu

[My questions](#) | [My profile](#)

[Students](#) | [Programs](#) | [SA Office](#)

Hello, Professor
University Home
LOGOUT

sign out from work

Features
[Search Students](#)
[Student Contact Report](#)
[Student App Report](#)
[Student Abroad Report](#)
[New Report Template](#)
[Report Templates](#)
Traveler Access
Message Center
Assigned Questions: 0

Students

Last Name	First Name	Last Login Date	Email	Phone	Status	Select Users
Ingram	Ashley	Dec 05, 2013		3136223789	Profile Only	<input type="checkbox"/>
Biehl	Robert	Jan 09, 2014		5855537820	Profile Only	<input type="checkbox"/>
Olsvasky	Kara	Jan 11, 2014		2488429885	Profile Only	<input type="checkbox"/>
Mecum	Emily	Oct 02, 2013		2485052079	Profile Only	<input type="checkbox"/>
Kim	Nicholas	Oct 02, 2013		2489801043	Profile Only	<input type="checkbox"/>
Demian	Ereny	Nov 22, 2013		2489357407	Profile Only	<input type="checkbox"/>
McCreary	Crystal	Oct 05, 2013		9492448205	Profile Only	<input type="checkbox"/>
Bazzi	Sara	Oct 08, 2013		3137020256	Profile Only	<input type="checkbox"/>
Ruppel	Alison	Jan 07, 2014		5868738520	Profile Only	<input type="checkbox"/>
Ameer	Amanj	Jan 08, 2014		2484207367	Profile Only	<input type="checkbox"/>
Baron	Brittany	Oct 15, 2013		2488725346	Profile Only	<input type="checkbox"/>
Ameer	Amani	Oct 15, 2013		2484207367	Profile Only	<input type="checkbox"/>
Smith	Trisha	Jan 15, 2014		5869460076	Profile Only	<input type="checkbox"/>
Taggart	Jennifer	Dec 20, 2013		2488046756	Admitted by Program Sponsor	<input type="checkbox"/>
Chrostowski	Eden	Oct 24, 2013		2483633459	Profile Only	<input type="checkbox"/>

Students Advanced Search

First Name:
Last Name:
Status:
Last Login: from to
Program Preferences First Country Choice:

5. At the bottom of this page is an option to email all or selected persons if you need to communicate with the group or with a single individual or a subset. From this page you can click on the last name of any student (hidden here to protect privacy) to pull up their file:

Hello, Brian
University Home
LOGOUT

Features

Search Students
Add Student
Student Contact Report
Student App Report
Student Abroad Report
New Report Template
Report Templates
Message Center Report
Open Doors Report

Traveler Access
Individual Traveler
Trips

Message Center
Assigned Questions: 10
Unassigned Questions: 2

Students	Programs	SA Office	AO Set-up
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Students

New User

Last Name	First Name	Last Login Date	Email	Phone	Status	Select Users	Delete
Magoo II	Rufus	Oct 21, 2013		2484962406	Admitted by Program Sponsor	<input type="checkbox"/>	

Students Advanced Search

First Name:

Last Name:

Status:

Last Login: from to

Program Preferences First Country Choice:

Major:

Search by Programs

Select Program Category:

6. On this page, you are able to upload documents to the student's file or to the record notes on the student. And from here, by clicking on the student's last name, you will be able to access the student's individual files.

Rufus Magoo II Status

Current status: Admitted by Program Sponsor

Select new status: ☒ Send notification

Change Student Status

'Rufus Magoo II' Applications

Term	Provider	Program	Status	Online Forms	Action
Summer 2013	Oakland University	British Studies at Oxford Program	Completed	Application Form (1/5) Enrollment Form (0/2)	

Save Status

Add Application for this User

'Rufus Magoo II' Contact Information

First Name*:

Middle Initial:

Last Name*:

If the file contains private information, you will be asked to tell the purpose of this access, and it will be logged. On this page you may also change the status of the student, e.g. from “Under Review” to “Admitted.” Note that you may need to change and save the status at both the top of the page and in the blue bar area.

You may also run reports – e.g. looking for all the applicants whose status is “Profile Only” so that you can remind them to complete their application.