

# MichiganCAP

the Michigan College Access Portal



## Go-Live Newsletter

### Introduction

It has been a long arduous journey, but we finally made it! In this Go-live issue you will meet the portal outreach unit and learn how to register for an account.

### It's Alive!

Go to MichiganCAP.org and check it out.

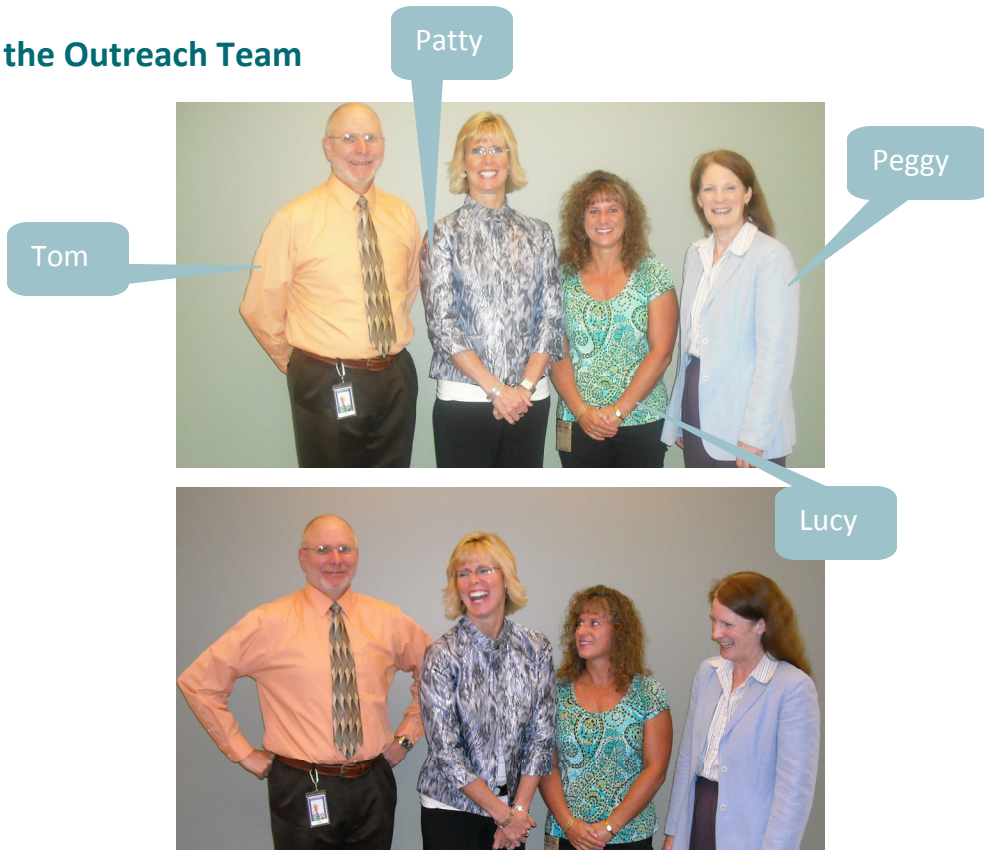


The screenshot shows the MichiganCAP Portal homepage. At the top left is the MichiganCAP logo and a map of Michigan. Below the logo is a navigation bar with icons for 'Calculators to Estimate College Cost', 'Communicate with Friends and Counselors', 'College Search and Comparison Tool', and 'Create a Personal Profile'. The main content area features a 'Welcome to MichiganCAP Portal!' message, a 'Sign in or Register' section with input fields for 'Username/Email' and 'Password', and a 'Register in 3 easy steps' list. The footer contains copyright information and links for 'Contact Us', 'Support', 'Terms of Use', and 'Privacy Policy'.

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## Meet the Outreach Team



As of October 1, 2010, the Michigan College Access Challenge Grant (CACG), formerly administered by the Michigan Department of Treasury, will be administered by the Michigan Department of Education (MDE). Four Treasury employees, Tom Freeland, Peggy LaFleur, Patty Hill and Lucy Sciotti, will be transferring to MDE to help carry out the requirements of the CACG and to continue important work on college access. Their first official day as MDE employees will be Monday, October 4th. In the meantime, they will begin a transition phase from their current duties to those included in the CACG.

The grant will support the "Michigan College Access Network Strategy" including allowing the new MDE "College Access and Outreach Unit" to reach out to K-12 schools as they develop college-going cultures. The CACG will support the ongoing work of the Michigan College Access Network (MCAN) in creating and supporting Local College Access Networks throughout the state by providing professional development, technical assistance, and grant opportunities. The CACG will specifically allow MDE and MCAN to implement the Michigan College Access Portal (MichiganCAP) and the "KnowHow2GOMichigan" public awareness campaign throughout the state, but particularly within local communities. Finally, the grant will support local networks by strengthening our partner initiatives within these communities including the College Positive Volunteerism Project, the Michigan College Advising Corps, Promise Zones, and Achieving the Dream.

We look forward to assisting you with your college access initiatives.

## Registration

Visit [www.michigancap.org](http://www.michigancap.org) to register.

**MichiganCAP**  
the Michigan College Access Portal

### Welcome to MichiganCAP Portal!

The Michigan College Access Portal (MichiganCAP) is a statewide initiative which provides free support for all students and families in Michigan to simplify the process of transitioning from high school to college and career. MichiganCAP will offer students, parents, counselors and adult learners easy-to-use web-based, personalized tools to insure that each step in the process of choosing and applying for college is completed successfully.

**Calculators to Estimate College Cost**

**Communicate with**

**College Search Comparison Tool**

**Sign in or Register**

Username/Email:

Password:

**Sign in**

[forgot your username/password](#)

**Register in 3 easy steps:**

1. Pick your role.
2. Select a username and password.
3. Complete the registration information.

**Register**

**Sign in or Register**

Username/Email:

Password:

**Sign in**

[forgot your username/password](#)

**Register in 3 easy steps:**

1. Pick your role.
2. Select a username and password.
3. Complete the registration information.

**Register**

## Pick a Role

### Sign-Up

If you are an Access Counselor please contact your Institution for registration information.

**Step 1**

I am a: \*

Choose one

- Choose one
- Student - College
- Student - High School
- Counselor
- Teacher
- Parent
- Adult Learner / Job Seeker
- Other

If you are a student, parent, or adult learner/job seeker you will be able to fill out the registration form on the next page. If you are a counselor or teacher and have an official email address, you will only be able to sign up for an account after verifying your email address.


## Completing the Registration form

### Sign-Up

#### Step 2

E-mail:  \*

Confirm E-mail:  \*

Choose Password:  \* 

Confirm Password:  \*

Security Question: Choose a question...  \*

Security Answer:  \*

Your email address will become your username.

Passwords must be at least 8 characters long, have one upper and lower case character, and a number.

School Name:   \*

Student ID:

Graduation Year:


High school students and counselors must choose their school when registering. This will allow for connections to be established within the portal.

Prefix:

First Name:  \*

Last Name:  \*

Middle Name:

Date of Birth:  \* 

Address:

City:

County: Please Select ...  \*

State: MI  \*

Zip:  \*

Home Number:

Work Number:

Cell Number:

Fields with red asterisks are required.

Information buttons are dotted throughout the portal to help users navigate.

## Finishing the Process

### Sign-Up

#### Step 3

Gender:  Female  
 Male  
 Do not wish to disclose

Ethnicity:

Citizenship:

I have read and agree to the [Terms of Use](#) and [Privacy Policy](#).

Complete the following fields, read the Terms of Use and Privacy Policy, and then click Submit to complete the registration process.

## Congratulations

You have successfully created a MichiganCAP account. It is now time to start exploring.

#### TIP:

Hide 

You will be receiving an e-mail shortly with more information. [Click here to go to your portfolio](#)

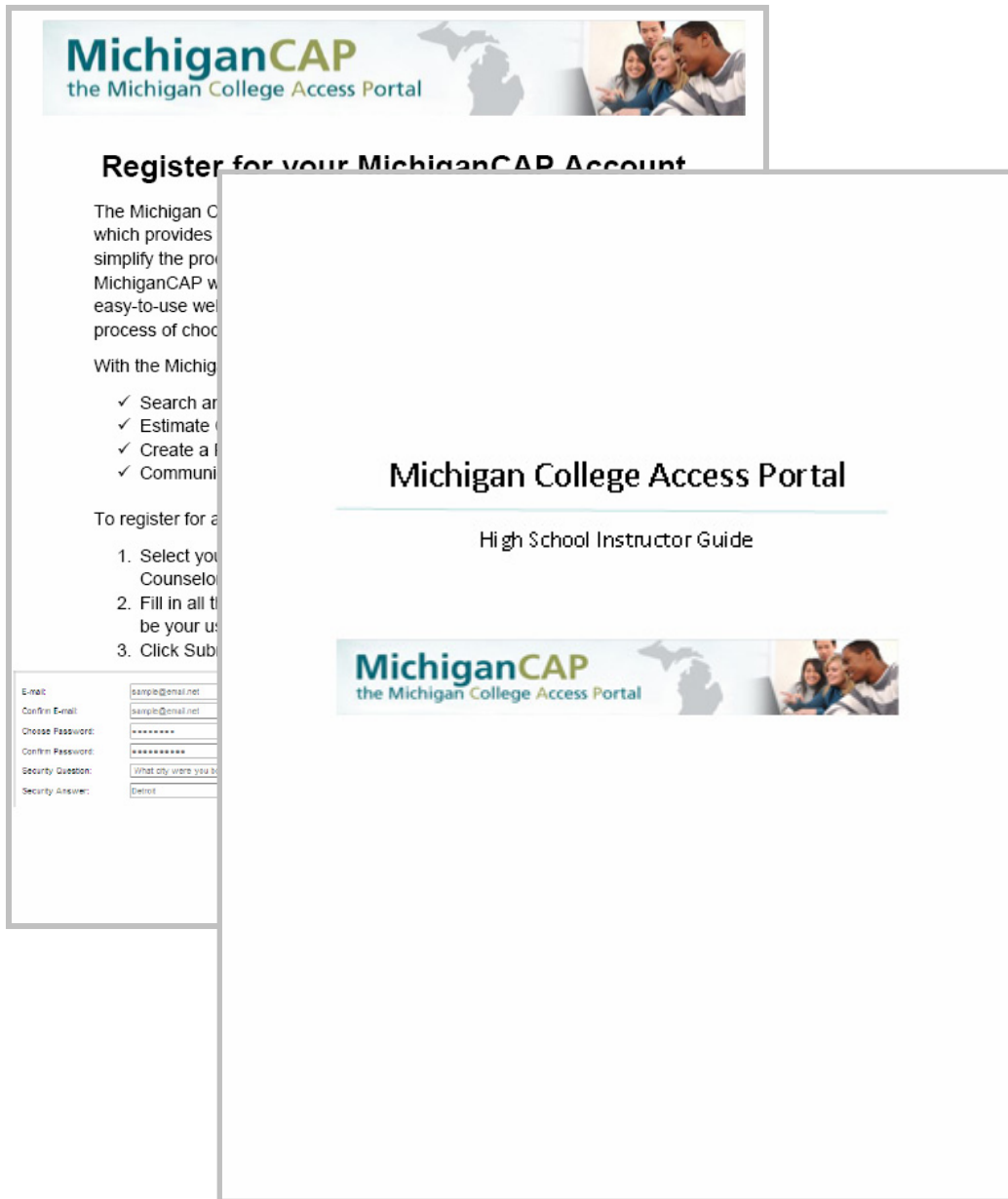
Congratulations! You've registered for MichiganCAP. Next, complete your [portfolio](#) including your [activities](#) and [honors and awards](#). Your information will help you [search for colleges](#) and explore options for your career.

You can update your information at any time through the [My Account](#) link. If you need assistance, talk to your guidance counselor or email us at [support@michiganca.org](mailto:support@michiganca.org).

This site is brand new, and over the next few months we'll introduce new features. So keep coming back. And good luck with your college and career search.

## The Manual

If you are a high school counselor, and would like a copy of the training manual, please contact Lucy Sciotti at [SciottiL@michigan.gov](mailto:SciottiL@michigan.gov).



The image shows a screenshot of the MichiganCAP registration page. At the top, there is a banner with the MichiganCAP logo and a photo of three students. Below the banner, the heading reads "Register for your MichiganCAP Account". The page contains introductory text about the portal's purpose, a list of features (Search and Filter, Estimate, Create a Plan, Communicate), and a list of steps to register for an account. A registration form is visible on the left side of the page, with fields for E-mail, Confirm E-mail, Choose Password, Confirm Password, Security Question, and Security Answer. The Security Question is "What city were you born in?" and the Security Answer is "Detroit".

**MichiganCAP**  
the Michigan College Access Portal

### Register for your MichiganCAP Account

The Michigan CAP... which provides... simplify the pro... MichiganCAP w... easy-to-use we... process of choo...

With the Michig...

- ✓ Search and Filter
- ✓ Estimate
- ✓ Create a Plan
- ✓ Communicate

To register for a...

1. Select your role as a Counselor
2. Fill in all the required information to be your user
3. Click Submit

E-mail:   
Confirm E-mail:   
Choose Password:   
Confirm Password:   
Security Question:   
Security Answer:

## Michigan College Access Portal

High School Instructor Guide

**MichiganCAP**  
the Michigan College Access Portal

## Resources tabs

Check out the resources tab for information on GEAR UP, the Michigan Transfer Network, Michigan College Access Network, Know How 2 Go Michigan and No Worker Left Behind.



### About Us

The goal of the MTN is to help students find the equivalency...

The Michigan Transfer Network is the place you would like to go if you are looking for a site is for you! You can find...

### Links & Information

[Click here to visit the...](#)



### About Us

The Michigan College Access Network (MCAN) exists to dramatically increase the college participation and completion rate in Michigan, particularly among low-income and/or first-generation college students of all ages. MCAN members agree that in order to build and sustain a vibrant economy and strong communities in Michigan, everyone must have the opportunity to access postsecondary education and succeed through degree completion. Our goal is to increase the proportion of Michigan...



### About Us

Young people in all socio-economic groups have college aspirations. In fact, eight out of 10 expect to attain a bachelor's degree or higher, according to the U.S. Department of Education. But despite their aspirations, students from low-income and minority backgrounds are underrepresented on college campuses. Studies show...

In order to turn these students' college dreams into reality, the KnowHow2Go campaign in January 2007. This campaign is targeting 8th through 10th graders to prepare for college success...

### The Four Steps to College

1. Be...
2. Put...
3. Fin...
4. Put...

To ensure the success of this campaign...

### Links

[Click here...](#)  
[Click here...](#)  
[Click here...](#)



### About Us

No Worker Left Behind (NWLB) is a time-limited free tuition program to help Michigan workers get training and new jobs and to help Michigan employers find great workers for their businesses.

...as professionals to be highly-qualified through technical education initiatives through technical education as well as strengthens partner...



### About Us

The GEAR UP program is a discretionary grant program designed to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

The King-Chavez-Parks (KCP) Initiative GEAR UP/College Day Program provides counseling, advising, mentoring, academic support, summer programs, college visits, information on college access and financial aid to assist students in their academic success in middle and high school as well as successful transition to college. The GEAR UP/College Day Program is implemented by Michigan's fifteen public universities who work with identified individual school buildings meeting the requirements for participation. The GEAR UP/College Day Program serves entire classrooms of students beginning in 7th grade and follows their cohort through graduation from high school. GEAR UP/College Day students who have met the participation requirements of their program have the opportunity to get a scholarship to help pay college expenses.

### Links & Information

[Click here for more information on the King-Chavez-Parks Initiative.](#)  
[Click here to download the Grab College Prep booklet.](#)  
[Click here to visit the National Council for Community and Education Partnerships \(NCCPEP\) website.](#)

...program;

## **Contacts/Feedback.....**

It is important that we hear from you. Please send any questions or suggestions regarding the portal to:

**Philip Trapp – Contract Compliance Inspector**  
[TrappP@Michigan.gov](mailto:TrappP@Michigan.gov)

**Brandy Johnson – MCAN Director**  
[Brandy@micollegeaccess.org](mailto:Brandy@micollegeaccess.org)

**Tom Freeland – Outreach Team Leader**  
[FreelandT@Michigan.gov](mailto:FreelandT@Michigan.gov)