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.
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.
Pick a Role

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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>*Required, will become your username.</td>
</tr>
<tr>
<td>Confirm E-mail</td>
<td>*Required</td>
</tr>
<tr>
<td>Choose Password</td>
<td>*Required, at least 8 characters, one upper and lower case, and a number.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>*Required</td>
</tr>
<tr>
<td>Security Question</td>
<td>Choose a question...</td>
</tr>
<tr>
<td>Security Answer</td>
<td>*Required</td>
</tr>
</tbody>
</table>

**School Name:**

- Find High Schools
- Find Schools

**Student ID:**

**Graduation Year:**

**Prefix:**

- Select

**First Name:**

**Last Name:**

**Middle Name:**

**Date of Birth:**

**Address:**

**City:**

**County:**

- Please Select...

**State:**

- MI

**Zip:**

**Home Number:**

**Work Number:**

**Cell Number:**

Submit
Finishing the Process

Sign-Up

Step 3

Gender:  
- Female
- Male
- Do not wish to disclose

Ethnicity:  
- [Dropdown menu]

Citizenship:  
- United States

☐ I have read and agree to the Terms of Use and Privacy Policy.

Submit

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:

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@michigancap.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 SciottL@michigan.gov.
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.
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

Brandy Johnson – MCAN Director  
Brandy@micollegeaccess.org

Tom Freeland – Outreach Team Leader  
FreelandT@Michigan.gov