



APPLICATION INSTRUCTIONS FOR PORTAL LOGIN

PORTAL LOGIN: use student's primary email address as login

STEPS TO CREATE A NEW USER PROFILE

- Click on the "Apply Now for Session X" in the Program Brochure.
- For first-time users (if you have never logged into the PORTAL before), select: "I need to create a login with my email address."



Please indicate how you will be logging in:

- I am an existing Emory user with an Emory login and password (use EMORY LOGIN to access site).
- I have used my email address to create a login for this site (use OISP PORTAL LOGIN to access site).
- I need to create a login with my email address.



Submit

- Complete New User Form, using legal name and date of birth of the student.

New User Form:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	- Month - ▾ - Day - ▾ - Year - ▾
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other

Create Account

- Check your email for temporary password and further instructions.

STEPS TO LOGIN WITH TEMPORARY PASSWORD

- Check your email for a message from ois@college.emory.edu regarding login information. You may need to check your spam or junk folder to accept messages from this account.
- Click on the appropriate link in the email to login
- Select “I have used my email address to create a login.”
- Enter your email address and temporary password (sent to you via email).

Security : User Identification Wizard: Step 1



In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

- I am an existing Emory user with an Emory login and password (use EMORY LOGIN to access site).
- I have used my email address to create a login for this site (use OISP PORTAL LOGIN to access site).
- I need to create a login with my email address.

Submit

STEPS TO CREATE A NEW APPLICATION

- Once logged in, you will see the Choose Security Questions page.
- Complete the Password Reset Security Questions.
- Click Update.

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request. ✕

Select Password Reset Security Questions

Question #1:

Correct Response:

Question #2:

Correct Response:

Question #3:

Correct Response:

Update

- You will be prompted to Change Temporary Password. (This is the password that you will use when logging in to your application.)
- Click on Change.

Security : Change Temporary Password

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:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

- Click on the Term available, which will be Summer.
- Click on Apply.

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Terms Summer, 2019

Apply Cancel

- Complete the Address section.
- Click on Save.

Required Addresses:

Permanent Address

Address:

City:

State:

Zip Code (or Postal Code):

Country:

Phone:

Mobile:

- You will now be on the Program Application Page.
- Read each section and follow the instructions.