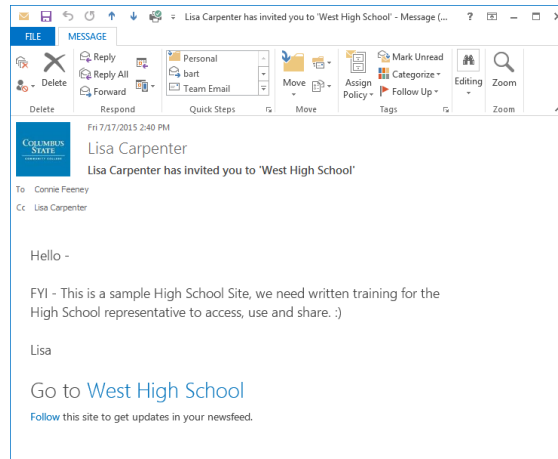


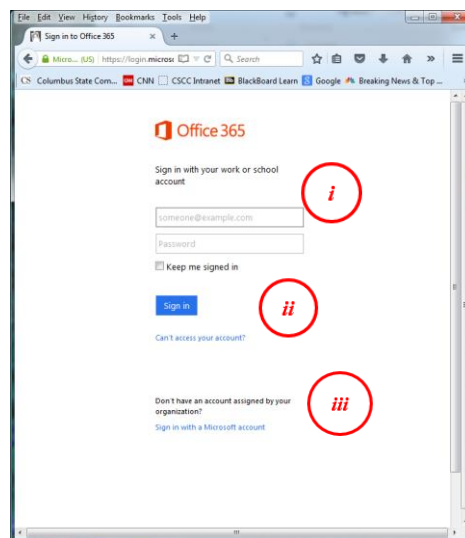
Login & Usage Instructions

The following instructions are designed to help you log into the Columbus State College Partner Site that was developed for your school. Please follow the directions to access and use the site.

1. Open the Partner Site invitation that you received in your email.

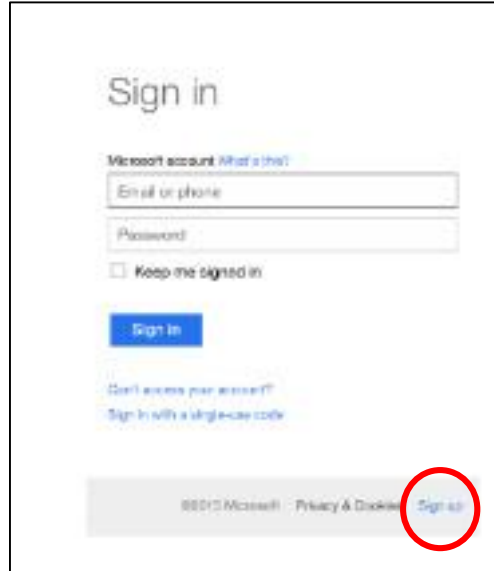


2. Click the link to access the site. You must have a Microsoft Live account in order to open this site. If you do not have an account, you can set one up using your school email address or create a Microsoft Live account.
 - a. The Login screen looks like this:

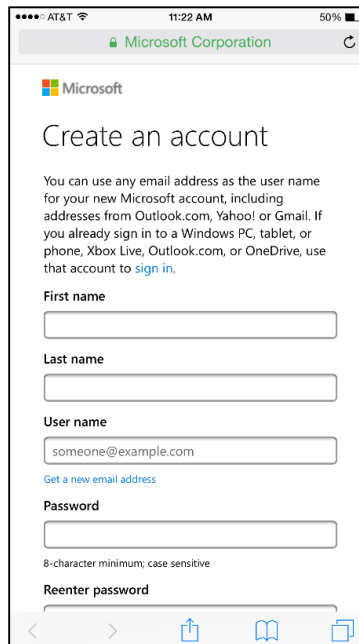


- b. There are 3 options:
 - i. Login with your Microsoft work or school account
 - ii. Can't access your account? - Help you reset your password
 - iii. Click Sign in with a Microsoft account – To create a new account

3. The box to the left will pop up, click on Sign up:



4. To create a new account fill in the information on the screen that pops up as shown below and then click on Create Account;



5. Login to your Microsoft Live account.
6. The site will open to your school's home page.

The site consists of the following areas:

- A. Columbus State Academic Calendar – Important dates from Columbus State
- B. Columbus State Documents - General documents from Columbus State
- C. Documents – Documents specific to your school
- D. Your Site Training – Documents related to access & use of the site
- E. FAQ's – Frequently Asked Questions related to the College Credit Plus program
- F. CC+ Course Roster – Spreadsheet listing students participating in the program
- G. Newsfeed – A microblog where you can share ideas and information with members of your team

The FAQs will be updated based on questions that come in. Please check to see if your question is listed. If you still have additional questions, contact Jackie Stewart at jcstewar@csc.edu.