

UMAP Student Connection Online 2.0

usco2.umap.org



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UTC: 11/Mar/2022 (Friday) 02:04:57, LOCAL: 10/Mar/2022 (Thursday) 18:04:57

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Programs

Country	Institution	Program	Year	Semester (Prog. A/B)	Scholarship	Level of Study
--	--	--	--	--	--	--
Program		Program Description		Program Dates		
No data available in table						
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Quick Start Guide for Institutions

Things to do:

- 1 Log-in, using Institutional ID
- 2 Add or edit your Profile
- 3 Add or edit UMAP Coordinators
- 4 Upload Program offerings
- 5 Review Student Applications:
Nominate, Accept, or Decline

1. Login

This is the new home page

<https://usco2.umap.org>



HOME

INSTITUTIONS

REGISTER

LOG IN

1

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Programs

Log-in here using
your institutional ID.
For example:
11_002_cc


2

This is where
students will see
you program
listings.

Country	Institution	Program	Year	Semester (Prog. A/B)	Scholarship	Level of Study
--	--	--	--	--	--	--
Program		Program Description		Program Dates		
No data available in table						
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- Log in using the User Name assigned by UMAP. It will look similar to this:
11_002_cc
- Use your **old** USCO password, but add an "!" at the end to log in.
- If the password is incorrect, click "forgot your password" and the UMAP IS will contact you
- Once logged in, hover your mouse over the box on the upper right corner that confirms your log-in details.
- This will show the menu of actions you can take:
 1. Edit Profile
 2. Manage Coordinators
 3. Manage Programs
 4. Manage Students, etc.


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Log in.


User Name

Password

☐ Remember me?

[Forgot your password?](#)

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UTC: 13/Mar/2022 (Sunday) 19:34:21, LOCAL: 13/Mar/2022 (Sunday) 12:34:21

DR. COLLEGE PRESIDENT
100_002_EX ▼

Programs

Country

Institution

Program

Year

Semester (Prog. A/B)

Program	Program Description	Program Date
No data available in table		

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EDIT MY INSTITUTION PROFILE
 MANAGE COORDINATORS
 INSTITUTION LIST
 MANAGE PROGRAMS
 MANAGE APPLICATIONS
 STUDENTS LIST
 CHANGE PASSWORD
 LOG OUT

Pro Tip: Make sure there are no extra spaces when you cut/paste your logon details!

2. Edit your Institutional Profile

Institution Edit

1

Id

426

1

Institution Name *

St Paul University Philippines

Signed Date *

10/Mar/2022

Status *

☒ Active ☐ Inactive

Published *

☒ Published ☐ Drafted

2

About Us *

St. Paul University Philippines is a

Population *

0-5,000

3

City *

Tuguegarao

Country *

PHILIPPINES

Institution Website *

https://spup.edu.ph/

4


Additional link 1

Additional link 2

Mailing Address

Phone *

+63 78 844 1863



Logo *

Choose File

No file chosen

Quota *

0

5

Save

Fill in every box that has a red asterisk *

Write a paragraph or two for the "About Us" section. This is where you tell the story of your institution! There is a maximum of 1000 characters here, so you may get an error message if you write too much.

"Population" is the size of your Institution

Add links to your Department, programs, or international resources. Use the http:// format with all links or you might get an error.

Upload your logo.

5

3. Edit or Add Coordinators:

You may enter the details for up to 3 UMAP Coordinators at your Institution

1

Fill in every box that has a red asterisk *

2

Include the Department/Office information and job title or position for each coordinator

3

"Title" might be Prof, Dr, Mrs, Mr, Ms

4

You may wish to enter a personal email address as well as institutional one

Edit Coordinator.

The screenshot shows a web form titled "Edit Coordinator." with two main sections: "Institution Info" and "Coordinator Info".

- Section 1 (Institution Info):** Contains four fields: "Country *" (dropdown menu showing "PHILIPPINES"), "Institution *" (dropdown menu showing "St Paul University Philippines"), "Department/Office *" (text input), and "Position *" (text input).
- Section 3 (Coordinator Info):** Contains six fields: "Gender *" (dropdown menu showing "--"), "Title *" (text input), "First Name *" (text input), "Last Name *" (text input), "Email for Notifications *" (text input), and "Alt. Email" (text input).
- Section 4:** A radio button group for "Email Notifications" with options "Yes" (selected) and "No".


At the bottom of the form is a blue "Save" button with a floppy disk icon.

Numbered callouts on the form:

- 1:** Points to the "Country *" dropdown.
- 2:** Points to the "Department/Office *" text input.
- 3:** Points to the "Gender *" dropdown.
- 4:** Points to the "Email for Notifications *" text input.

4. Add programs

Log in. From your home screen select "Manage Programs"

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100_002_EX ▾

Programs

Country

Institution

Program

Year

Semester (P

Program

Program Description

Program Date

EDIT MY INSTITUTION PROFILE

MANAGE COORDINATORS

INSTITUTION LIST

MANAGE PROGRAMS

MANAGE APPLICATIONS

STUDENTS LIST

CHANGE PASSWORD

LOG OUT

Program List

<div>Add A/BAdd CAdd Virtual</div>									
Publish Status	Application Status	Country /Territory	Institution	Semester	Program Name	Program Type	Abroad	Last Updated	
Published	Closed	PHILIPPINES	St Paul University Philippines	Fall	Tourism and Hospitality	A/B	2022	11/Mar/2022	View
Published	Closed	MALAYSIA	University of Malaya	Fall	Best time ever program	A/B	2022	11/Mar/2022	View
Published	Open	MALAYSIA	University of Malaya		Welcome to Malaysia	C	2022	11/Mar/2022	View
								Previous	1Next

See program options under the Program List menu. Choose to add:

- **Program A/B** (semester long)
- **Program C** (short term)
- **Virtual** (all online exchanges/programs)

4. Add Programs



Program A/B Edit

General Information

Status

Drafted

Program Information

Program Name *

Program Description *

Program Contact Name

Program Contact Email

Exchange Type

☐ Physical Exchange ☐ Virtual Exchange

Teaching Language *

Degree Level *

☐ Graduate ☐ Undergraduate ☐ Graduate-Undergraduate

Exchange Duration

☐ 1 Semester ☐ 2 Semester

Accept Native English

☐ Yes ☐ No

English Language Requirnemts

☐ TOEFL ☐ IBT ☐ IELTS ☐ OTHER

If other, specify

Score (English)

Accept Lower Score with Explanation

☐ Yes ☐ No

If yes, please describe

Other Language Requirements

Timeline

Timeline *

--

Application Cycle

☐ 1st ☐ 2nd ☐ 1st and 2nd

Program A/B Information

Additional Information

Required GPA

1st Semester

Start Date *

End Date

2nd Semester

Start Date

End Date

Credit Transfer *

☐ Yes ☐ No

If yes, Number of credits per course

Number of tuition waived participants *

☐ 1 ☐ 2

Additional number of students accepted

Number of students accepted fee paying (Program B)

Academic Field *

☐ Agriculture ☐ Architecture ☐ Area Studies ☐ Biology ☐ Business

Facilities and Resources

Scholarships Available *

☐ Yes ☐ No

Scholarship Information

Program Fee

Tuition or Program Fee *

Average housing cost *

Local Transportation Fee *

Other Fees *

Cost of Living *

Medical Insurance *

VISA *

Total Cost

Additional Program Information

Description 1

URL 1

Description 2

URL 2

Description 3

URL 3

Save

Save and Submit

Click **SAVE** if you need to come back later to finish. Click **SAVE AND SUBMIT** if you are ready to send the program for approval and publication.

Fill in every box that has a red asterisk*

Program Description is where you give the details about the program. Describe the content and activities of the program here. Specific academic disciplines should be included here. Do not enter more than 1000 characters or you may get an error message when you save.


For Program A, indicate if you will accept 1 or 2 tuition waived students. If you will accept additional students, please show the number. For program B, show the total number of students you will accept.

Enter zero if there is no charge for any budget line. The budget should show monthly costs.

Use the Additional Program Information and links to share information about visa application, student support services, or additional information Use the "Description" line to say what the link is for and be sure to enter it in http:// format

5. Manage Student Applications

Log in. From your home screen select "Manage Applications"

HOME INSTITUTIONS

DR. COLLEGE PRESIDENT
100_002_EX ▾

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Application List

Study Abroad Year	Program	Program Name	Exchange Duration	Student Name	Home Institution	Host Institution	Host Country/Territory	Student willing to pay tuition	Preference	Student required to pay tuition	Home Nomination Status	Host Acceptance Status	Action Status
2022	A/B	Dragon boat racing	1 Semester	Student Test 1	University of the Fraser Valley	Example College	HONG KONG	No	2	Yes	Nominated	Accepted	Submitted Review
2022	A/B	Dragon boat racing	1 Semester	Akiko Kanagawa	Nagoya University of the Arts	Example College	HONG KONG	No	1	No	Nominated	In Review	Submitted Review

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Choose an application and click on "Review"

Akiko Kanagawa

Program Info

Program Name

Dragon boat racing

Study Abroad Year

2022

Program

A/B

Exchange Duration - Program C/V

Host Institution

Example College

Host Country/Territory

HONG KONG

Student

1

Action Status

Submitted

I would consider paying tuition if required *

No

Preference *

1

2

3

Motivation Letter

Choose File

No file chosen

Delete

Maximum file size 4 MB.

Study Plan

Choose File

No file chosen

Delete

Maximum file size 4 MB.

Home Institution

2

Student required to pay tuition

No

Nomination Status

Nominated

Host Institution

3

Acceptance Status

In Review

Study Abroad Status

--

Save

Student Info

Student Name

Akiko Kanagawa

Student Home Institution

Nagoya University of the Arts

Student Email

dcmichi@gmail.com

Native English

No

English Language Proficiency

IELTS

Score (English)

6.5

If Other, specify

Other Language Certification

Score (Other)

Student GPA

3.8

GPA Scale

4

Attachments:

Transcript

Transcript.docx

Certification of English Language Exams

UMAP English Test Scores.docx

Certification of Other Language Exams

SDG_chart.pdf

5. Review Applications

1

Review **Program Info** and **Student** details. Click to review student motivation letter. Review student's language test scores and GPA. Click to open attached Transcripts and Language Certification.

2

To Nominate your student, go to the Home Institution section. Use the drop-down menus to select a status. If nominating as Program A, select "No" tuition. If nominating as Program B, select "Yes" for tuition payment. Select Nomination Status: Nominated or Declined. Click the blue Save button at the bottom left.

3

If student is applying TO your institution go to the Host Institution section. Use the drop-down menus to select a status . Select Acceptance Status: Accepted or Declined. . If you Accept this student, use the Study Abroad Status Menu to update their status: Accepted, Studying, Completed, Cancelled. Click the blue Save button at the bottom left. If you do not see the "Save" button, it may not be the right time to take this decision. Check the program A/B timeline or the application deadlines (program C) to see when you should be taking action. The Save button should be visible then.

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6. Communicate, Collaborate



PROGRAMS

INSTITUTIONS

INTERNATIONAL SECRETARIAT
ADMIN_001 ▾

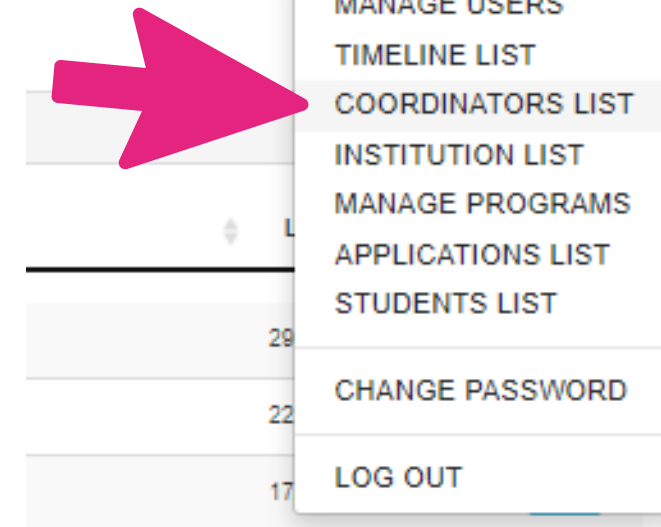
Coordinator List

[Add New](#)

Institution	Position	Title	Name	Email	Last Updated	
Example College	Director	Mx	M smith	email@gmail.com	29/Mar/2022	View
Fu Jen Catholic University	Coordinator	Ms	Christine TSAI	flutewhale@gmail.com	22/Mar/2022	View
Nagoya University of the Arts	Director	Ms.	Kumi Matsuzaki	exchange@nua.ac.jp	17/Mar/2022	View
Nagoya University of the Arts	coordinator	Ms.	Yuko Mori	exchange@nua.ac.jp	17/Mar/2022	View
Romblon State University	Director	Dr	Reynaldo Ramos	rsuinternationalaffairs2020@gmail.com	18/Mar/2022	View
Romblon State University	Director	Dr	Ester Forlaes	rsuosas@gmail.com	18/Mar/2022	View
Romblon State University	Liaison Officer	Mr	Mhel Ryan Flores	mhelryan729@gmail.com	18/Mar/2022	View
St Paul University Philippines	Director	Dr	Jeremy Morales	email@gmail.com	29/Mar/2022	View
St Paul University Philippines	Manager	Mx.	Manager One	email@gmail.com	29/Mar/2022	View
St Paul University Philippines	Manager 2	Ms	Outbound Manager	email@gmail.com	29/Mar/2022	View
University of Regina	Program Manager	Ms.	Winnia Zhang	winnia.zhang@uregina.ca	29/Mar/2022	View
University of the Fraser Valley	Study Abroad Coordinator	Ms.	Tawni Ormrod	studyabroad@ufv.ca	16/Mar/2022	View

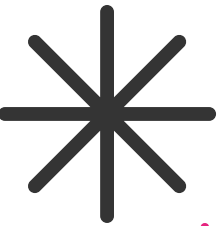
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Do you have a question about a program or application?



- Click on the Coordinators List to see all of the registered coordinators at an institution.
- Click on View to see the details
- Reach out directly to ask a question or propose a collaborative activity!

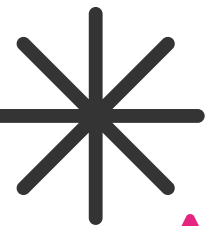
Troubleshooting... or what to try when it's not working.



**My username and password aren't working.
I'm getting an error message when I log in.**



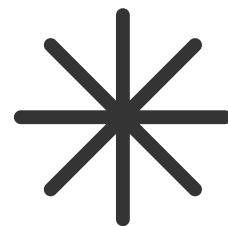
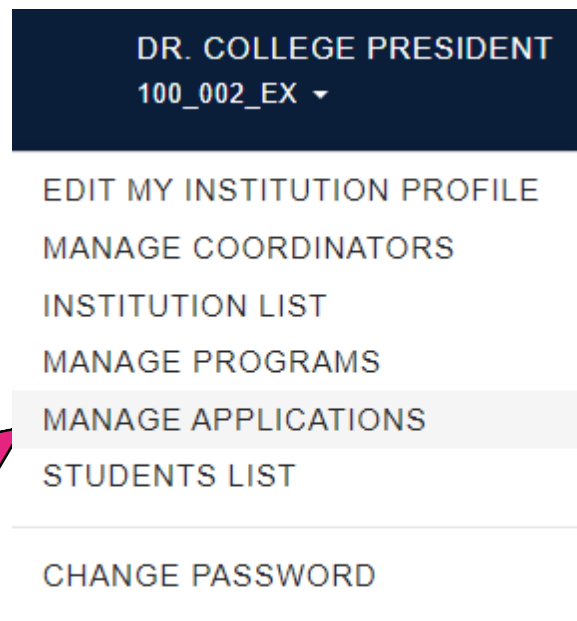
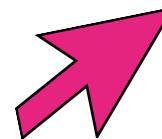
Make sure there are no empty spaces at the end of your password if you are cutting and pasting it into the form field. E-mail umap-is@umap.org if still a problem



I can not find my listing of students who have applied.



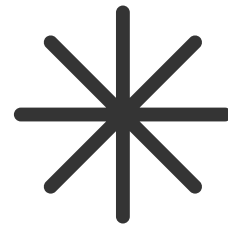
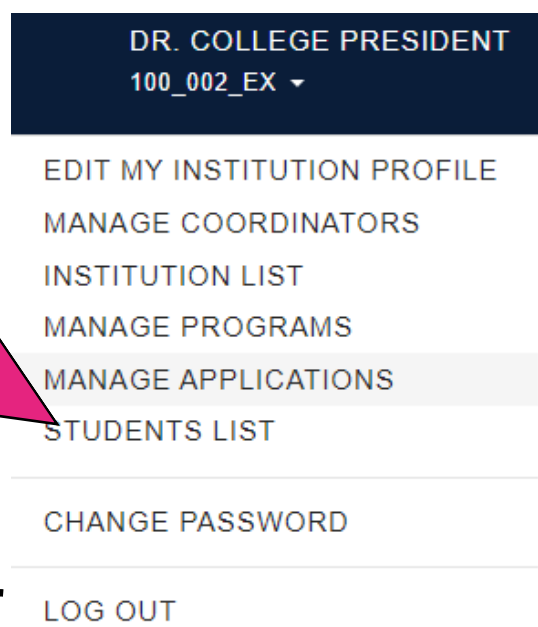
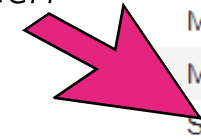
Click on the "Manage Applications" option from the home screen menu to see both outgoing and incoming students.



I'm looking for a list of students specifically from my institution. Where can I find it?



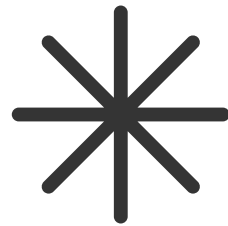
Click on the "Students List" option on the home screen to see a list of all applicants from your institution



I can't find the right academic field/discipline for my program, what should I do?



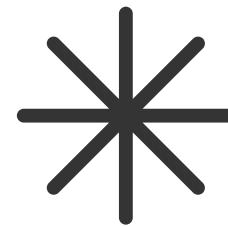
Choose the closest broad field of study from the drop-down list and then use the Program Description section to describe the program in more detail



I have not received any notifications about student applications that I need to nominate or approve. What is happening?



Please check your spam or junk mail folders for system notifications. If you use Microsoft Outlook, you may also need to check the Microsoft Quarantine filters. If possible, please add the USCO system address to your list of safe contacts: usco-info@umap.org



I am trying to select/decline an applicant to my institution but I do not see how to save my decision.



A blue "Save" box will appear on the screen during the appropriate time period. If your institution is 2nd preference and it is still the first preference placement period, you will not have the option to save. Double check the timing on the timeline and then check back later.