Steps for Getting Started!

Please complete the following <u>before the first meeting</u> with your consultant.

1. **Unofficial transcript:** Request a copy of your current unofficial transcript from your Counseling Office or download it from your course/grade management system (e.g., PowerSchool or similar) and send it to Veronica, if you haven't already done so.

2. **Dedicated college gmail account:** If you haven't already done so, please create a dedicated gmail account for your college application process and <u>send it to Veronica</u>. For example, you could use your name and year of graduation: yourname2023@gmail.com Use this email address when doing any college-related activities, such as registering for virtual information sessions and campus tours, emailing admissions officers, and submitting college applications. Your consultant will use this email address exclusively to correspond with you.

3. **Design Your College Survey:** This questionnaire is attached to the Welcome email from Veronica, along with this Getting Started document. Please complete and <u>return it to Veronica</u>.

4. **CustomCollegePlan (CCP) account:** Veronica has sent you a login email for your CCP account. Please open the email and create a login for your account. Your consultant will review the features with you during your first working meeting. Here is a CCP resource book for your review: https://beacon.by/collegeplannerpro/your-student-account

5. **College-Related Google Drive folders:** Please create a Google Drive folder *associated with your dedicated college email address*. Throughout the process, move documents shared with you by your consultant immediately into the folder.

6. **Password manager:** Consider installing a password manager to store your college passwords, or write them down in a safe, organized document that you will remember.

Please complete the following <u>during or shortly after the first meeting</u>:

7. **CCP account folders:** Create folders in your CCP account to organize documents in your Google Drive folder. Your consultant will show you how to do this at your first meeting. Keeping things organized really helps with the college application process!