



IIEPassport Study Abroad Directories
<http://www.IIEPassport.org>
A Partnership of the Institute of International Education and
EducationDynamics

Dear Study Abroad Program Directors,

Instructions for using the *IIEPassport* survey site are provided below.

If, at any point, you require further assistance please e-mail the **IIEPassport Editor** at: editor@iiepassport.org. Please include your **User ID** and **Editorial Contact ID** when submitting your request.

NO CHANGES?

If you have no changes to your programs, simply e-mail the **IIEPassport Editor** at: editor@iiepassport.org.

In the Subject Line of the message, type "**No Changes.**"

In the body of the message, please include your: **User ID, Editorial Contact ID and Your Editorial Contact name and address**

TO UPDATE PROGRAMS:

Go to <http://www.iiesurvey.org>. Click on "**Click here to log in and update your programs!**" Use your ID and password to enter.

Click on the arrow next to the program title to enter the selected program and make changes. After the first program screen has completely loaded, click the **<CONTINUE>** button on the left-hand side of each screen to save your changes and move to the next screen. On the last screen, select **<SAVE>** if you want to save your changes and reenter the program.

Signed Off Programs: Select **<SIGN OFF>** if you are finished with the program. *Selecting <SIGN OFF> will lock the program and send it to production.*

Saved Programs: To reenter "saved" programs, click on the title that appears in blue type below the original title. This will bring you to the most recent version of your listing showing your latest changes.

Selecting either <Save> or <Sign Off> will return you to the Program List where you may select your next program to update.

TO ADD NEW PROGRAMS:

At the bottom of the Program List you will find two buttons, **<Add New AYA Program> (Academic Year Abroad)** and **<Add New STSA Program> (Short-Term Study Abroad)**. By selecting either of these, you will enter a blank new program template to fill-out with your new program information. After the first program screen has completely loaded, you may begin to enter your information.

Click the **<Continue>** button on the left-hand side of each screen to save your changes and move to the next screen. On the last screen, select **<Save>** if you want to save your changes and reenter the program. Select **<Sign Off>** if you are finished with the program. *Selecting <Sign Off> will lock the program and send it to production.*

Frequently Asked Question: When I try to enter a program, I get a "Page Cannot Be Displayed" message.

Answer: Most likely this has occurred because the <Continue> button has been selected before the program has fully loaded. The first data elements to load in the program are the buttons on the left-hand side of the screen, "Continue," "Remove," "Exit." You need to wait another minute or so for the entire program to be retrieved over the Internet. You may see a blue bar moving in the bottom of the screen, or an hourglass or time clock on your screen telling you that the data is still being loaded.

Once your sponsor name, program title, location and date information appear on the first screen, you will be able to scroll through the rest of the program easily.

TO REMOVE PROGRAMS:

If you have programs that are no longer offered, click on the arrow next to the program title in your program list. After you have entered the program, click the **<Remove>** button on left-hand side of the screen.

TO UPDATE EDITORIAL CONTACT DETAILS:

The right-hand column of your Program List contains the name of Editorial Contact(s) for your programs. If you would like to change the Editorial Contact information that we have on file for receiving our E-mail notices, please send your request to: ***editor@iiepassport.org***. Please include: your **User ID**, **Password** and **Contact ID**, along with the new contact information (Contact Name, Institution Name, Address, Phone number, Fax number, E-mail address).

TO UPDATE CONSORTIA MEMBER LISTS:

For Consortia, there is a button at the top of the Program List that reads **<Show Member List>**. Click on this button to enter your member list window and make your changes. Click **<Save>** at the bottom of the list to save your changes. Then, click **<Exit>** to return to your Program List.

NEED EDITORIAL ASSISTANCE?

We are here to help you should you require assistance. At the bottom of your screen, you will see a line that reads: "If you require editorial assistance, please click here."

By clicking on this line, a blank e-mail message to the Editor will display. In the body of the message, describe the issue you are encountering. Please include your **User ID** and **Editorial Contact ID**.

ADDITIONAL INFORMATION

Program directors for co-sponsored and consortia-sponsored programs should coordinate with each other so that only one update or new program is submitted. Non-US organizations should submit program listings only for direct enrollment options. The US sponsor must submit information on study-abroad programs offered in collaboration with US colleges or universities.

The Publishers, the **Institute of International Education** and **EducationDynamics**, are not responsible for duplication arising out of multiple submissions, nor responsible for programs submitted by program directors not officially approved by the program or consortia sponsor. The sole responsibility of the Publishers is to correct the information in succeeding editions.

All programs that appear in either ***IIE Passport: Academic Year Abroad*** or ***IIE Passport: Short-Term Study Abroad*** are also included on the IIEPassport.org website.