



On-line Application and Admission Process Instructions

The first part of the Application and Admission Process is creating a Study Center account, by entering your personal details in an Application Form. This Application Form is also your CUN and Study Center Profile.

Creating a Study Center account

You can create a Study Center account, by clicking the “Apply Now” image, in the right pane of most of the pages of our website or by clicking some of the “apply here” text-links, throughout the website. It’s always a good idea to have a look at the prerequisites for your country first.

Logging in to your account

Immediately after creating your Study Center account, a confirmation email message is sent to the email address you used in your Application Form/Profile. The message also contains the instructions given in the document you are reading right now. Receiving that email message, means your CUN Study Center account has been created successfully, which also means you are provisionally registered as a CUN student. For privacy and safety reasons, you are asked to confirm this part of the process, by clicking a link or by copying the link and pasting it into the URL (web-address) bar of your browser. The page you see, after completing your Application Form (the page showing the “Continue” button), can be ignored and closed, since you will first have to confirm, using the link.

The confirmation link will take you to your Study Center log-in page. You can log in, using the username and password you entered in your Application Form/Profile.

Your Study Center Welcome Page

Logging in will lead you to your personal Study Center Welcome Page. Your Welcome Page shows two “panes”. On the left side of the page is your Navigation Pane. You can navigate to your personal Dashboard or the different parts of the courses you are eligible to enroll in. Right after creating your account, that is your Application and Admission Process ‘Course’. On the right side you find a handy calendar. You now have the choice of enrolling in your Application and Admission Process (showed below “Available Courses”) or having a look at your personal Dashboard. Please have a look at your Dashboard first, by clicking the ‘Dashboard’ link in the Navigation Pane.

Your Personal Dashboard

Besides the Navigation Pane, on the left, you will see several other panes, on the right side of the page. One of them is the calendar again. The other ones are the following:

- Private Files (the files in your private Study Center folder).
- Online Users (the members of the ‘Groups’ you are registered in, who are on-line).
- Latest Badges (on-line ‘rewards’ you may have earned).
- Upcoming Events.
- Blog Menu (discussion forum).

In the middle of the page you see the ‘Courses’ in which you can enroll. For now, of course, that is just your Application and Admission Process. Clicking the bold orange title, in the middle of the page, saying “Admission 1 – Application and Admission Process”, enables you to ‘enroll’. For safety and privacy reasons you receive an access code for every course you are eligible for enrolling in. This access code is called the “Enrollment Key”.



You will find the Enrollment Key for your Application and Admission Process in your account creation confirmation email message. You can copy-paste it into the Enrollment Key field on your course-page.

Completing the Application and Admission Process

By now you should have received a second email message, called "Welcome to Application and Admission Process". Just a word of welcome to your first 'Course' and a reminder for completing your profile, if need be. The course-link opened your course-pages. On the left, you still see your Navigation Pane. Below the Navigation Pane you find your Course Administration Pane, allowing you to 'un-enroll', if so desired and to have a look at your "Grade Book".

In your Grade Book you normally find the Grades you received for your assignments and tests. The 'assignments' you have to complete in the context of your Application and Admission Process are not 'graded' in the educational meaning of the word, for obvious reasons. However, your input is reviewed and, if deemed satisfactory, completion is confirmed. Some parts of the process only become visible to you, after a certain 'assignment' is confirmed as completed. These confirmations are always notified to you, by way of an email message.

On the right side of the page you can still see the Upcoming Events Pane. New panes are "Search Forums" and "Recent Activity" (*your* on-line activities).

In the middle panes are all the sections belonging to the Application and Admission Process. It all starts with a number of general 'assignments'. You can recognize them by the "document in hand" symbol. Where there is a blue question mark, you are asked to make a choice in a drop-down menu or an item-list. Clicking on the orange colored title will open the assignment. Please carefully read the instructions given for each assignment. Most of the times you see a panel called "Submission Status". This panel tells you how often you submitted different versions of that assignment, whether it's 'graded' or not and some other info. It also gives you the opportunity to comment on the assignment or your submission of it. Clicking the "Add Submission" button opens an on-line text-editor, a file upload box ("File Submissions"), both an on-line text-editor and a file upload box, a drop-down menu or an item-list.

Using the on-line text-editor and File Submissions

Using the on-line text-editor is easy, just click in the text-editor box and start typing. If you want to upload a file,

using File Submissions, just click the  image, on the upper left of the file upload box. This will open the "File Picker". Clicking "Upload a file", in the pane on the left, will let you search for the file on your computer you want to upload ("Attachment"). When you're done, just click the "Upload this file" button. Don't worry about creating a folder or choosing a certain folder to put your file(s) in. Your uploaded file will now show in File Submissions. You can upload more than one file, but there is always a limit (5, 10 or 20 files, depending on the 'assignment'). Clicking the "Save Changes" button submits your text and/or file(s), taking you back to the "Submission Status" page. Here you can click the "Submit assignment" button (final submission) or the "Edit submission" button, if need be. In some cases you are asked to confirm that it was really you who submitted the texts and/or files ('no-plagiarism statement'). If so, don't forget to check the concerning check box.

The Study Center asks for one more confirmation. If you are OK with your text and/or file(s), you can click the "Continue" button. You are now back at the "Submission Status" page again and your status should show 'Submitted for grading' (in this case that means 'reviewing'). In the lower right part of the page you are prompted that there is a new message for you. Clicking "Go to messages" leads to a page, telling you there is a new email message sent. Ignore the "Message navigation" field. You can do a few things now; you can click the orange email link, saying "Do not reply to this email (1)" or you can just open your email client or go to your web-mail, to have a look at the message that was sent to you. Clicking the orange email-link leads to a page, showing you



the message that was sent (in this case a confirmation of assignment submission). Ignore the “Message navigation” field. This is also the message that was sent to your email address. Mind you, it can take some time for the actual email message to arrive in your Inbox and it may end up in your Spam folder. At the same time an assignment submission confirmation is sent to your designated Admission Officer, for reviewing purposes. The moment your Admission Officer deems a submitted assignment OK, it is confirmed by email and the assignment’s check box is checked by the Admission Officer or can be checked by you.

Continuing the process with the next ‘assignment’ takes a few steps;

- Click “Courses” in the Navigation Pane.
- Click the bold orange “Application and Admission Process” link.
- Click the bold orange “Admission 1 – Application and Admission Process” link.
- You are now back at your ‘assignments’ page.

Drop-down menus and Item-lists

‘Assignments’ using a drop-down menu or an item-list, usually don’t show an “Assignment Status” box. Drop-down menus and item-lists may allow you to make either one choice or choose one item or to make more than one choice or choose more than one item. In case making more than one choice in a drop-down menu is allowed, you can keep the Ctrl key on your keyboard pressed down while clicking your choices ‘on’ and ‘off’. Item-lists that allow you to choose more than one item, use check-boxes you can click ‘on’ and ‘off’. Clicking the “Save my choice” button will submit these ‘assignments’. There may be no further confirmation pages and no confirmation email messages. In that case the ‘assignment’ is automatically ‘signed off’ as completed and a check-mark will automatically appear in the check-box next to the assignment title on your course page.

Once you have completed the on-line part of your Application and Admission Process you can take the necessary following steps, starting with the payment of the remainder of your first semester Tuition Fee and (in case you are already entering Curacao) your health and legal liability insurance.