College Bound Michigan Registration Steps

Step 1: Getting Started
If you have not started the application before, you will need to add it by navigating to the “programs” tab. Scroll to find College Bound Michigan 2020-2021.

Click “more” and then “apply” and create your application using the name of your school.

Step 2: Campaign Overview
This step simply asks you to read through the campaign overview and confirm you have read the terms of participation and understand that you need to participate in ALL THREE initiatives to be eligible for promotional items.
Step 3: Site Information
Fill out information about your CBMI site.

B-Code (Building Code/entity code)
If you do not know your code please visit: https://cepi.state.mi.us/eem/EntitySearchQuick.aspx

298076

MI-Senate District Number
If you do not know your sites MI-Senate district please visit: http://www.senate.michigan.gov/fysbyaddress.html

23

MI-House District Number
If you do not know your sites MI-House district please visit: http://www.house.mi.gov/mhrpublic/frmFindARep.aspx

68

To complete the B-Code, Senate, and House district number, you may have to navigate to the sites linked to look up that information. If your site does not have a B-Code, leave that section blank.

Contact Information: Make sure this is completed for the individuals who will be coordinating and updating reporting on the initiatives. Add them as collaborators*

Coordinator Contact Information
If you have a temporary staff person (e.g. college adviser, career navigator) who typically coordinates these initiatives, please list this individual as the secondary contact.

Complete where applicable for your site.

Please select your Local College Access Network, if applicable. If you don’t see your LCAN here, please leave blank.

... 3

Please select the statewide college advising program your school partners with, if applicable.

... 1

Does your school currently have an active grant from MCAN? If applicable, please select the appropriate grant from the list below.

As a reminder, if you are a Reach Higher grantee you are required to participate in the full College Bound Michigan Campaign.

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Put in your student count details (These can also be updated in the Fall) and select the initiatives you plan to implement.

### Step 4: Initiative Plans

Once you select the initiatives you plan to implement, the rest of the registration will be populated. If you choose all three, you will see all three initiatives in the toolbar on the left-hand side of your screen. For each initiative, you will answer some additional questions.

**What initiatives do you plan to host during the 2020-21 academic year?**

MCAN believes students benefit most from a cohesive strategy supporting all the key college going tasks during the senior year. To support this belief we recommend sites sign up to host the full triad of initiatives. To encourage this, only sites signing up to host all three initiatives will have an opportunity to receive promotional materials.

Please select all that apply.

- [x] Michigan College Month
- [ ] College Cash Campaign
- [x] College Decision Day
**College Month**

It is okay if your plans and goals change throughout the year, but we want to get an idea of what you are planning to implement.

If you are implementing all three initiatives, you will also be prompted to select the promotional item of your choice.

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**College Cash Campaign and Decision Day**

Again, explain your anticipated plans here (it is okay if they change) and complete the additional prompts for information.

Describe your plans and goals for 2020 Michigan College Month.

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Do you plan to host all three initiatives of the College Bound Michigan Campaign (Michigan College Month, College Cash Campaign, and College Decision Day)?

- Yes
- No

Describe your plans and goals for 2020-21 College Cash Campaign/Race to the FAFSA Line Challenge.

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How many counselors/advisors will be working directly on this campaign? Please choose a number no larger than five.

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**National Registration**

MCAN intends to automatically register Michigan Decision Day sites with the national campaign. This creates no extra work or expectations for our host sites. In years past, sites signed up for the Michigan campaign were eligible for up to $500 through Donors Choose. Please let us know your preference.

- Please register me for the National Signing Day campaign
- Please do NOT register my site with the National Signing Day campaign, thereby making me ineligible for funding opportunities through the national campaign.

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Understanding of the following:

- I will be using FAFSA completion data from the Michigan Department of Education to determine my school’s completion percentage as it pertains to the College Cash Campaign FAFSA Tracker site.
- I will update my student count data or to access student-level FAFSA data, I will need to accept a data use agreement to MI Student Aid and log in to the counselor portal.
Step 5: Partnership Agreement

Make sure that all sections of the registration are completed with a green checkmark. Once all are complete, you will be able to finish the Partnership Agreement section.

**Partnership Agreement**

- I have read and understand the above partnership agreement.
- I understand that if my school is registering after the July 24th deadline, we may not receive Michigan College Month promotional materials, but will be eligible for all other support from MCAN to host an event.

**School Official’s Signature**

Please have whomever is authorized to sign an external agreement electronically sign below.

If that is not you, please click the back button and choose “add member” on the previous screen. You can then add an appropriate school official to your application to sign. While the system notifies them that they’ve been added, we highly recommend contacting that person to explain what you need them to do.

By providing your E-Signature below, you are confirming your school’s commitment the partnership agreement expectations.

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Step 6: Submit your Registration

Once all sections are complete, the green “submit” button will be activated. Click that button to submit your registration.