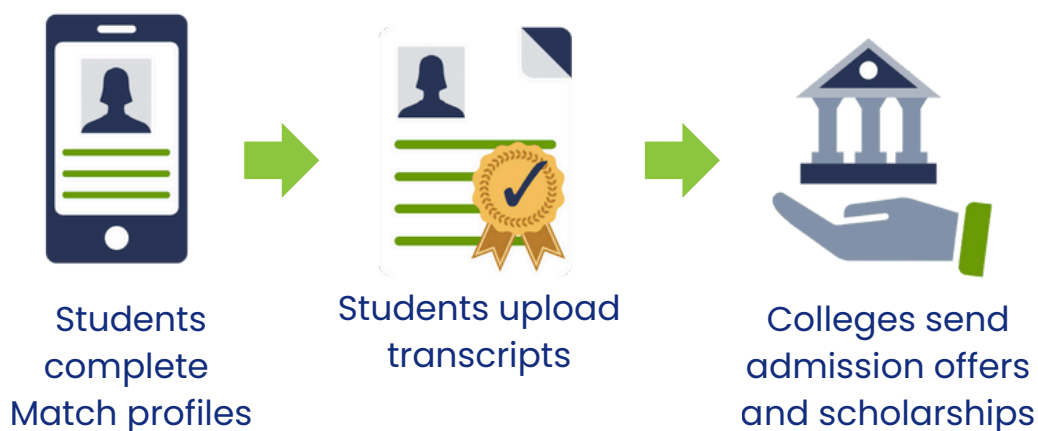


Counselor Toolkit Series:

Creating a Counselor Account on Match

Alabama Direct Admission Initiative

A Streamlined Direct Admission Approach



- ✓ No Applications or Fees Required.
- ✓ No Rejections. Only Opportunities.
- ✓ No Supplemental Documents Needed. Only Transcripts.
- ✓ Statewide College Access

The Alabama Direct Admission Initiative is powered by:



**ALABAMA
Goes to
College**
An initiative of Alabama Possible



Match
part of Apply

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Creating a Counselor Account on Match

Step 1: Set Up Your Account for Match

- ▶ [Use this link](#) to create your account by signing up with your work email address.
- ▶ Creating a counselor or administrator account will allow access to your personalized dashboard, that gives you full visibility into your students' progress with profile submission and offers and scholarships they've received.



Welcome to Match!

To create an account and get started, enter your email below.

Work Email

Email Address

Next

Thanks!

To confirm your identity please verify the email we just sent to you.

Didn't get an email? [Send again](#)



Please activate your Match counselor account



○ Match Support <bestfit@concourse.global>

Today at 12:42 PM

To: mwyman+counselortest@eab.com

CAUTION (EXTERNAL EMAIL): Do not click links or open attachments unless you recognize the sender. Use the "Report Phishing" button to report suspicious messages.

Hi,

We have received your request to create a counselor account.

To begin, [set your password](#).

Please do not respond to any communication asking for your account numbers, passwords, or other private information. Match will never ask for this information via email or text message. Please report any suspicious activity or emails to support@concourse.global.

Please contact counselorengagement@eab.com for support if needed or for trouble shooting.

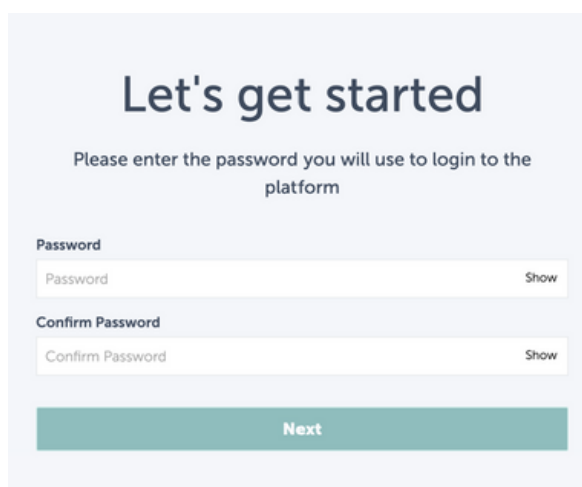
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Step 2: Counselor Accounts are Confirmed by Match

- ▶ Once the Match team confirms your account request, you can move on to next steps. Confirmation typically takes 24-48 hours.
- ▶ Your next step is to create a password. Once you've done that you can continue on to fill in the remaining pieces of your account.

▶ Set your password



Let's get started

Please enter the password you will use to login to the platform

Password

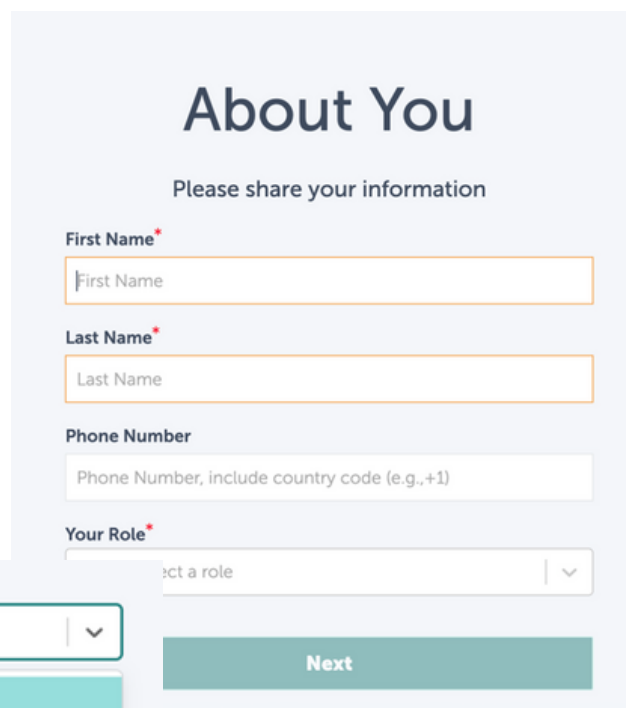
Show

Confirm Password

Show

Next

▶ Share your details



About You

Please share your information

First Name*

Last Name*

Phone Number

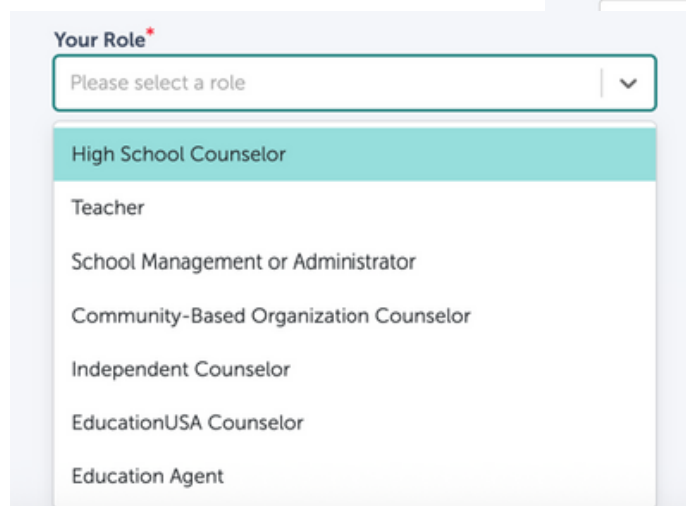
Phone Number, include country code (e.g., +1)

Your Role*

Select a role ▼

Next

▶ Choose your role



Your Role*

Please select a role ▼

- High School Counselor
- Teacher
- School Management or Administrator
- Community-Based Organization Counselor
- Independent Counselor
- EducationUSA Counselor
- Education Agent

Please contact counselorengagement@eab.com for support if needed or for trouble shooting.

Counselor Toolkit Series:

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Step 3: Steps for School Staff and Administration

- ▶ Once you've determined the role that best represents you, you'll be asked to include additional information about your school or organization.
- ▶ Administrators can also create accounts and would have similar in kind questions to what you see below.

- ▶ For High School Counselors

About Your School

Please enter the information below about your school.

High School Name*
High School Name

Country*
Please select a country

Street Address*
Street Address

City*
City

State or Province
State or Province

Zip Code

How many students are in your graduating class, on average?*

Number of students per year

What is the primary language of instruction?*

Please select a language

Which Student Information System (SIS) does your school use?

Please select a SIS

Do you want to moderate chats between universities and your students?*

This means you agree to answer questions from universities about your students, and you will be a participant in any chats between universities and your students. This may help your students receive more admission offers.

☐ Unmoderated: I'd rather not chat with universities.

☐ Moderated: I will be available to chat with universities.

Back Next

- ▶ When selecting your high school, and you see multiple of the same please check for (Alabama) in the title.

If you don't see your high school listed please use the 'Add New School' function that populates.

Be mindful of spelling, abbreviations, or hyphens when searching!

About Your School

Please enter the information below about your school.

High School Name*
Sparkman

Sparkman High School (Alabama)
Harvest, Alabama, United States

Sparkman High School
Sparkman, Arkansas, United States

Add New School: Sparkman

City*

Please contact counselorengagement@eab.com for support if needed or for trouble shooting.

Counselor Toolkit Series:

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Step 3: Steps for Community-Based Organizations

- ▶ Once you've determined the role that best represents you, you'll be asked to include additional information about your school or organization.
- ▶ Administrators can also create accounts and would have similar in kind questions to what you see below.

- ▶ For CBO Counselors

About You

Please share your information

First Name*

Last Name*

Phone Number

Your Role*

- High School Counselor
- Teacher
- School Management or Administrator
- Community-Based Organization Counselor**
- Independent Counselor
- EducationUSA Counselor
- Education Agent

- ▶ Community-based organizations should include information on the setup of your CBO and how you'll be supporting students through the Match process.

About Your Organization

Please enter the information below about your organization.

Organization Name (Type to search)*

How many graduating secondary school students do you work with, on average?*

Number of students annually

Do you work at a high school?*

Please select one

Do you want to moderate chats between universities and your students?*

This means you agree to answer questions from universities about your students, and you will be a participant in any chats between universities and your students. This may help your students receive more admission offers.

☐ Unmoderated: I'd rather not chat with universities.

☐ Moderated: I will be available to chat with universities.

Counselor Toolkit Series:

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Step 4: Verification by the Match Team

- ▶ Once you've completed all of the steps the Match team will review your account and verify you for approval to have access to your school or CBO information on the Match platform.
- ▶ This typically takes 24-48 hours for final approval confirmation.

- ▶ Final submission page view

Thank You for Signing Up!

Our team is processing your account request. This may take 1-2 business days.

You will receive an email with instructions once your account is ready to use.

Please stay tuned!

- ▶ Email confirmation you'll receive

Thank You for Signing Up for Concourse!

😊 ⏪ ⏩ ↺



○ Match Support <bestfit@concourse.global>

Today at 12:51 PM

To: mwyman+counselortest@eab.com

CAUTION (EXTERNAL EMAIL): Do not click links or open attachments unless you recognize the sender. Use the "Report Phishing" button to report suspicious messages.

Dear Mina,

Thank you for signing up on Match. Our team is processing your account request. This may take one to two business days.

You will receive an email with instructions once your account is ready to use.

Please stay tuned!

Best Regards,

The Match Team

Please do not respond to any communication asking for your account numbers, passwords, or other private information. Match will never ask for this information via email or text message. Please report any suspicious activity or emails to support@concourse.global.

Please contact counselorengagement@eab.com for support if needed or for trouble shooting.

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FINAL CONFIRMATION, YOU DID IT!

Subject: Your Concourse account is active

CAUTION (EXTERNAL EMAIL): Do not click links or open attachments unless you recognize the sender. Use the "Report Phishing" button to report suspicious messages.

Dear Mina,

Your account is now active! We built Match for you, and we hope you love it!

To learn more about how Match works, check out [these tutorials](#).

To get your students started with Match, just [invite your students](#).

Please feel free to [contact us](#) any time.

Best Regards,

The Match Team

Please do not respond to any communication asking for your account numbers, passwords, or other private information. Match will never ask for this information via email or text message. Please report any suspicious activity or emails to support@concourse.global.

- ▶ You will now have access to the Match platform and can view more details about your students and their performance on Match!
- ▶ See more details on dashboard information and views in the next toolkit series!

