

Student's Responsibility

Before a Student Applicant may login, you as their chapter adviser must create the Student Application and then deliver to the Student Applicant the credentials needed to successfully login. After registering a student, you will receive an email with the student's password. The user ID will be the chapter number with no leading zeros.

- 1) The student must login to the CMAP site at www.fbla-pbl.org, point to Phi Beta Lambda, click on Career and Membership Achievement Program.
- 2) From the left side navigation links, he/she will click on CMAP Online.
- 3) The student will click on Show to the right of Student Login. Enter his/her login credentials that you received in the email from National.
- 4) This will log the student in to the Student Application screen.
- 5) Students must go into each category, Service, Education, and Progress to choose the activities he/she wishes to complete in each category.
- 6) Once the student has selected the activities, a To-Do list will be created for him/her. There is also a printable version located under the DOCS link.
- 7) As the student completes each activity, he/she will login, go into his/her To-Do list, and complete the requirements for that activity. Once the student has completed an activity the status will change to complete.
- 8) When the student completes all activities, they should notify you. You will login, go into Step 3, and review that all activities have a status of complete. **Note:** You do not have to review or comment on any of the submitted student's documents.

9) Once you will click on the student's To-Do list and verified that all activities have a status of complete, you will click on submit to send the application to National Office. This last step must be completed in order for the application to be reviewed by the National Office.

10) You can check on the status of the students' applications for the award by going to the Review/Submit screen and checking on the status. After the deadline, the National Office will review the applications submitted for completeness and issue the award after all items are verified.

CMAP Tips

Make sure that students save their files in one of the following file formats, as these are the only file formats that will be accepted by the National Office. If National cannot open the documents, they cannot verify or grant the student award. The maximum upload file size is 20 MBs. Large file may take some time to upload based on the connection's upload speed.

.txt	Text file
.doc	MS Word 97 file format
.pdf	Adobe Acrobat File
.rtf	Rich Text file
.xls	MS Excel 97 file format
.jpg	image file type
.gif	image file type
.bmp	image file type
.png	image file type
.zip	compressed zip file
.ppt	MS PowerPoint file
.pub	MS Publisher file

CMAP

Career and Membership Achievement Program

ADVISER ROLE



The Career and Membership Achievement Program (CMAP) is a comprehensive membership recognition program encompassing PBL projects, goals, and programs with special emphasis on career development and preparation for the world of work. The awards focus on the words surrounding the PBL Crest: Service, Education, and Progress.

Creating a Student Registration

Advisers must create a student registration before they can log on to the online forms. Here is the procedure for creating student registrations:

- 1) Login using your adviser credentials. If you do not already have an account a link is provide to create a new one.
- 2) On the left side of the page that opens, you will see the names of the three levels of CMAP (Director, Executive, President). Click on the level for which you wish to register your student.
- 3) Click "Show" next to "Step 1: Register Student for [Director, Executive, President] Level."
- 4) Click "Begin New Student Registration" beneath "To Do."
- 5) Complete the form on the following page. All fields are required.
- 6) You will receive an e-mail confirming the student registration. In that e-mail, you will find the student key/password. Give that student key/password to the student. He/she may now login to the CMAP area using the chapter number and student key/password. The student will select activities for the award and then may begin completing the activities.
- 7) Once the student has completed all activities for the award level, the adviser will have to submit the completed award material.

Retrieving a Student's Password

You may always find the student passwords by logging in to the CMAP site using your adviser credentials. Click "Find Entry Forms" on the left side. The student key/passwords are in the table next to the students' names.

Online Documents

There is a link by each activity when a student views the activity. From there, they may access the online documents and forms to complete the project.

Monitoring Student Progress

To monitor a student's progress:

- 1) Login to the CMAP area using your adviser credentials.
- 2) Click "Find Entry Forms" on the left side navigation.
- 3) Click "To Do" next to the student's name in the list of students to review the activities for that student.
- 4) Click "Docs" next to the student's name to review the documents that have been submitted/created as part of the activity completions.

www.fbla-pbl.org

Submitting a Student Entry

Here is the procedure for submitting the CMAP entry forms:

- 1) Click the name of the award level that you are submitting (e.g., Director Level) on the left navigation area of the page.
- 2) Click the "Show" link next to "Step 4: Submit Completed Entry Form."
- 3) Click "Submit Student Entry Forms" underneath "To Do."
- 4) Click "Submit" next to the name of the student whose entry form you wish to submit.
- 5) An e-mail will be sent to the national center with the submission information for processing.

Checking Submissions

- 1) Click on "Find Entry Forms."
- 2) Look for students whose status is set to "3."
- 3) Click "Options" above the table and select "View Submitted Registrations Only."

**Deadline date for
submission is
March 1**