

Career and Membership Awards Program Tips

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:

- Login using your adviser credentials.
- 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.
- Click "Show" next to "Step 1: Register Student for [Director, Executive, President] Level."
- Click "Begin New Student Registration" beneath "To Do."
- Complete the form on the following page. All fields are required.
- 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.
- 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 Tests and Documents

There is a link by each activity when students 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:

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

Submitting a Student Entry

Here is the procedure for submitting the CMAP entry forms:

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

Checking Submissions

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