



INSTRUCTIONS FOR COUNSELORS

ENTERING COLLEGE OFFERS FOR MULTIPLE STUDENTS INTO COMPARE COLLEGE OFFERS

Overview

For counselors, here are steps for setting up a student's account in Compare College Offers as a "proxy" for your students. In our current system, each account is connected to one student. For counselors interested in entering in offers from multiple students, you'll need to use a variation of your own email address to create a new account for each student.

This will require the following:

1. Use a variation of your email address
2. Create a new [Compare College Offers](#) account, **sign up as a parent, not a counselor**
3. Validate the account
4. Enter the Compare College Offer data
5. Send new Compare College Offers and new email account credentials to the student's family (optional)

Use a Variation of Your Email Address

Creating and using a variation of your email address is required so that you are acting as a proxy for your student. Since you do not have your student's email credentials, this will help to create a new, separate Compare College Offers account for each student's offers you'd like to enter

1. Use a variation of your email address to create a new account on Compare College Offers.
 - a. If your original email address is suesmith@comcast.net, then you can create variations of your email address such as suesmith+1@comcast.net. By adding +1, this creates a new and different email address, but it will deliver emails to your inbox.
 - b. You can continue making variations by adding one, such as suesmith+2@comcast.net.
 - c. Don't forget to write down all the credentials for each new email address variation you create.

Creating a New Compare College Offers account

After successful creation of a new email variation, you'll need to create a Compare College Offers account with the newly created email address

1. Go to [Compare College Offers](#) and begin account creation for your student with the new email address.

2. Write down the password you create for each variation of your email address.
3. Now log in with the proxy email address and copied password.

Compare College Offers Data

After successful login to Compare College Offers, you may now enter in the data for the student as their proxy.

Suggested Next Steps

1. Managing the Compare College Offers account as proxy:
 - a. Share the new email and Compare College Offers log in information with the student or parent.
 - b. Determine with the student/parent that you will continue adding in offers as they are received.