



Student Launch

St. Paul's Co-educational College

Log In For the First Time



1. Activate Your Account

Look for an email from notifications@cialfo.co. Please note this may be in your Spam/Junk folder. If your school uses Google, you can log in using Google Single Sign On (SSO). Otherwise, setup your password.

2. Create your account password

Click on the **grey 'Setup Password'** button in your email. This will take you to a webpage to create your password. Your username will be your email address.

3. Update your Settings and Notifications


You will be able to update your notification preferences for SMS and Email within your 'Settings'. This will also include how your Guardians are notified through the platform.

4. Complete your Profile

It is important to fill out your student profile to the best of your ability for your counselor to start working with you. **Ensure that all of your information is complete and correct!**



Your Profile



Dashboard

Your Profile

- Personal Information
- Application Details
- Tests
- Grades
- Extracurriculars
- Contacts
- Questionnaire

Schools

Tasks & Assessments


Surveys

Meetings


Notes

Recommendations


College Visits



Your Profile / Personal Information



Personal Information

Profile Picture  [Upload](#) [Remove](#)


Name **(Required)**

Middle Name

Preferred Name

Email Address **(Required)**

Personal Email

Phone Number **(Required)** 

Citizenships

[Save](#)

Your Profile Includes



Personal Information - Verify your personal information is correct. If there is an error, consult your counselor.

Application - Select the Regions you may be interested in for college and university. Verify your Application Year is correct. For many, this is usually the year you graduate minus 1. (*ex: Graduation Year 2023 = Application Year 2022*). Add any possible majors or courses of study. [Click Save](#).

Contacts - Having both phone and email contacts for your Guardian(s) is critical to ensure your counselor is able to keep your Guardian(s) in the loop with your application progress.

Grades - Grades will contain your GPA. If your school does not calculate GPA, you can enter your high school courses and grades, and Cialfo will calculate an “Estimated GPA”. A GPA is necessary for Scattergrams to display fully.


Tests - Any tests you’ve taken can be included in your profile. Tests will be needed for Scattergrams to display fully.

Extracurricular Activities - Start recording your activities here. Let your counselor know more about you. ECA’s must be listed in order to build a resume (Dashboard).


What is the Dashboard?

The **Dashboard** is designed for you to get a **quick overview** all the information in Cialfo: your counselor, upcoming Meetings, Tasks, etc.


Notice you can also create a Resume.




- Dashboard
- Your Profile
- Schools
- Tasks & Assessments 48
- Surveys
- Meetings
- Notes
- Recommendations
- College Visits
- Online Fair



Cialfo on iOS



Cialfo on Android



Dashboard

Antonia Bonbon

[Create Resume](#) [Edit Dashboard](#)

Register for: [TOEFL](#) [IELTS](#) [SAT](#) [ACT](#)

Personal Information

Email antonia@example.com	Phone Number +639175020192 +12345678 (Deprecated)	Gender Female
Date of Birth 5 Apr 2002	Citizenships Not Set	Country of Residence Singapore
City of Residence Singapore	Ethnicity Not Set	Place of Birth Not Set
Preferred Name Toni	Personal Email Not Set	Middle Name Not Set
State Not Set	Address 1 52 Joo Chiat	Zip/Post Code 1234567

Tasks: Assigned

4 Tasks	
12 MAR	★ Choose the round in which you'd like to apply (Early versus Regular)
12 MAR	★ Choose the round in which you'd like to apply

Tasks: Completed

8 Tasks	
31 AUG	✔ ★ Update Your Resume
NOT SET	✔ ☆ College Applications Plan

Schools

Search for colleges and universities

Create a Longlist, Shortlist, and/or Applying List depending on the configuration from your school

Alter the columns to change what information is displayed

The screenshot displays the CIALFO Schools / Search interface. On the left is a sidebar menu with options: Dashboard, Your Profile, Schools (selected), Search, Applications, Tasks & Assessments (48), Surveys, Meetings, Notes, Recommendations, College Visits, Online Fair, Cialfo on iOS, and Cialfo on Android. The main header includes 'Schools / Search', tabs for 'Search', 'Columns', and 'Preferences', a 'List' dropdown set to 'All', and 'Longlist', 'Shortlist', and 'Applying' buttons. A 'Regions' section shows '22 Selected' with a list of country codes. Below the header is a 'Columns' configuration panel with a list of columns and checkboxes for 'Hide/Show'. The main content area shows '18 schools match of 18' and a table of school listings.


School Name	List	Portals	SAT Mid Range	ACT
Antonia Bonbon			1495 update	
ABCO Technology	Applying Cath Huang Jul 13, 2020		-	
Acharya Nagarjuna University	Applying Cath Huang Aug 08, 2019		-	
ACM (The Academy of Contemporary Music)	Applying Cath Huang Jun 04, 2020	UCAS	-	
Amherst College	Applying Cath Huang Oct 18, 2019		1360 - 1555 SAT Midrange	
Cornell University	Applying Cath Huang Oct 25, 2019		1330 - 1530 SAT Midrange	
Ecole Hoteliere de Lausanne	Applying Cath Huang Dec 11, 2019		-	
Florida State University	Applying Cath Huang Feb 18, 2020		1110 - 1280 SAT Midrange	

Recommendations

If you are in Grade 12:


Link Cialfo with your
Common App

Ask teachers for
recommendations (Request
LOR)



- Dashboard
- Your Profile
- Schools
- Tasks & Assessments 48
- Surveys
- Meetings
- Notes
- Recommendations**
- College Visits
- Online Fair

- Cialfo on iOS
- Cialfo on Android



Recommendations

Request letters of recommendations and track their status here

[Request LOR](#)

Required Optional
2 3

Common App Account ✖ Account Not Linked ✖ FERPA

To link: Simply press on the red button and it will direct you to Common App to link your accounts.

If you have created a Common App account, enter the email address here associated with that account. If you have not created a Common App account, enter the email address you will be using to create that account.

[Link Account](#)

Name	Survey	Uploaded : Recommendations & Forms
Remus Lupin	✓	None
Luna Lovegood	✖	2 Recommendations 1 CA Teacher Eval
Annie Chong	✖	3 Recommendations
Charles the Blob Carrier	✖	1 CA Teacher Eval
Rolanda Hooch	✖	None
Minerva McGonagall	✖	1 CA Teacher Eval

Frequently Asked Questions

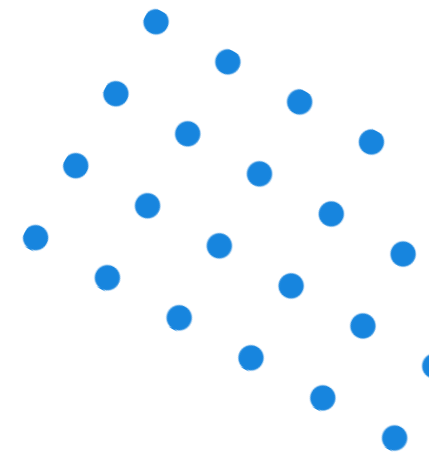
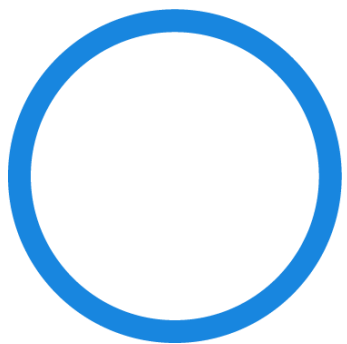
I cannot edit parts of my profile. How do I fix this?

Certain parts of the platform have **restricted access for students** depending on the configurations of your counselor.

For example, student email, groups, degree type, application/enrollment year in the personal information page **cannot be edited by the student** as default.

These can however be edited by the counselor assigned to you. Students who want to edit, must **contact their counselor** to have these changed.





The End!

