CIALFO

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.

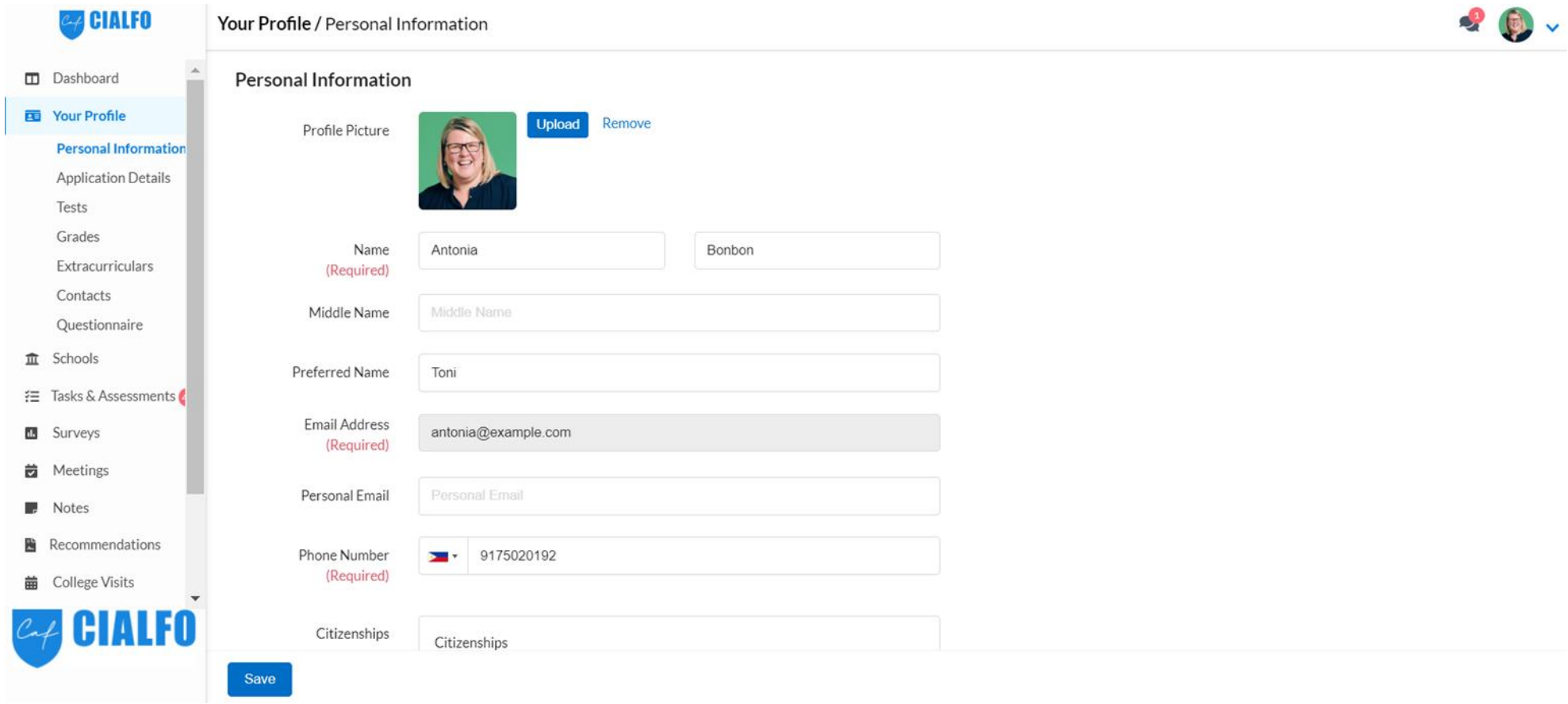
3. Update your Settings and Notifications

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



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.

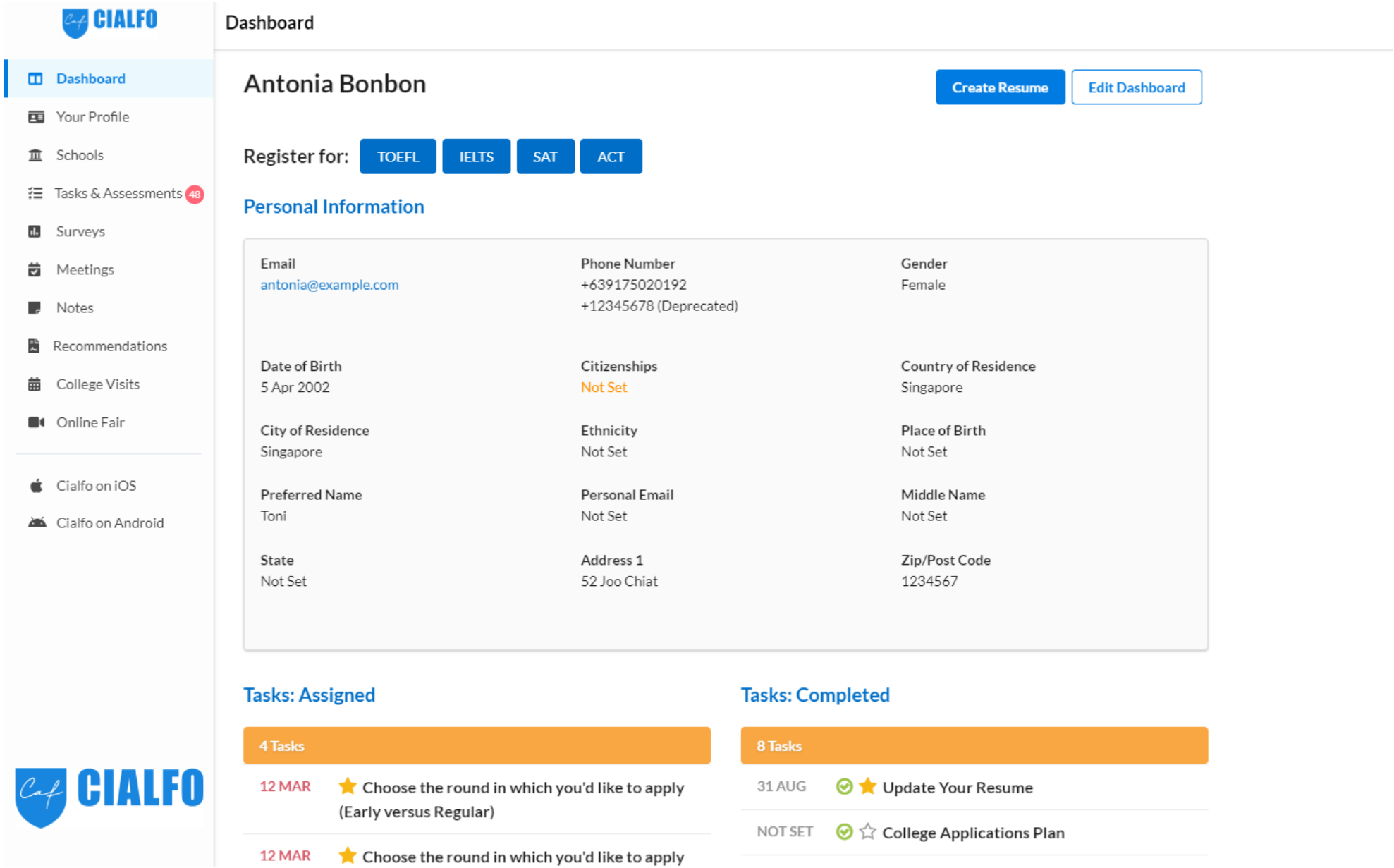
Tests - Any tests you've taken can be included in your profile. Tests will be needed for Scattergrams to display fully.

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.

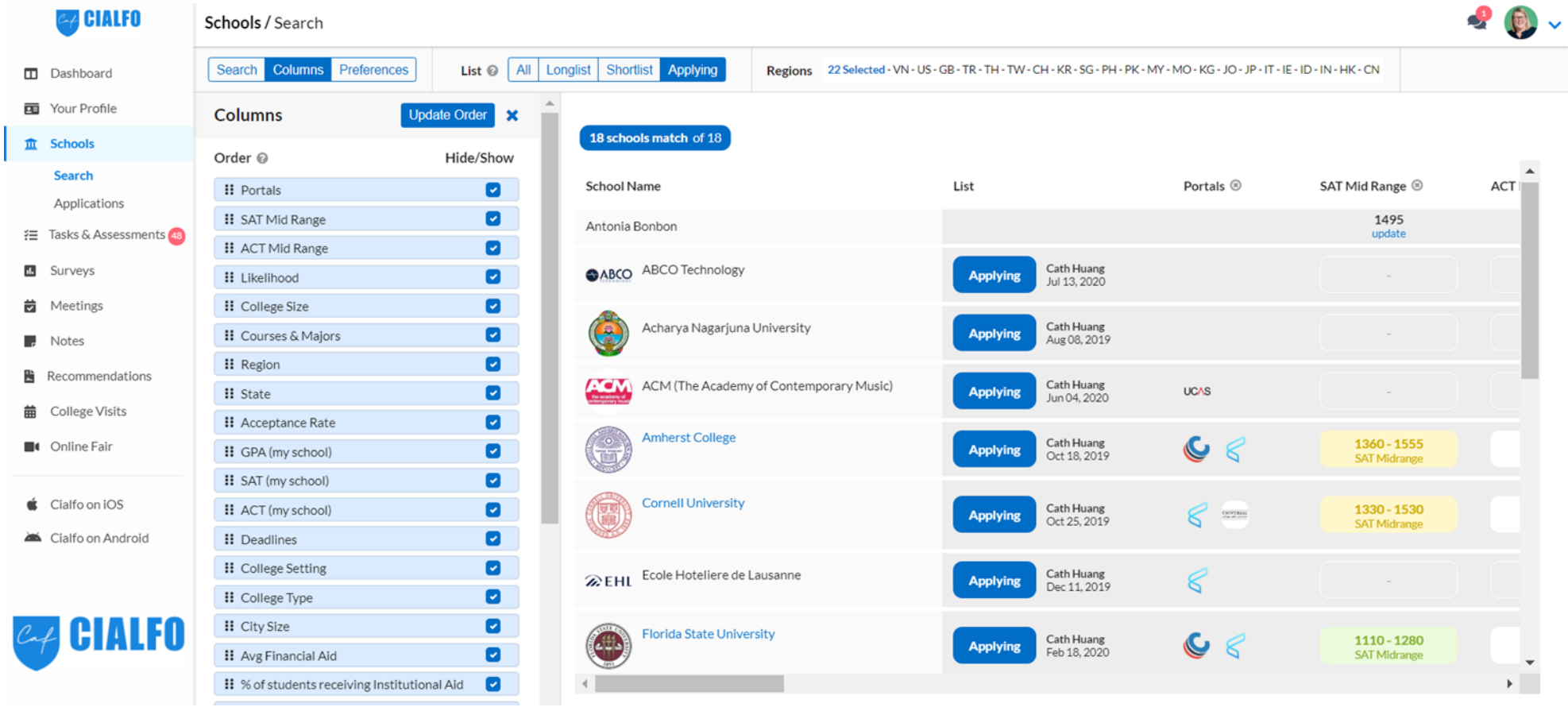


Schools

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

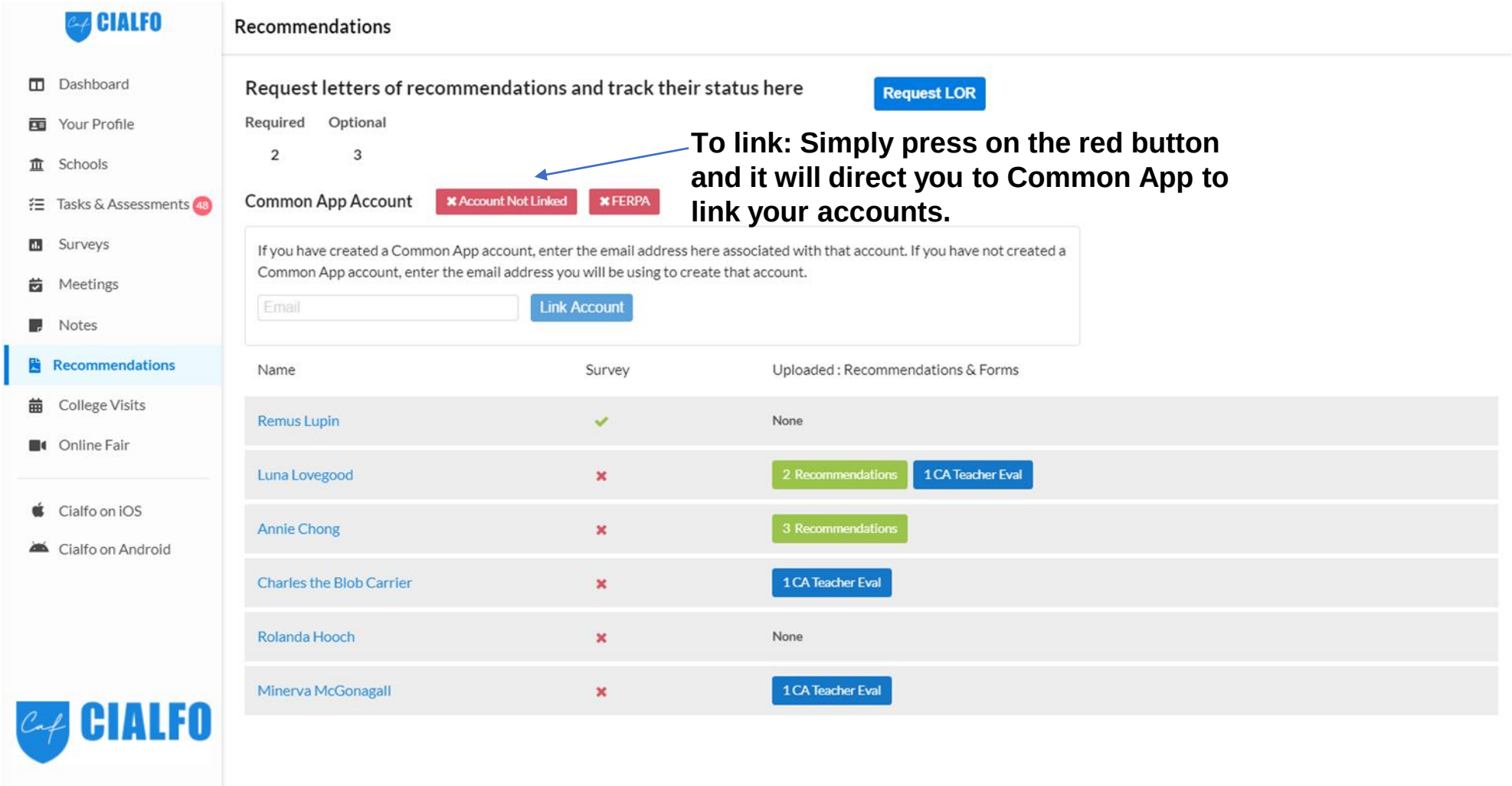


Recommendations

If you are in Grade 12:

Link Cialfo with your Common App

Ask teachers for recommendations (Request LOR)

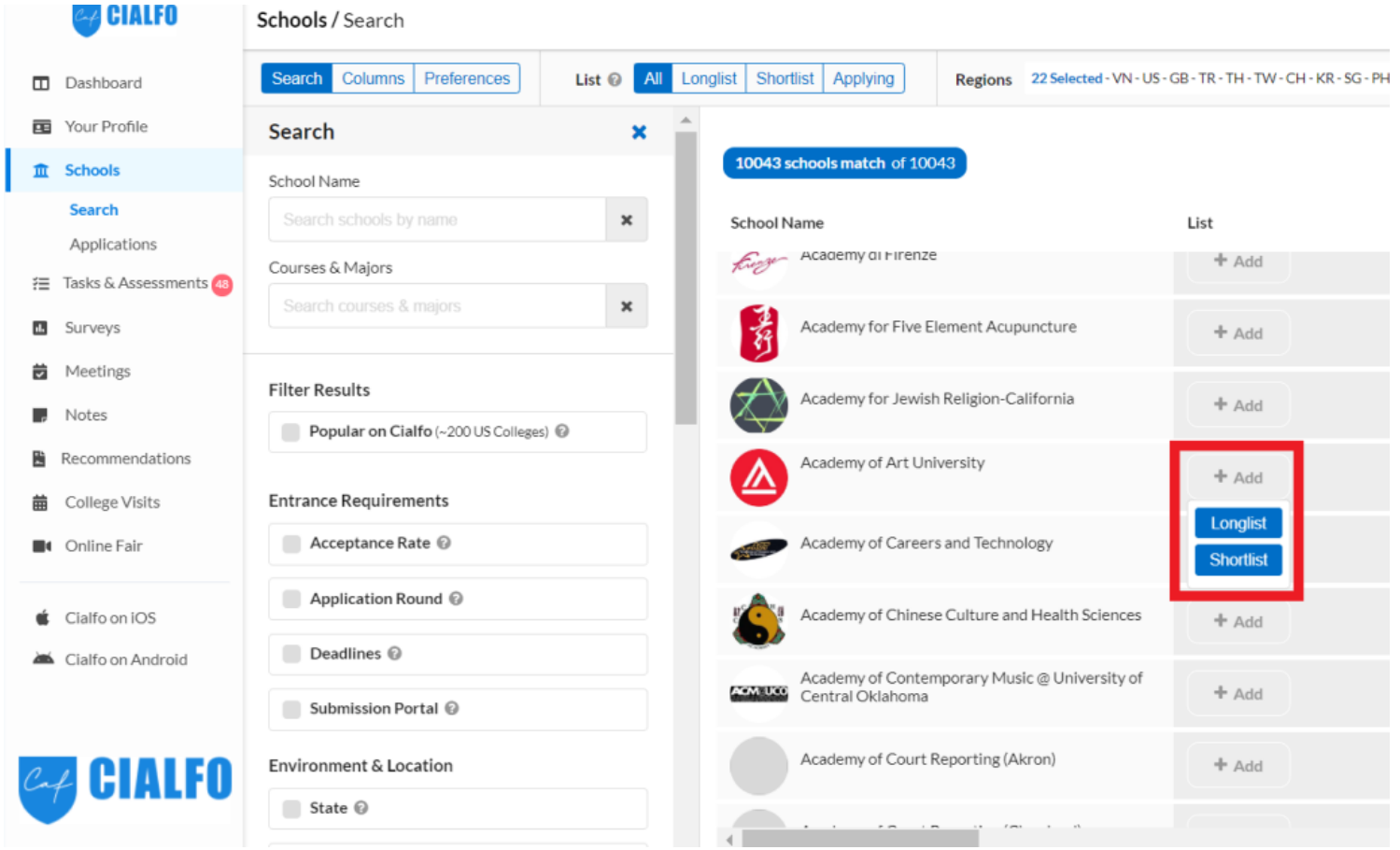


Frequently Asked Questions

How do I shortlist a college/ university?

You will see **'Schools'** in the **left main menu**. Clicking on this will take you to the college research page where you may shortlist colleges and universities you search for.

**Depending on your school's configuration, some options may or may not be available for you to select.*



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.

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The End!