

College Essay Organizer FAQs and User's Manual for MyCCA.net Members

MyCCA.net users can now access **College Essay Organizer** from within their accounts, creating the most comprehensive college planning platform on the market. This document will address the most common questions related to this integration. If you have any additional questions, send an email to: support@mycca.net.

College Essay Organizer FAQ's

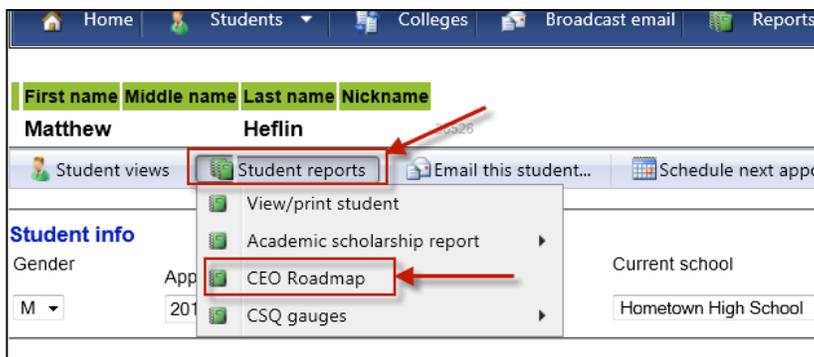
How do I create a College Essay Organizer account for my student?

You can now create a College Essay Organizer Roadmap account in one of two ways:

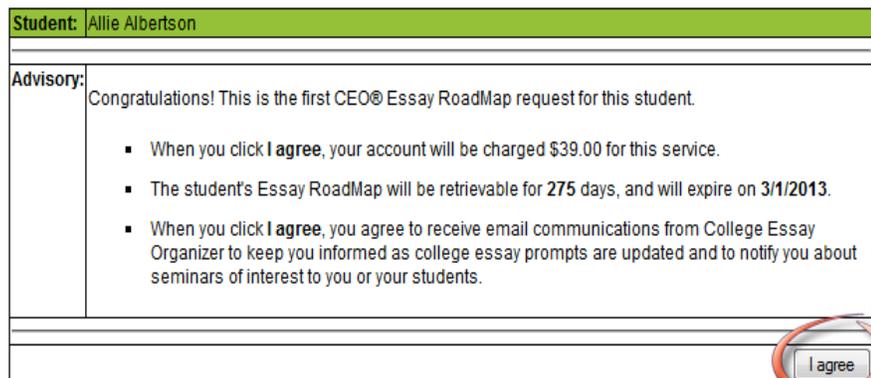
(NOTE: Your student must have colleges in his/her My College list in order to view an essay report.)

Method 1: Directly From the Student's Record

1. Go to the student you want to create a College Essay Organizer account for.
2. Click on the **Student reports** button and select "CEO RoadMap" (see below).



3. In the new window, click "I Agree" and that student's College Essay Organizer report will be activated



Method 2: Through the App Plan in the College List

1. Click on **App plan**. The button for creating a College Essay Organizer report is on the **App Plan** link.
2. Select “**Get CEO Essay RoadMap**”
3. For more info about this essay report, click on the Information Icon to the right of the text .

First name **Allie** Last name **Albertson** Nickname 40922

Student views Student reports Contact this student... Schedule next appointment Documents

Colleges - App plan | Refresh list

College list **App plan** App progress Admission decisions View/print reports

Admissions labels | **Get CEO Essay RoadMap** CEO Essay RoadMap accounts are \$39 per student

View App Plan	Admit Expect	Name	Common App	E
<input type="checkbox"/>	Edit Not specified	American University	yes+supp	
<input checked="" type="checkbox"/>	Edit Expected	Boston University	yes+supp	
<input type="checkbox"/>	Edit Not specified	Case Western Reserve University	yes+supp	11/
<input type="checkbox"/>	Edit Not specified	Dickinson College	yes+supp	12/

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4. In the new window, click “**I Agree**” and that student’s College Essay Organizer report will be activated and will be instantly displayed in a new window.

Student: Allie Albertson

Advisory: Congratulations! This is the first CEO® Essay RoadMap request for this student.

- When you click **I agree**, your account will be charged \$39.00 for this service.
- The student's Essay RoadMap will be retrievable for **275 days**, and will expire on **3/1/2013**.
- When you click **I agree**, you agree to receive email communications from College Essay Organizer to keep you informed as college essay prompts are updated and to notify you about seminars of interest to you or your students.

I agree

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College **E**ssay Organizer[®]

► [Read these key tips to better understand your RoadMap](#)

The College Essay
Organizer report

* Schools marked with an asterisk have not yet posted their essay requirements for the 2012/2013 season.

[Show All Essay Questions](#)

[Hide All Essay Questions](#)

[View Questions By College](#)

YOU HAVE TO WRITE ONLY 6 ESSAYS

1. Topic of your choice, except for any of the other essay topics you choose to write on.

[SEE APPLICABLE QUESTIONS](#)

2. Write about one of these topics:

- A personal activity of special significance to you [SAMPLE](#)
- An extracurricular activity of special significance to you [SAMPLE](#)
- A work experience of special significance to you [SAMPLE](#)

[SEE APPLICABLE QUESTIONS](#)

3. Your intellectual interests [SAMPLE](#)

[SEE APPLICABLE QUESTIONS](#)

4. Your views on, or experiences with, diversity [SAMPLE](#)

[SEE APPLICABLE QUESTIONS](#)

5. Why you decided to apply to this college [SAMPLE](#)

[SEE APPLICABLE QUESTIONS](#)

6. Write about one of these topics:

[SEE APPLICABLE QUESTIONS](#)

College Essay Organizer FAQ's continued

Do I get a trial College Essay Organizer account to test it out for myself?

Each MyCCA.net account holder receives one complimentary College Essay Organizer account that is tied to a sample student, **Amy Awesome**. This complimentary account will allow MyCCA.net users to directly experience the easy-to-use and valuable College Essay Organizer.

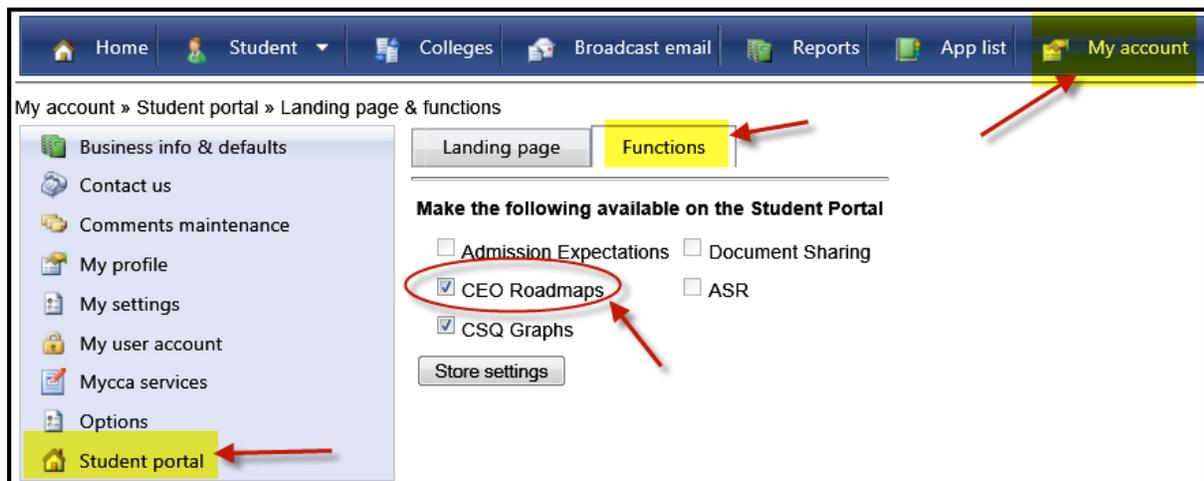
How much does College Essay Organizer cost per student?

Each student account costs just \$39. You will see the charge on your next MyCCA.net statement. There are no additional discounts applied, even if you are a member of an educational association.

Can my students access their College Essay Organizer reports?

Yes, you can let your students view their College Essay Organizer reports within the student portal:

1. Once you log into MyCCA.net, select **My Account**.
2. Click on **Student Portal** on the drop down menu.
3. Click on **Landing Page & Functions**. Then click on **Functions**.
4. Check the box for **CEO Roadmaps**. This will enable your students to see their personalized College Essay Organizer reports within the student portal (see below).



What if I want to be the only one who sees each student's College Essay Organizer report?

You can set that up under **My Account | Student Portal | Functions**. Make sure the College Essay Organizer Roadmap option is not checked.

Where do my students see their College Essay Organizer reports?

Your students will see their College Essay Organizer reports on the College List tab when they log into their student portal.

[Home](#) User: [amy@mycca.net](#) [Help](#) [Logout](#)

[About Me](#)
[My Family](#)
[My Tests](#)
[My College List](#)
[My Application Plan](#)
[My Application Progress](#)
[My Decisions](#)
[Email Counselor](#)

My Colleges

Rank	Name	Location	Shared Comment
1 ↓	Loyola Marymount University	CA, Los Angeles	
2 ↑ ↓	Cornell University	NY, Ithaca	
3 ↑ ↓	Rice University	TX, Houston	
4 ↑ ↓	Southern California, University of	CA, Los Angeles	
5 ↑ ↓	Villanova University	PA, Villanova	

User's Manual

Selecting Colleges

MyCCA.net will automatically create a College Essay Organizer report for up to 25 colleges on each student's list. If you change that student's college list, the report will be modified accordingly at no additional charge.

Using the Essay RoadMap

This is the student's personalized essay writing plan, listing all of the selected colleges' essay questions and showing how they overlap so you can work smarter and help each student write the fewest top-quality essays possible.

The best way to start the writing process is to begin with Essay 1 under "YOU HAVE TO WRITE ONLY X ESSAYS" – consider the essay topic options provided, read the different essay questions listed beneath the topic options, and then brainstorm the best essay topic for that particular student. That essay will work for all of those essay questions, with some modification in certain cases. If the essay questions have different length requirements, the longest essay length will be listed next to the suggested essay topic so the student can write with that limit in mind and then edit it down for the other essay questions. Then move on to Essay 2 and continue until the student has completed all required essays.

Viewing essay samples will show how successful applicants have addressed certain topics in the past and provide pointers on how to tweak the same essay to fit multiple questions.

Toward the end of the RoadMap, you will find the orange heading, "REVIEW THESE QUESTIONS TO SEE IF THEY APPLY TO YOU" where you will find the biographical data for each college, including application deadlines, as well as all optional, program-specific, scholarship, and non-traditional required questions (e.g. short-takes). You can hide the questions that do not apply to any given student, so the RoadMap will display only the essay questions that student must address and nothing more. It will be a perfectly customized essay plan.

Click on the link at the top of the RoadMap labeled "Read This Before You Begin" for additional tips.

Attaching Files / Uploading Draft

College Essay Organizer has incorporated the "Add File" and the "Add Draft" features, which will allow you and your students to share writing and collaborate on revisions all from within the MyCCA.net platform—you no longer need to email drafts back and forth. Simply hover the mouse over the heading of any essay question listed in the Essay RoadMap, and the "Add File" and "Add Draft" fields will appear. Click on whichever you prefer, and a pop-up box will appear. Save the draft, and it will be visible to both the student and the counselor. "View File" or "View Draft" (depending on which you used) will appear in orange text along with the date

of the most recent upload, indicating that a draft has been stored. Most consultants find “Add Drafts” useful for storing brainstorming for a question, while “Add File” is better for the editing/drafting process since it perfectly preserves all track changes made in Word. (College Essay Organizer is not responsible for any lost drafts, so make sure to have back-up copies saved elsewhere; if you are attaching files, that means you already have those files backed up on your computer.)

Notes

The Notes field allows you to share notes regarding a particular essay question. By keeping this communication separate from an uploaded essay draft, you can maintain the integrity of the original essay while continually communicating with your student via College Essay Organizer. For example, you might click on “Add Note” and in the box write, “This essay was due yesterday – where is it?” When you save that note, the date will appear below the “View Note” field.

Tracking Status of Drafts

College Essay Organizer allows you and your students to tell each other when an essay has been finalized for each individual question. Simply check the “Complete” box at the far right of any uploaded essay, and the date of completion will appear, visible to you and your student. This box can be unchecked at any time.

Alert System

The alert system simplifies the collaboration and communication between student and counselor, and instantly tells each when new drafts or notes are ready to be reviewed. Here are the simple steps:

1. Next to each essay question, you will see this alert image:



2. If you want to alert your student/counselor that you have made uploaded a new file, draft, or note, simply click on the alert image. It will then look like this:



3. Doing so will add an “alert” to your Alert Box, which is visible in the lower corner of your screen. When all your changes have been made, you can email your alerts to your student/counselor by clicking, “Email My Alerts to Student” (if you are a counselor) or “Email My Alerts To Counselor” (if you are a student) in the Alert Box. Alerts will only be sent if and when you choose to send them.
4. Alert emails from your student/counselor will tell you to log into your account and address the questions listed in your Alert Box. Once a question’s alert has been addressed, simply click the red **X** in the Alert Box to remove that alert.
5. Counselors can always see which students have remaining alerts when they log into their master accounts via the “Alerts” column in the student grid.

If you have any questions or want individualized guidance, please contact us directly at either memberhelp@CollegeEssayOrganizer.com or support@mycca.net.