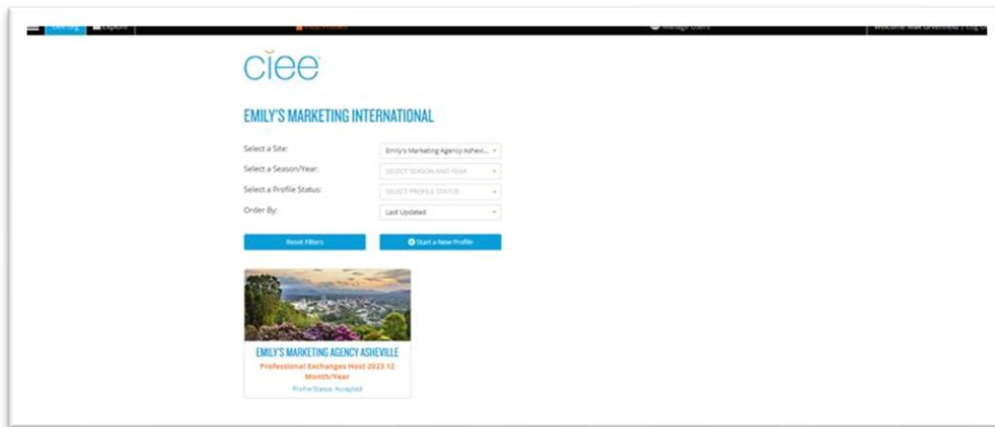




Beacon Host Portal Guide: How to access the participants training plan from Beacon

Please note that the participant can access the training plan in EDS only after their profile is submitted in Beacon and the Host Profile is approved by CIEE.

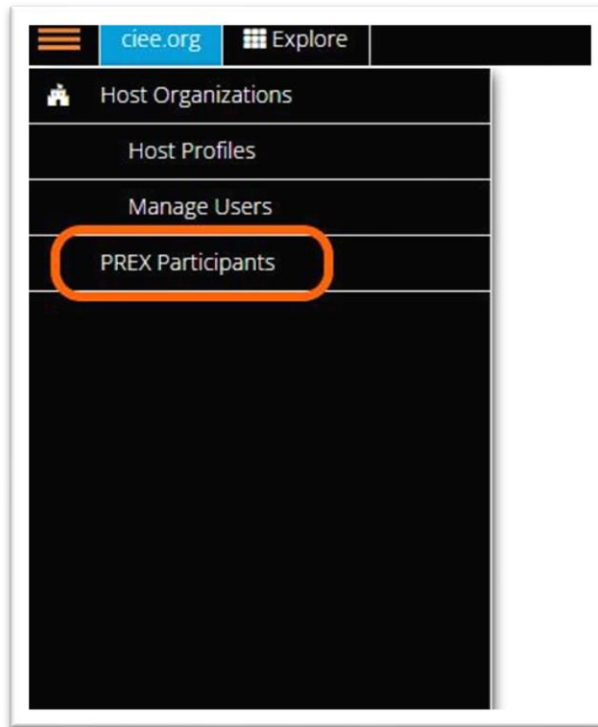
1. Login to Beacon using the credentials that you have previously established



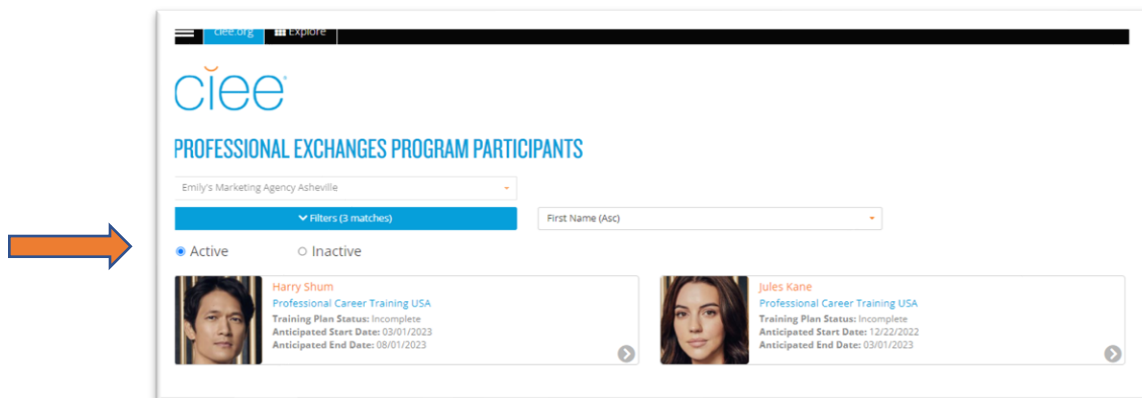
2. In the upper left corner please hover the mouse over the three-lined icon, which is the Beacon dropdown menu (highlighted below).



3. In the dropdown menu, click on the “PREX Participants” option



4. Once the “PREX Participants” page loads, please make sure that your Host Organization name is listed (For the purpose of this example, we will look at “Emily’s Marketing Agency Asheville” and that the “Active” icon is selected
 - a. For hosts with multiple participants, you can also utilize the filters to sort through applications



- Please then click on the “Internship USA” or “Professional Career Training USA,” icon located under the participant’s name

The screenshot shows the CIEE website interface for the Professional Exchanges Program. At the top, there is a navigation bar with the CIEE logo and the text 'cree.org Explore'. Below this, the main heading is 'PROFESSIONAL EXCHANGES PROGRAM PARTICIPANTS'. A search bar contains 'Emily's Marketing Agency Asheville'. Below the search bar, there are filter options: 'Filters (3 matches)' and a sorting dropdown set to 'First Name (Asc)'. There are two radio buttons for 'Active' (selected) and 'Inactive'. Two participant cards are displayed, each with a profile picture, name, program name, and training plan status. The first card is for Harry Shum, and the second is for Jules Kane. Both cards are highlighted with an orange border.

Name	Program	Training Plan Status	Anticipated Start Date	Anticipated End Date
Harry Shum	Professional Career Training USA	Incomplete	03/01/2023	08/01/2023
Jules Kane	Professional Career Training USA	Incomplete	12/22/2022	03/01/2023

- You will then be redirected to the training plan in EDS and may be asked to login using those credentials. For any issues logging in, please contact INT-PCT@cree.org

The screenshot shows the CIEE Exchange Programs page for Harry Shum. The page has a header with the CIEE logo and 'EXCHANGE PROGRAMS'. Below the header, there is a navigation bar with 'HOME' and 'HARRY SHUM'. The main content area features a progress bar with four steps. The first step is 'HARRY SHUM / TRAINEE INCOMPLETE' and the second step is 'IN PROCESS'. The progress bar is a horizontal line with four chevron-shaped segments. The first segment is orange and contains the text 'HARRY SHUM / TRAINEE INCOMPLETE'. The second segment is grey and contains the text 'IN PROCESS'. The third and fourth segments are also grey and empty.