

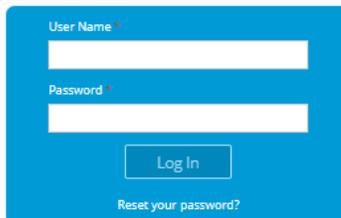
## HOST PORTAL PARTICIPANT HIRE REPORTING

Our Data Analytics Tool allows you pull a roster of hired participants filtering by the information that you are looking for. This tool allows you to filter participants by year, season, country, start date and more! Please follow this step-by-step guide on how to set up access to this information in your Host Portal:

**Step 1:** Log into [Host Portal](#).



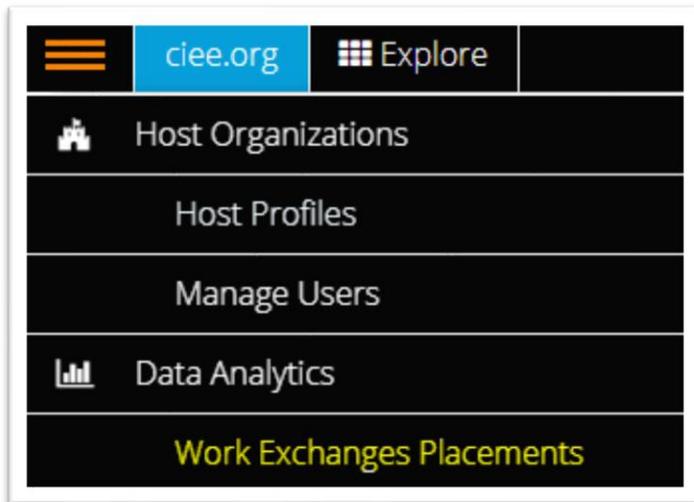
### MY ACCOUNT



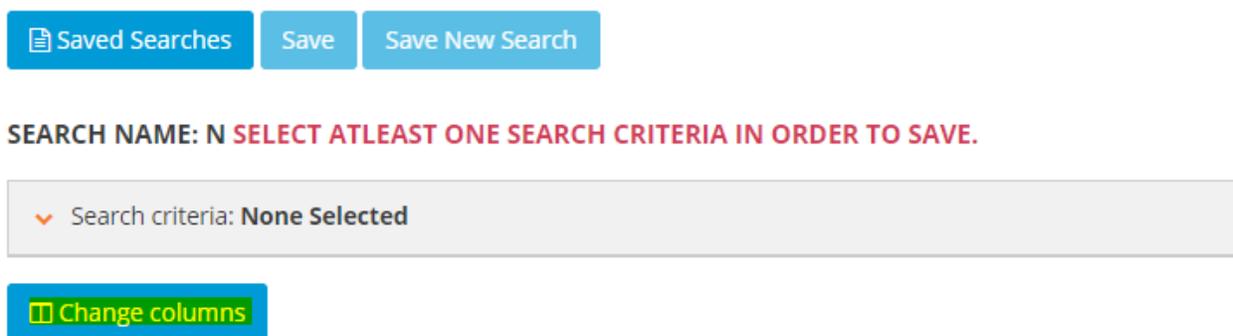
The screenshot shows a blue login form with two input fields: "User Name" and "Password". Below the fields is a "Log In" button and a link that says "Reset your password?".

**\*\*Your User Name is the email address used to set up your CIEE Host Portal account. If you forgot your Host Portal password, please click on "Reset your Password?"\*\***

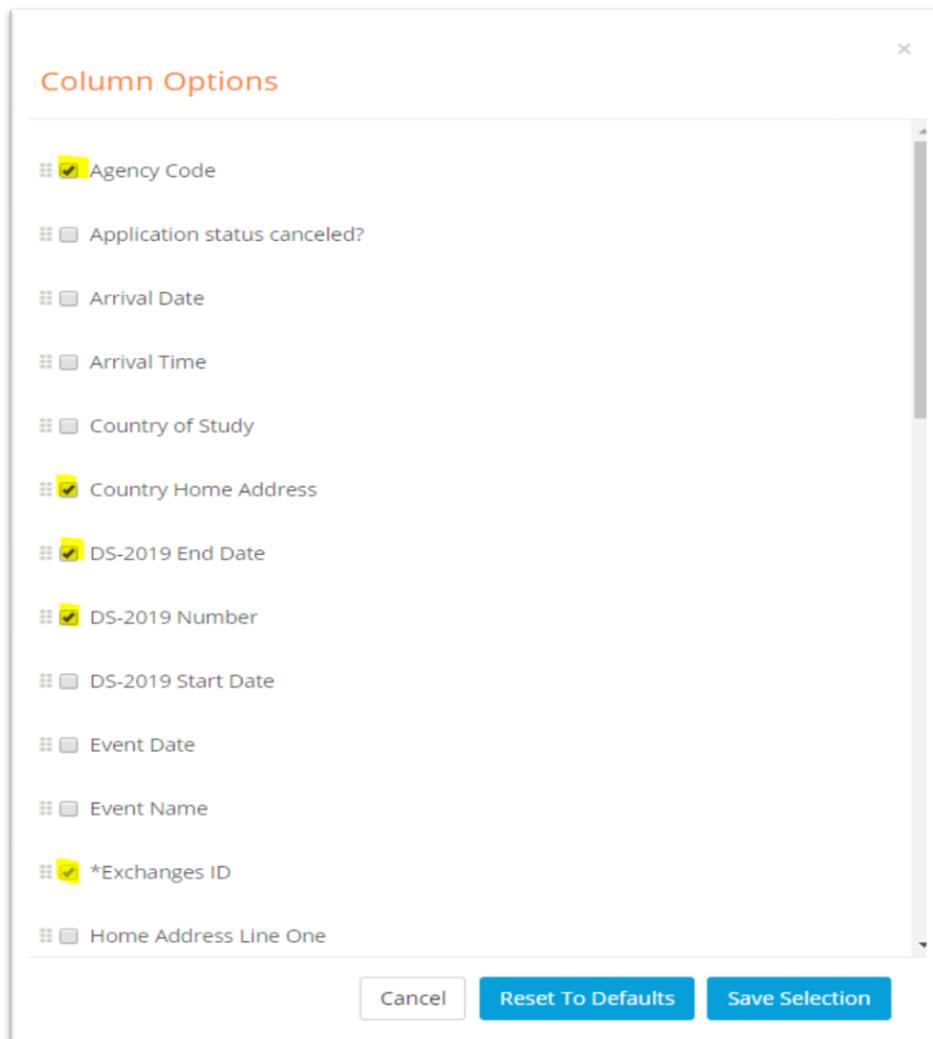
**Step 2:** Please click on the menu on the upper left corner of the screen and select “Work Exchanges Placements”:



**Step 3:** You are very close to finding your roster! But first, start by setting up the columns you would like to display on the report. Click on “Change Columns”:



In this pop-up you can select what columns you would like to see on your report by checking/unchecking the checkboxes:



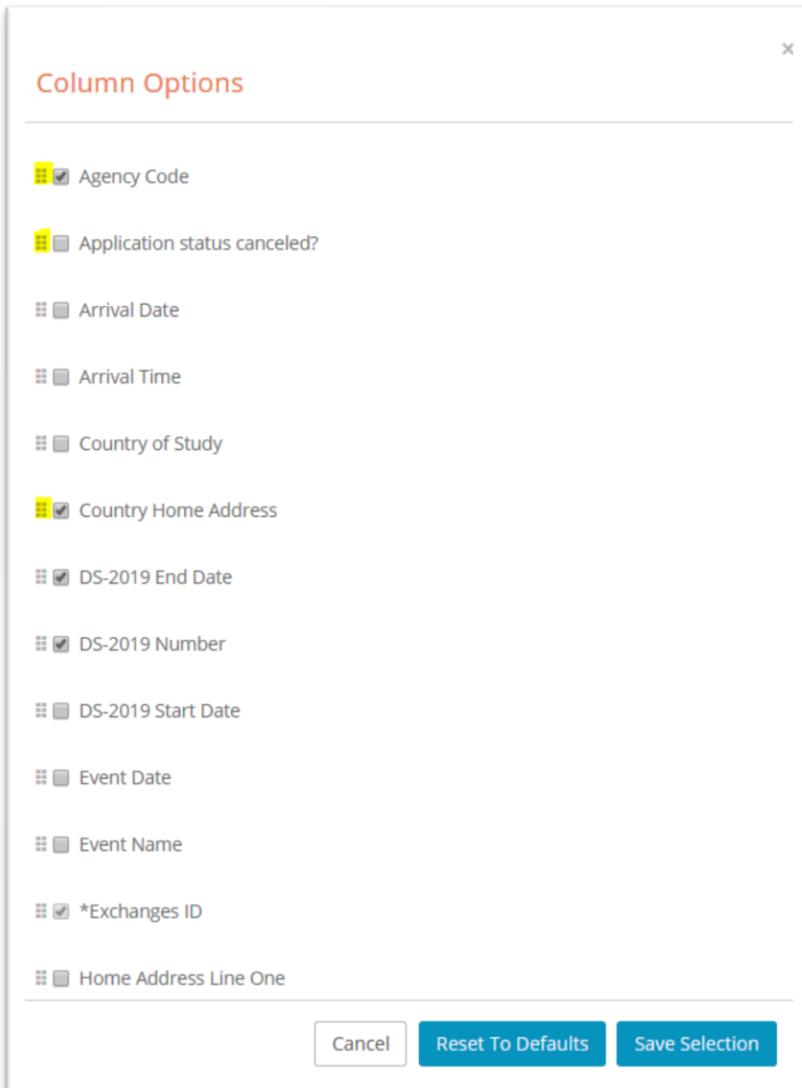
**Column Options**

- Agency Code
- Application status canceled?
- Arrival Date
- Arrival Time
- Country of Study
- Country Home Address
- DS-2019 End Date
- DS-2019 Number
- DS-2019 Start Date
- Event Date
- Event Name
- \*Exchanges ID
- Home Address Line One

Cancel   Reset To Defaults   Save Selection

Feel free to customize based on the information you are looking for!

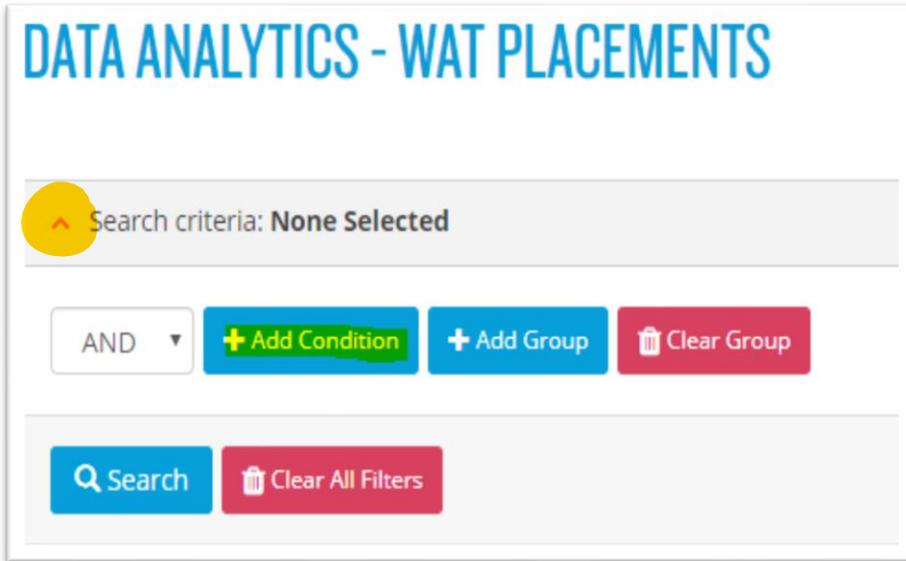
You are also able to order columns for your final view by clicking and dragging them up or down using the icon to the left of the checkbox. The ones that are checked and at the top will be the first columns on your report:



CIEE recommends a basic view consisting of: Site of Activity (if multiple locations), Placement Profile Name (job type), Participant First Name, Participant Last Name, DS-2019 Number, Participant Email, Country Home Address, Country of Study, Placement Start Date, and Placement End Date.

Pro Tip - You can keep track of cancellations by including "Application status canceled?" in your columns. If the report shows "yes" for a participant, this means that they have canceled from the program.

**Step 4:** Now filter your search to only show the criteria you are looking for. Go to Search Criteria and expand the view using the orange arrow(circled below). Once expanded, click on “Add Condition”.

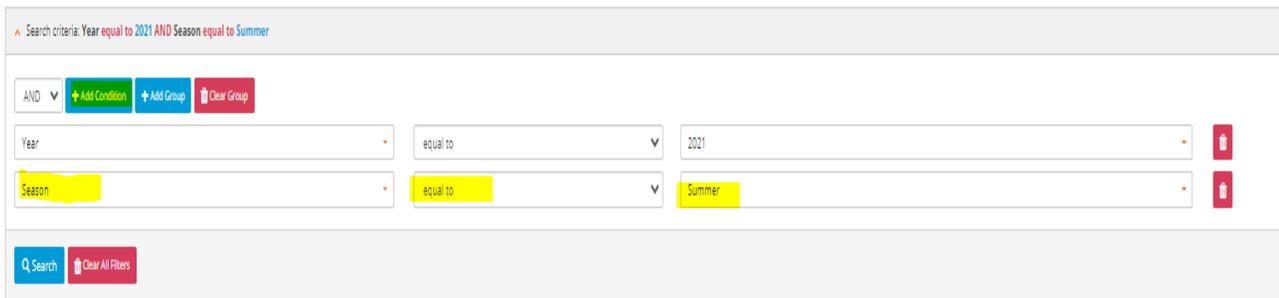


On the dropdown menu, please choose “Year”, “equal to”, and the hiring year you are trying to search. For example, select “Year/equal to/2021” to see new hires for the 2021 year.



Change columns

**Step 5:** To see participants from a specific season, you will want click on “Add Condition” once again and on the dropdown menu choose “Season”, "equal to", and the season you are trying to pull. For example, to see the Summer season participants, you will select, "Season/equal to/Summer."



Search criteria: Year equal to 2021 AND Season equal to Summer

AND + Add Condition + Add Group Clear Group

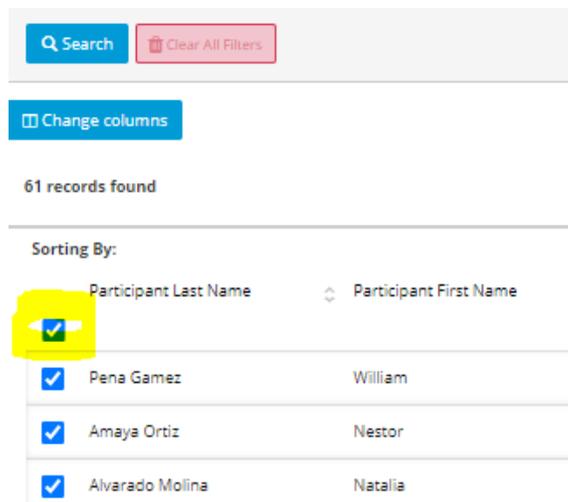
Year equal to 2021 Clear

Season equal to Summer Clear

Search Clear All Filters

Don't forget to click “Search” once you are done setting your conditions!

**Step 6 - Export the List!** - Once you have your list pulled, you can export this list to a CSV File by selecting the boxes you wish to export. To select all names, click on the top box on the row of boxes to the left of your data.



Search Clear All Filters

Change columns

61 records found

Sorting By:

<input checked="" type="checkbox"/>	Participant Last Name	Participant First Name
<input checked="" type="checkbox"/>	Pena Gamez	William
<input checked="" type="checkbox"/>	Amaya Ortiz	Nestor
<input checked="" type="checkbox"/>	Alvarado Molina	Natalia

Now click on "Export to CSV File." This should generate a list that you are able to edit in Microsoft Excel.

Export to CSV File

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er ⌵ \*Exchanges ID ⌵ Participant Email ⌵ Participant First Name ⌵ Participant Last Name ⌵ Season ⌵

If you have any questions or concerns, please do not hesitate to contact CIEE by emailing [hire@cieee.org](mailto:hire@cieee.org)!