

Welcome to CIEE Beacon Host Portal.

Our system is designed to be user friendly with user-driven content and accessibility. You can access Host Portal via your unique username (email address used to create your account) and password (you select this at first login) either from your computer or mobile device.



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Site of Activity: Physical location where a student works. We know that some host employers have multiple sites of activity with separate addresses.

Host Account: Parent account for an employer. All employers have a parent account, even if there are not multiple sites of activity. All sites of activities are created within the parent account, or Inbound Host Account.

Host Admin: Super user who can view and update information at all sites of activity associated to a given Inbound Host Account. They can add site contacts and profiles to any site of activity. This is typically your corporate HR team or main point of contact for CIEE, but there can be multiple host admins.

Site Contact: These are users who are assigned to one or more sites of activity, but do not have broader powers to add/delete users or make edits to the inbound host account.

Seasonal Host Profile: General information about the company, community, housing, arrival information, cultural opportunities, and more. This section includes any info that would remain consistent across all job profiles for a given season and year and can include any photos or videos that you would like prospective students to see. ***Please note that Seasonal Host Profiles are season/year specific. After a few seasons working in CIEE Beacon Host Portal, you will see multiple Seasonal Host Profiles to select.***

Placement Profile: This is your job description. This includes information specific to the job placement such as job description, wage, dates, job description, and conditions of the job (lifting requirements, language requirements, etc.).

Host Admins

[Host Admins](#) will be invited to the system by CIEE; they will then add [site contacts](#) and set controls for each site contact individually. There can be more than one host admin for a [host account](#), but new admins need to be added by [CIEE](#).

Site Contacts

Each site contact can have access to multiple [sites of activity](#), and access can be changed at any time by CIEE or a Host Admin.

Logging In

1. You will receive a welcome email for CIEE Beacon Employer Host Portal
2. Click on the blue link in the email titled “Set Your Employer Host Portal Password”

In order to begin creating an online profile, please access our Beacon Employer Host Portal and create your password. Your username is your email address.

Employer Account Information:

First Name:

Last Name

Email Address

Company:

CIEE Representative:

CIEE Representative Email:

[Set Your Employer Host Portal Password](#)

The above link is available for 7 days. If your password link has expired, you can generate a new link by clicking "Reset Password" on the Beacon login page and typing your email address.

Once you've created a password, you may find it helpful to set the following link as a bookmark in your browser so that you can access the site at any time: [Beacon Host Portal](#)

3. You will be brought to the login page (beacon.ciee.org/login/)
4. The first time you log in, select “Reset your Password” to set up your user account.
5. Follow the reset steps to choose a password, then log in to CIEE Beacon Host Portal.

NOTE: the link to set up your Beacon login is only active for 7 days.

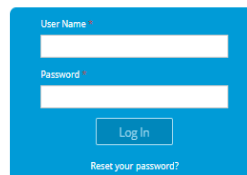
If you miss that window, contact CIEE at hire@ciee.org.

DO NOT Share your username or password.

Each user should have their own log in. If someone else needs access to the system, contact your [Host Admin](#) and ask them to add a new user or contact CIEE.

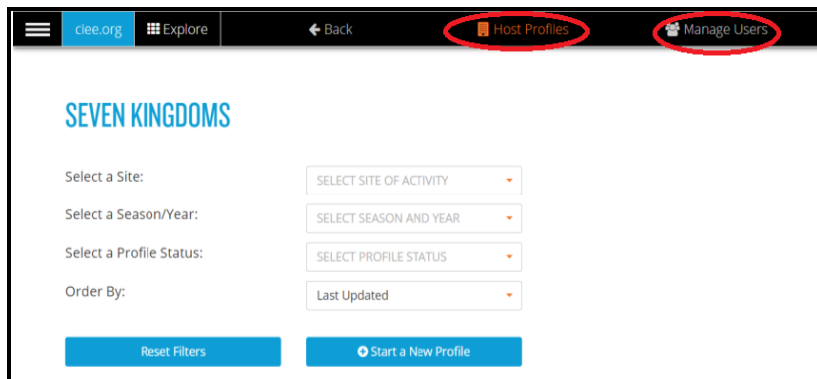


MY ACCOUNT



LANDING PAGE

This is the landing page that [Host Admins](#) will see when they login to CIEE Beacon Host Portal. From this page, you can manage your [site contacts](#) and create [Seasonal Host Profiles](#).



There are three major parts of this page to note:

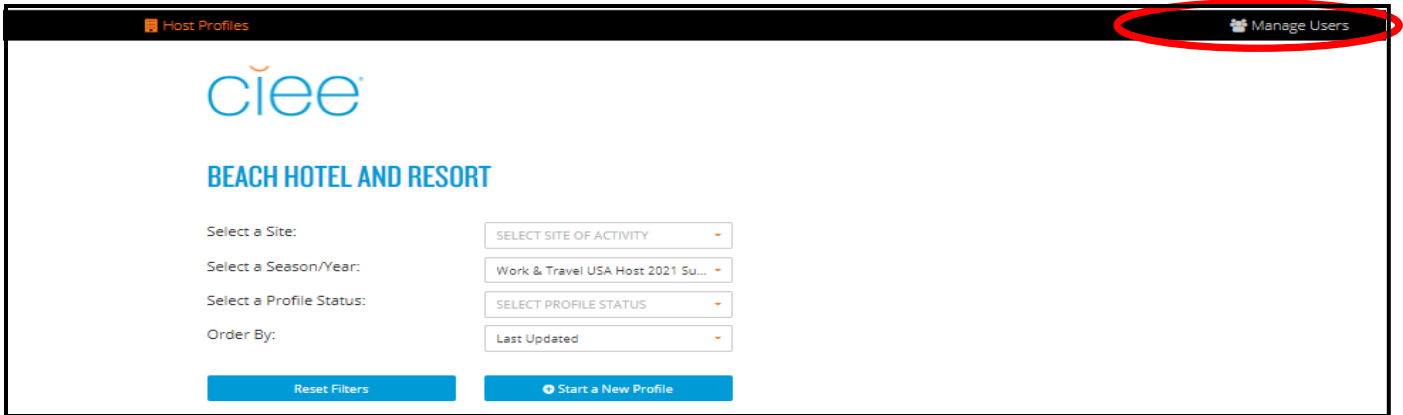
Top Menu – you can easily toggle between the “Host Profiles” and “Manage Users” sections using the black menu bar at the very top of the page

Start a New Profile – this is where you will start to build new profiles for a given season.

Search/Filtering Options – you can easily filter down search results. *Please Note - This will automatically default to "Last Updated." To see all Seasonal Host Profiles available, select "Reset Filters."*

As a [host admin](#), you can control who has access to your [sites of activity](#). [Site contacts](#) can have access to multiple sites or just one, and you can edit their permissions at any time.

1. Select **“Manage Users”** from the top menu



2. Click **“Add User”**

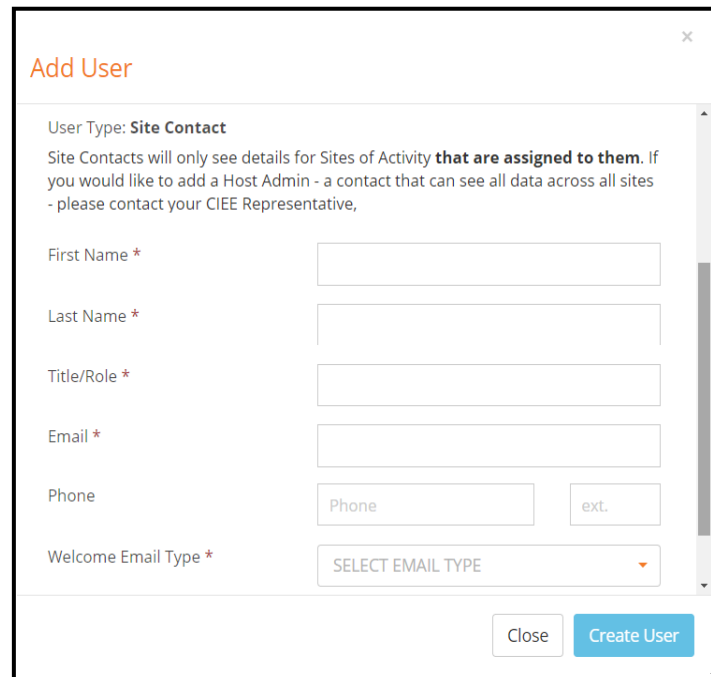
3. Select the location(s) you want the contact to have access to

4. Fill in:

- First name
- Last name
- Title/Role
- Email Address
- Phone
- Welcome Email Type

5. Click **“Create User”**

6. The user will be prompted with an automatic welcome email inviting them to the system. In the welcome email, there is a link to set a password. The link is valid for 7 days.



Add User

User Type: **Site Contact**

Site Contacts will only see details for Sites of Activity **that are assigned to them**. If you would like to add a Host Admin - a contact that can see all data across all sites - please contact your CIEE Representative,

First Name *

Last Name *

Title/Role *

Email *

Phone Phone ext.

Welcome Email Type *

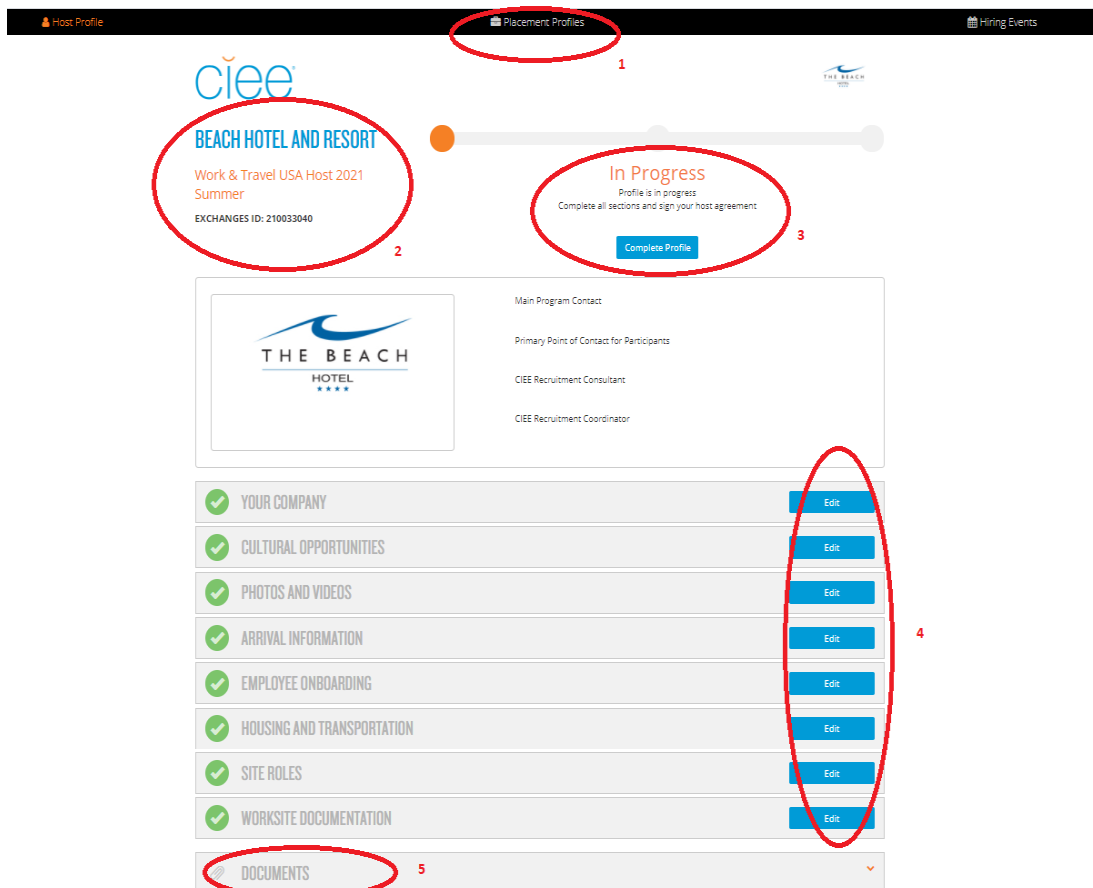
Close

There are two parts to a Profile: **Seasonal Host Profiles** and **Placement Profiles**

SEASONAL HOST PROFILES

This section will include information that applies to all participants in a given season. There are 5 major parts of the Seasonal Host Profile to consider:

1. **Menu Bar** – at the top you can switch between Host Profile and Placement Profiles
2. **Site/Season** – You can see the site of activity name, season, and your unique ID
3. **Progress** – this bar tells you how much of your profile you have completed
4. **Content** – there are 8 content sections to be completed:
 - a. Your Company
 - b. Cultural Opportunities
 - c. Photos and Videos
 - d. Arrival Information
 - e. Employee Onboarding
 - f. Housing and Transportation
 - g. Site Roles
 - h. Worksite Documents
5. **Documents** – Upload any additional recruiting documentation here



Photos and Videos

This is a great section to really highlight your business and stand out from other employers. Be sure to put up pictures of participants doing their job and experiencing life in America. Have past participants generate content for you from their videos and/or photos (Facebook and Instagram are great resources).

Site Roles

This section is a great way to make sure the correct person is contacted. There are 4 areas you can designate a contact for -

- Main Program Contact
- After Hours/Emergency Contact
- Primary Point of Contact for Participants
- Participant Facing Contact

For many employers all 4 might be the same person. These people may or may not be the [host admin](#) or [site contact](#), but you will need to specify and put their information in this section. They do not necessarily need to have access to the system. If these points of contact change throughout the hiring season, you will need to contact CIEE to update this at hire@cieee.org. Once your jobs are approved the information will lock to prevent editing.

Uploading Documents

Host employers can upload their current workers compensation and business license directly into Host Portal. The section entitled "Worksite Documentation" in the [Host Profile](#) is where these can be uploaded.

Worker's Compensation


1. Before you begin, be sure to have the workers comp documents saved on your computer
2. Click Start
3. Select "Upload Worker's Comp"
4. Find the document in your files and double click. The document will automatically upload.
 - If you add the wrong document, you can replace is using the same process.
5. Next add in the expiration date, policy provider name and policy number
6. Save

Business License

1. Before you begin, be sure to have the current business license documents saved on your computer
2. Click Start
3. Select "Upload Business License"
4. Find the document in your files and double click. The document will automatically upload.
 - If you add the wrong document, you can replace is using the same process.
5. Next add in the expiration date and click "Save"



Worksite Documentation


1. To complete the “Worksite Documentation” section fill in the Federal Tax ID (EIN) for our business.
2. Check the “I have reviewed the above data and it is complete and current.”

 WORKSITE DOCUMENTATION
Start

WORKER'S COMPENSATION POLICY

** Please provide a certificate for liability insurance, or a comprehensive worker's compensation plan or equivalent.

 Replace Worker's Comp
Complete! 
WC - Winterfell - 2019.pdf



Worker's Compensation Policy Expiration Date: * 


Policy Provider Name: *

Policy Number: *

BUSINESS LICENSE

** Please provide proof of valid business license or equivalent. This should be a renewable document that clearly lists your business name and address and has an expiration date. This document may vary based on location and business type - if you have any questions, please contact your CIEE representatives.


 Replace Business License
Complete! 
BL - Winterfell - 2019.pdf

Business License Expiration Date: * 

Federal Tax ID (EIN) *

I have reviewed the above data and it is complete and current. *

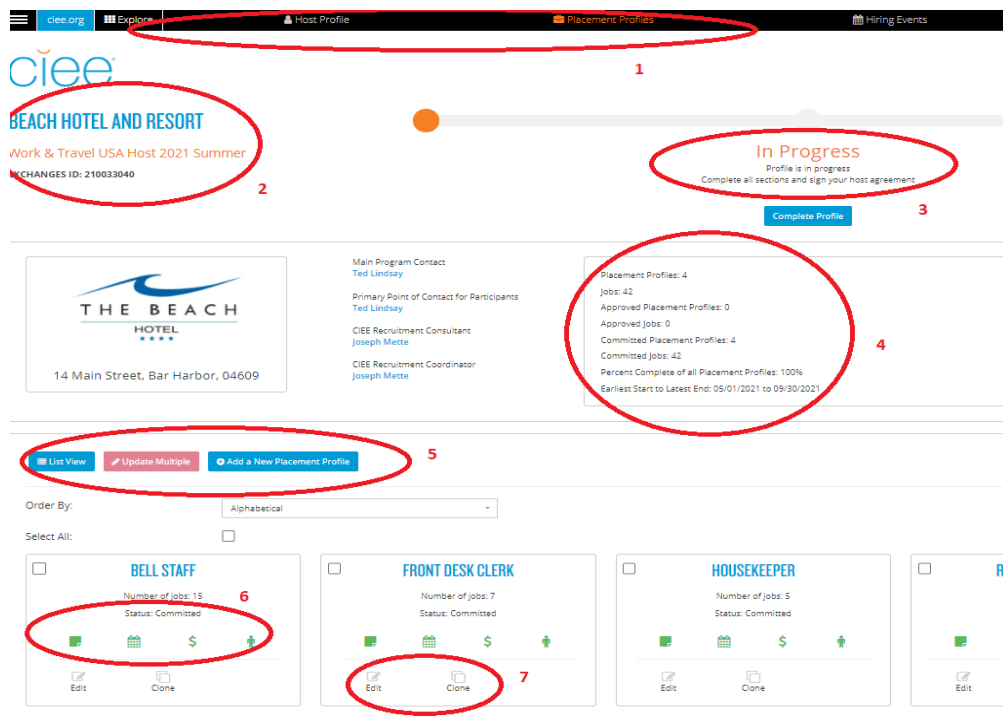
Save
Save & Close
Cancel

 DOCUMENTS
▼

This is information about each job placement you would like to hire students for. This would include job placement description, dates, wage, job requirements.

There are 7 major things to note about the [Placement Profile](#).

1. **Top Menu Bar** – At the top you can easily switch between the [Host Profile](#) or the [Placement Profile](#).
2. **Site/Season** - You can see the name of the [site of activity](#), which season the profile is for, as well as your unique ID.
3. **Progress** –The progress bar will tell you what percentage of the profile you have created.
4. **Summary** – To the right of the contact info, you can see a summary of the job placements: how many placement profiles you have, the total number of job placements, how many have been approved, your % complete and the earliest start and the latest end date.
5. **Menu** - In this menu in the middle of the page you can switch between title view and card view. One feature of Host Portal is the ability to make mass updates to several profiles at the same time. From here you can add another job placement profile as well.
6. **Content** - There are 4 sections of content to complete for each [site of Activity](#). They are self-explanatory with help text throughout. Once you start a section it will update the progress bar and change the icon to orange. Once a section is complete it will change to green. *Don't forget to save your work as you go!*
7. **Edit, Clone, Delete** - You can use these to edit, copy or remove profiles. Use caution with the Clone and Delete!



There are 4 sections to complete a [Placement Profile](#)

1. Basic Details
2. Dates
3. Compensation
4. Job Requirements

Card View

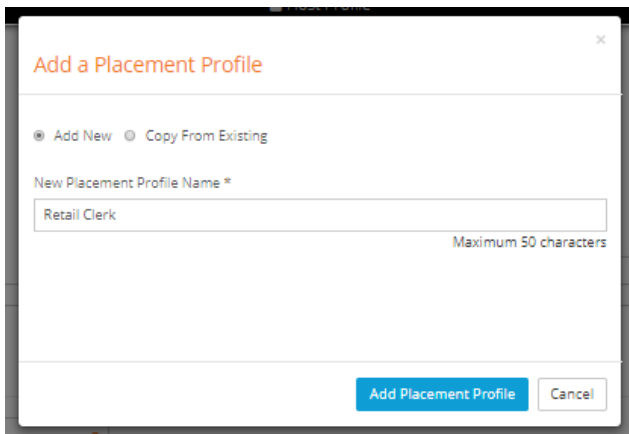
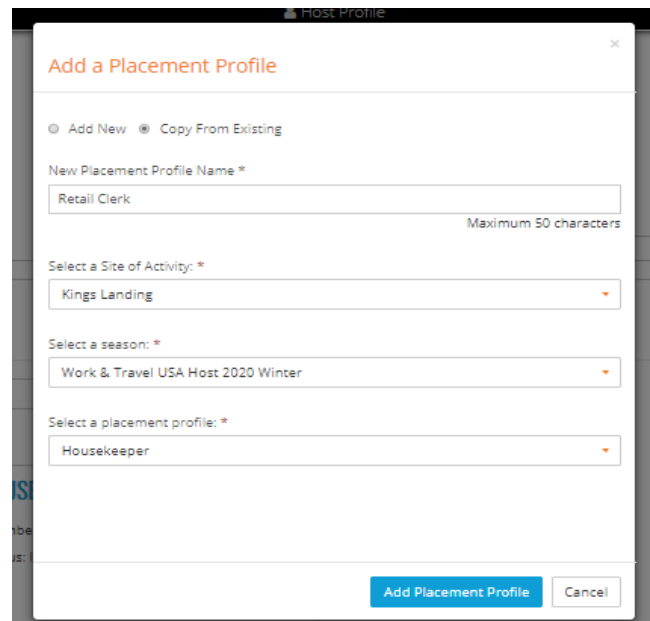
Views

There are 2 views – List View or Card View. You can switch between the 2 based on your personal preference.

List View

ADDING A PLACEMENT PROFILE

1. Using the black menu at the top click on [Host Profile](#) then on [Placement Profile](#)
2. Using the menu in the middle of the page click on “Add a New Placement Profile”
3. Title the job placement
4. Select either “add new” or “copy from existing”
 - a. “Add New” means you will complete all the content
 - b. “Copy from Existing” means you will take an existing profile from this [site of activity](#) or another site of activity and make a copy using "Copy From Existing."
5. Click add Placement Profile.
6. The first section will automatically open and you can begin adding information.

Editing Job Content

You can easily toggle between the various sections of the placement profile by clicking on the icon. Again, the sections will turn orange once you have started and green once the section is complete. **As you add job details, remember to click "Save" frequently.**

- Page = Basic Details
- Calendar = Dates
- \$ = Compensation
- Person = Job Requirements



THE FINAL STEP in CIEE Beacon Host Portal is to sign the digital hiring agreement by clicking on “Complete Profile.” Once you have reviewed and signed, CIEE will review all information before moving forward with hiring and will contact you with any questions.

The screenshot shows the CIEE Beacon Host Portal interface. At the top, there is a navigation bar with links for 'Home', 'Explore', 'Host Profile', 'Placement Profiles', and 'Hiring Events'. Below this, the user's profile information is displayed, including the CIEE logo, 'BEACH HOTEL AND RESORT', 'Work & Travel USA Host 2021 Summer', and 'EXCHANGES ID: 210033040'. A progress bar indicates the current status: 'In Progress' with the subtext 'Profile is in progress' and 'Complete all sections and sign your host agreement'. A blue button labeled 'Complete Profile' is circled in red. On the right side, a sidebar titled 'COMPLETE YOUR PROFILE' contains the 'CIEE Work & Travel USA Hiring Agreement Form'. The form text states: 'CIEE offers U.S. employers the chance to fill seasonal positions via various hiring services. The following section outlines the terms and conditions of the Host Employer's cooperation with CIEE on these hiring services, specific to the CIEE Work & Travel USA Program (the "Program"). **Read the following information carefully, and confirm that you have read, understand and agree to these terms by providing your signature.** For the purpose of these Terms and Conditions, the following terms are defined as follows: *Applicant:* A foreign national who has been screened by the International Representative for program suitability and intends to submit their personal and professional information to CIEE for consideration for acceptance into the Program. *Participant:* A foreign national exchange visitor who has been accepted by CIEE into the Program. *International Representative:* Approved entities in the applicant's home country which have formal agreements with CIEE and...'. At the bottom of the sidebar are 'Close' and 'Sign' buttons.

TIPS / TRICKS

Copying

Build out one [placement profile](#) with as much detail as possible then “clone” and change the copy to the new job title and update the relevant details. You can also clone [Host Profiles](#) between sites of activity.

Multimedia

Update recruiting videos or student made videos. Pick pictures that will entice students to work to work at your location. Have pictures of students doing the jobs

Warning Messages

If you forget to save a section when building profiles and try to change sections or pages, you will be prompted with a warning message reminding you to save.

Editing Profiles

You can go back into your profile and edit until the job placements have been approved by CIEE. At that time the profiles lock. If changes need to be made after the job placements are approved, please contact CIEE at hire@cieee.org.

Editing User Access

If a site contact needs their permissions changed, their Host admin can edit them.