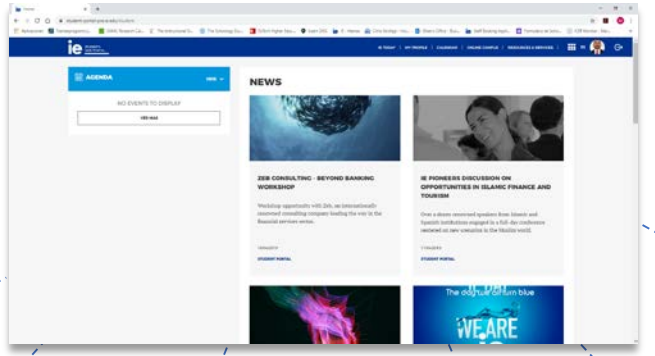
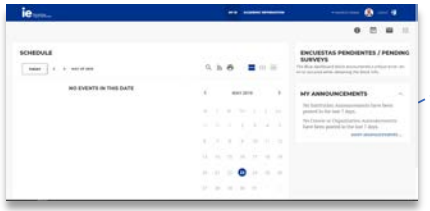
IE Student Portal

Access to several sites under one roof:

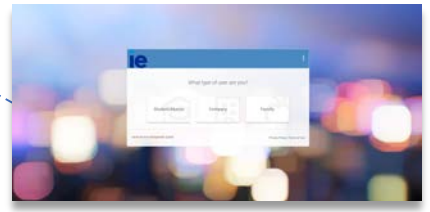
Student Portal



Campus Online



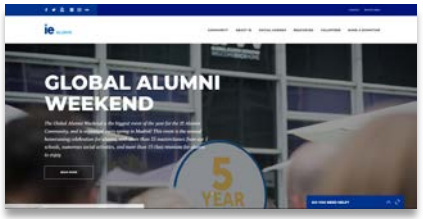
Careers Portal



Program Guide

Campus Life

Alumni



Other Services

Key details

1. It is not possible to restrict the access to the platform. As long as a student has an IE user name and knows the web address, they will be able to enter and use it.

2. Staff members can access it as well using their usual username/password

3. Program Management must make sure that the Student Guide is set up to properly work with the Portal (see next slides for more details)

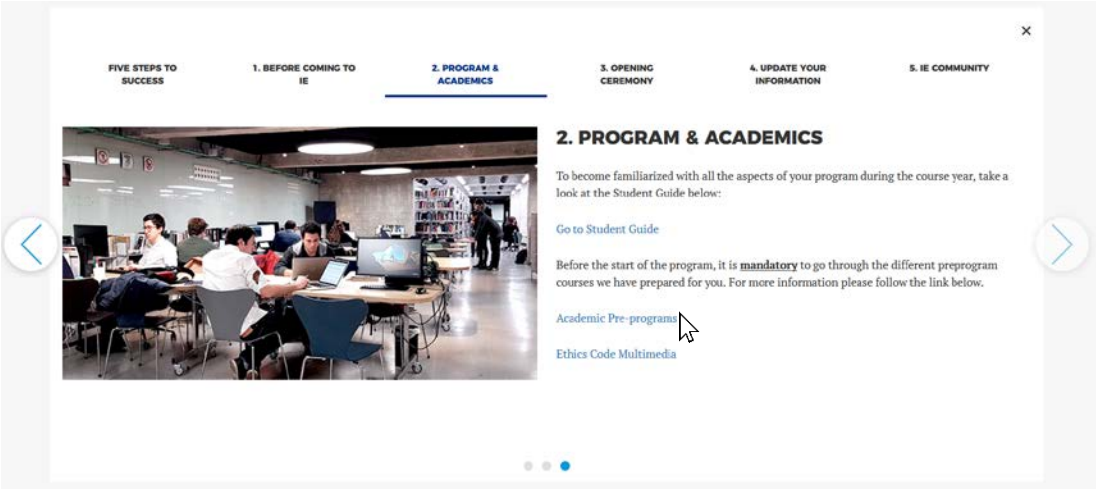
4. The Student Guide most be hosted under the “ie.edu” domain

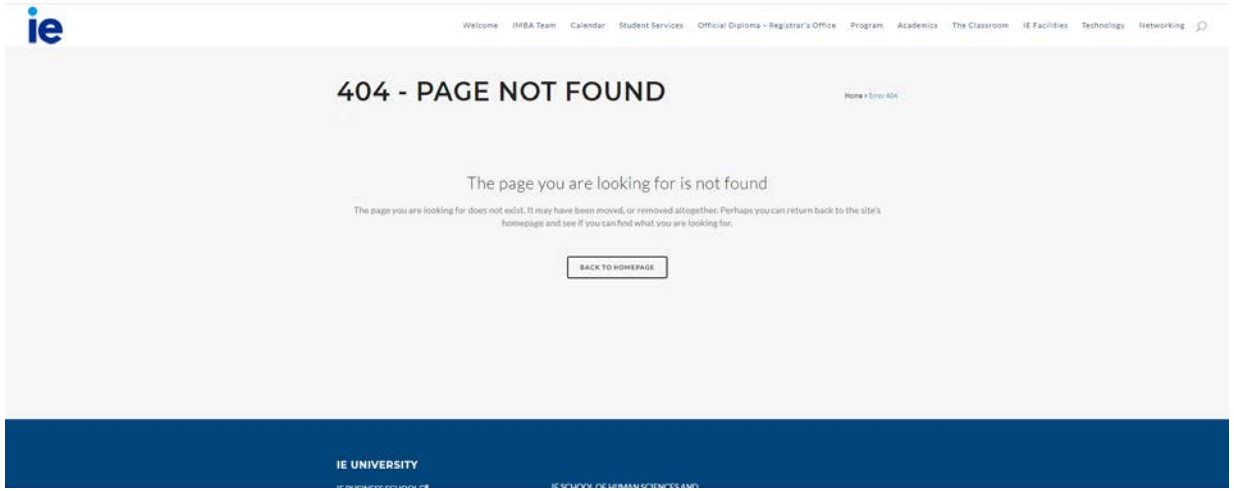
5. The “welcome” module is only visible to students until 30 days after their program start date (as defined on Atenea)

6. Invitations to create the own credentials and to access the Student Portal are sent automatically from CRM. Program Management no longer requires to handle this process manually.

MUST HAVE!

All programs must have a Student Guide in order for the Portal to work properly
Otherwise students will run into dead ends.





Necessary sections

All Student Guides must have:

- Student Services
- Pre-programs
- Program Opening

Not having these sections or using the incorrect URL route will create an error

The URLs needed

The ending of the URLs for the 3 sections must be…

Student Services:

EN: https://www.ie.edu/student-guide/program+intake/student-services/
ES: https://www.ie.edu/student-guide/program+intake/student-services/

Pre-programa:

EN: https://www.ie.edu/student-guide/program+intake/pre-programs/
ES: https://www.ie.edu/student-guide/program+intake/pre-programas/

Program Opening:

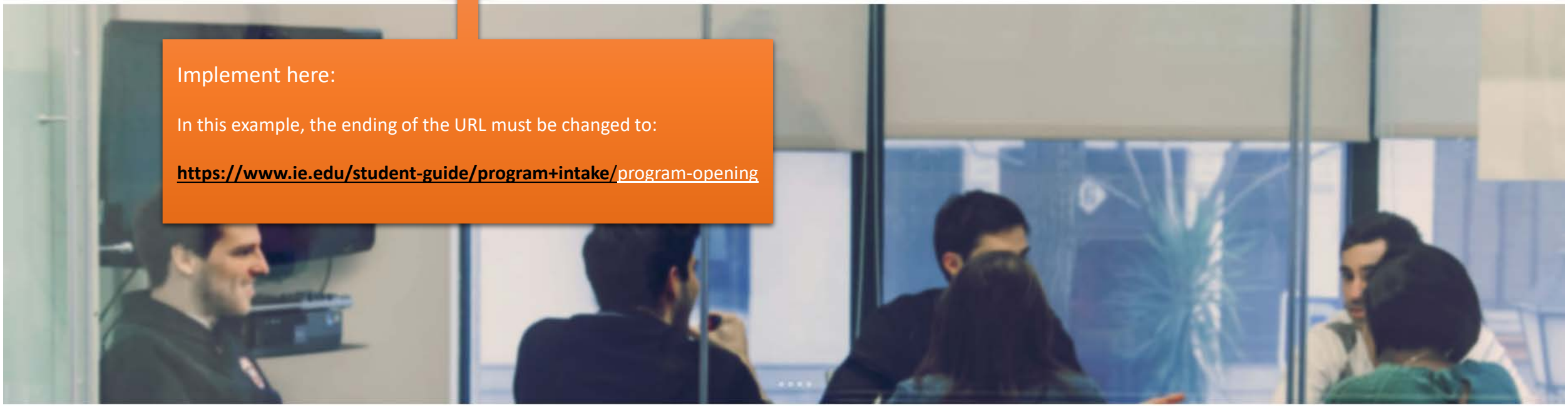
EN: https://www.ie.edu/student-guide/program+intake/program-opening/
ES: https://www.ie.edu/student-guide/program+intake/apertura/

Opening Ceremony | MIM EN SE

https://www.ie.edu/student-guide/mim-en-sep-2018/opening-ceremony/

Aplicaciones | Traineeprograms |... | GMAC Research Cal... | The Instructional D... | The Schoology Exc... | EdTech Higher Educ... | Learn DISC | IE - Atenea | Citrix XenApp - Inici... | Dean's Office - Busi... | Staff Booking Appli... | Formulario de Solici... | Instructional design...

Welcome | MIM Team | MIM Program | Add Value to Your Program | Academic Policies | Campus | Technology | Departments | Official Diploma



Implement here:

In this example, the ending of the URL must be changed to:

https://www.ie.edu/student-guide/program+intake/program-opening

The **Opening Ceremony** will take place on **September 5th** at IE Campus Segovia. It marks the official beginning of your Program and attendance is mandatory.

The dress code is formal business attire (suit and tie for the gentlemen). Please note that the Opening Ceremony is for MIM students only. No guests will be permitted.

More information concerning the (meeting point and agenda) will be sent to your IE email account shortly before the day of the Opening Ceremony. **Stay tuned for more details!**

During the Opening Ceremony, you will receive relevant information regarding the START MODULE and more useful information for the first two weeks of the program.

You will also receive your **student IE card** at the Opening Ceremony in Segovia. Please follow the instructions sent to your IE email account, to confirm that your contact information has been noted correctly and you have a photo on file.

The START MODULE will begin on **September 6th**, the day after the Opening Ceremony. It serves as an introduction to the program, while providing you with opportunities to begin interacting with your peers.

Communication

In case Program Management wants to include a text on their welcome letters or other materials. Please find below the suggested text:

The Student Portal is the starting point of your journey as a member of our community. In it you will have access to key information and resources necessary to make the most of your experience at IE.

To access the Student Portal click here, you will be able to log in using the username and password you just created.

Portal web address:

https://student-portal.ie.edu/

Assistance

Problems adapting Student Guide:

If your Student Guide can not be compliant with the conditions stated, and you wish to give your students access to the Portal, please contact: Mauricio Fernandez at Mauricio.Fernandez@ie.edu

An online training was given on July 2019 on how to do the URL changes without affecting the existing structure of the Student Guides. If you wish to review the recording, please contact: Ruth Marchante Ruth.Marchante@ie.edu

Access or display problem:

In case of any problems with the platform at student or staff level, please contact: Mauricio Fernandez at Mauricio.Fernandez@ie.edu

THANK
YOU