



ABOUT STUDENT SITES

Student sites are program-specific, and contain detailed program and academic information for both students and parents.

WHAT'S INSIDE

BLOG	This is where you will find daily blogs to keep you updated on the program's journey.
YEARBOOK	This is where teachers will upload pictures from the program, usually on a daily basis.
CALENDARS	Overview calendar and Day-to-Day activities calendar.
IMPORTANT INFORMATION	<p>Registration Information: Acceptance Package, Invoice Information, Pre-departure information, Student Request Form.</p> <p>Travel Information: Flight Info and Trip Check-in, Baggage Allowance, Packing Lists, Travel Insurance Info, Hotel Details.</p> <p>Additional Information: Laptop Specifications, Info on Staying in Touch, Teacher Contacts and Course Selection.</p>
FOUNDATION WORK	Reading List and Assignments for Foundation work.
ACADEMICS	Report Card Login and On-Trip Assignments.

STEP 1: CHOOSING A BROWSER



Designed by Google, **Chrome** is perfectly tailored to the Google web experience. When you sign into your account in the Chrome browser, you are essentially signing into the BROWSER itself. Chrome keeps you logged in so that you can access all of Google's web apps without having to continually input your email and password. In the same way, signing into Chrome with your MEI Academy email address means you only have to login ONCE.

Switch Person Feature

The 'switch person' feature allows you to easily switch between your personal and MEI accounts. Also, for parents with children on two different programs, this feature makes it easy to keep track of two different student sites, as you can only be logged in to one site at a time.

Setup the 'switch person' feature:

- ▶ Go to the name in the upper right corner of your browser window.
- ▶ Select 'switch person'.
- ▶ Select 'add person'.
- ▶ A new window will open and you will be prompted to enter your email and password—*If this is the first time you are logging into your MEI Academy account, you will be prompted to change your password. Enter a new password and be sure to store it somewhere safe, where you can find it. MEI does not have access to your new password.*
- ▶ Once you have done this, you can rename the profile so that it is easy to tell apart from others.

STEP 2: LOGGING INTO YOUR STUDENT SITE FOR THE FIRST TIME

- ▶ If you're using Chrome, be sure that your MEI account is the active profile in the 'switch person' feature.
- ▶ Go to **Student Login** at the top right-hand corner of any page on the MEI website.
- ▶ From the login page, choose your program. If you are using Chrome, you will be automatically logged into your student site. With any other browser, you will be brought to a Google login prompt, where you can enter your MEI email and password.