

How to set up your MyCEPA-Account

For the best browsing experience please use Mozilla Firefox.

Go to www.cepa-europe.com

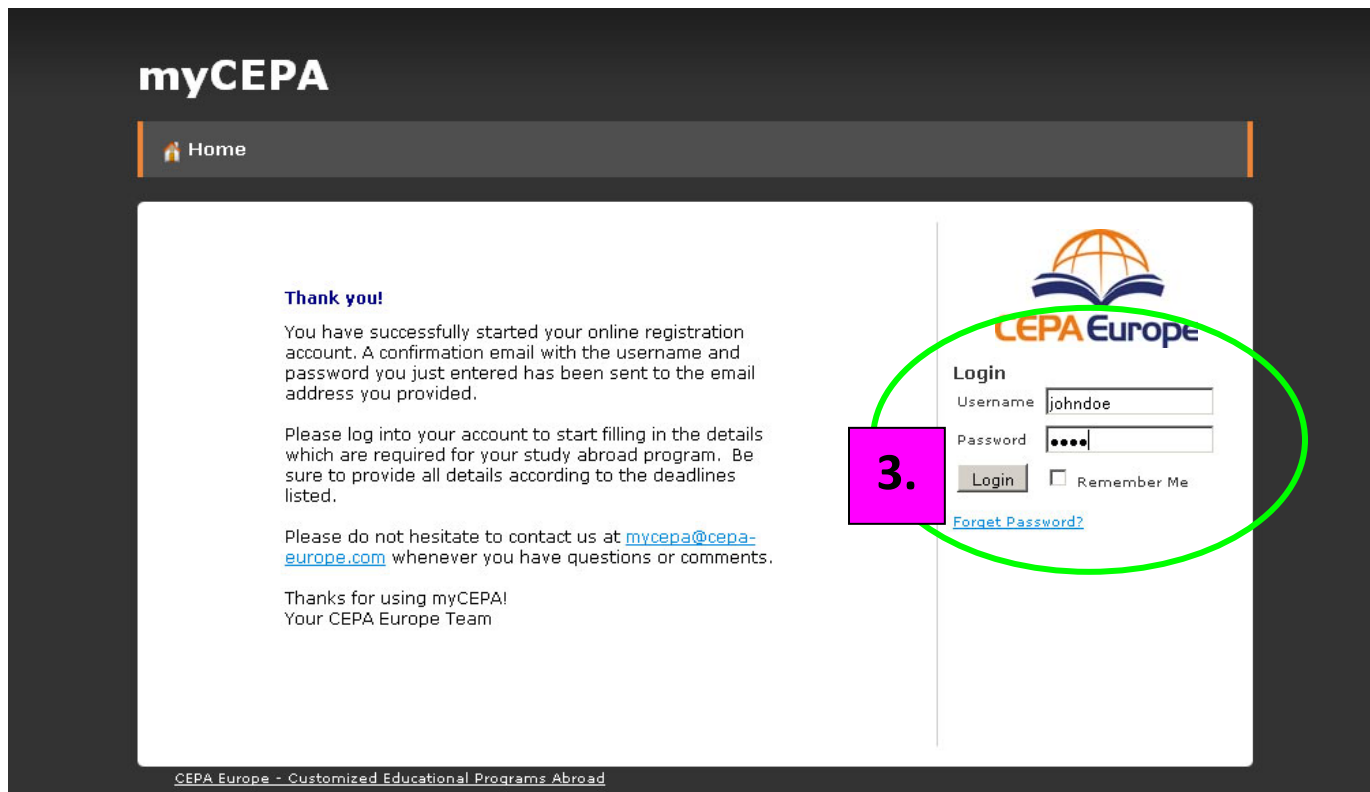
Click on MyCEPA

The screenshot shows the MyCEPA registration page. A green circle highlights the registration form fields, and two pink boxes with numbers 1 and 2 indicate the steps. Box 1 is positioned over the registration form fields, and box 2 is positioned over the Submit button. The registration form includes fields for Username, Email, Password, First Name, and Last Name. There are also three permission checkboxes. A 'Submit' button is at the bottom of the form. To the right of the registration form is a login section with fields for Username and Password, a 'Login' button, and a 'Remember Me' checkbox. The CEPA Europe logo is at the top right of the page.

1. Enter all the basic information requested and permissions.

2. Click on the Submit button.

The following message will be shown once you have successfully registered for your myCEPA-Account:



You will also receive a confirmation email with the **username** and **password** you entered. It will be sent to the email address you provided.

3. Log into your account.

Once you log in, you will see a screen similar to this one:

myCEPA - Logged in


Home

John Doe

Username : johndoe
Email : my@email.com
First Name : John
Last Name : Doe
Account Name : eustudies-fall2010

[Complete Your Study Abroad Application here >>](#)
[Change Your Password](#)

Member Area

 **John Doe**
[Home](#)
[Log-Out](#)

Contact us

mycepa@cepa-europe.com
CEPA Europe
Im Schloss
D-74379 Ingersheim
Germany
Phone: +49 (0) 7142-9565-11

Please be sure to include your name and program title when communicating with CEPA Europe.

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4. Click on the link [Complete Your Study Abroad Application here >>](#) to access the different sections which you need to complete.

Username * johndoe

Email * my@email.com

First Name * John

Middle Name

Last Name * Doe

Nickname

Photograph Upload

Application Information

Passport Details

Flight & Arrival / Departure Information

Rooming, Dietary & Health Information

Emergency Contact

Update

5.

John Doe

[Home](#)

[Log-Out](#)

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5. Click on the arrows to open up the different sections.

(will look similar to the image below)

Photograph Upload

Application Information

Passport Details

Passport No.

Please enter your first & last name exactly as they are listed in your passport.

First Name Passport

Last Name Passport

Expiration Date

(Month-DD-YYYY - e.g. Nov. 13, 2014)

Nationality

Flight & Arrival / Departure Information

Rooming, Dietary & Health Information

Emergency Contact

Update

6.

6. Be sure to ALWAYS click the "Update" button to save any details you enter.

Please fill out all of the requested information as correctly as possible in each section of the myCEPA profile system. We will send you a final print out of your details to confirm everything before you depart to Europe.

Final Note:

- ALWAYS remember to **Log-Out** of your account (upper right, next to your profile picture)

The image shows two parts of the myCEPA profile system. On the left is a registration form with the following fields: Username * (johndoe), Email * (my@email.com), First Name * (John), Middle Name, Last Name * (Doe), and Nickname. Below these fields are several expandable sections: Photograph Upload, Application Information, Passport Details, Flight & Arrival / Departure Information, Rooming, Dietary & Health Information, and Emergency Contact. An 'Update' button is located at the bottom of the form. On the right is a user profile page for 'John Doe'. It features a profile picture placeholder, a 'Home' link, and a 'Log-Out' link which is circled in green. Below the profile information is a 'Contact us' section with the email mycepa@cepa-europe.com, the address 'CEPA Europe, Im Schloss, D-74379 Ingersheim, Germany', and the phone number '+49 (0) 7142-9565-11'. A note at the bottom of the contact section reads: 'Please be sure to include your name and program title when communicating with CEPA Europe.'

If you have any questions, don't hesitate to contact us at: mycepa@cepa-europe.com

We take your privacy seriously and will only use the information you provide for your study abroad program. Please be aware that CEPA Europe can not be held responsible at any time for any problems or difficulties which occur with your participation in the study abroad program **due in part to and/or as a direct result of** not logging-out of your account or for late, missing, out-of-date or inaccurate information which you enter into your myCEPA account.

Please be sure to read our complete [Privacy Policy](#).