OISP PORTAL LOGIN: use student’s primary email address as login

PLEASE NOTE: If you are an Emory employee, and your high school student is applying to attend the Emory Pre-College or Summer College Program, the student will create a login in order to start the online application. The login will be the primary email address (and the password created through the online system). If you attempt to login under EMORY LOGIN, the system will not allow you to create an application. The application should be created under the high school student’s name and email address.

STEPS TO CREATE A NEW OISP PORTAL LOGIN

- Click on the Session for which you want to apply.
- Click on the APPLY NOW button on the Application Steps tab.
- For first-time users (if you have never logged into the OISP PORTAL before), select: “I need to create a login with my email address.”
- Complete New User Form.
- A temporary Password will be sent to your email address.
STEPS TO LOGIN WITH TEMPORARY PASSWORD

- Check your email for a message from oisp@college.emory.edu regarding Login Information. You may need to check your spam or junk folder to accept messages from this account.
- Click on the link in the email to login: Login for all other users (OISP Portal): non-Emory Login
- Select “I have used my email address to create a login.”
- Enter your email address and temporary password (sent to you via email).
STEPS TO CREATE A NEW APPLICATION

- Once logged in, you will see the Choose Security Questions page.
- Complete the Password Reset Security Questions.
- Click Update.

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

<table>
<thead>
<tr>
<th>Question #1:</th>
<th>Select One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Response:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question #2:</th>
<th>Select One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Response:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question #3:</th>
<th>Select One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Response:</td>
<td></td>
</tr>
</tbody>
</table>

Update

You will be prompted to Change Temporary Password. (This is the password that you will use when logging in to your application.)
- Click on Change.

Security: Change Temporary Password

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:
- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password: [ ]

(Use this password for all future login attempts)

Re-enter New Password: [ ]

Change
- Click on the Term available, which will be Summer.
- Click on Apply.

![Available Program Terms](AvailableProgramTerms.png)

- Complete the Required Addresses.
- Click on Save.

![Required Addresses](RequiredAddresses.png)

- You will now be on the Program Application Page.
- Read each section and follow the instructions.