


Setting up your Cooperating Personnel Account

To set up your Cooperating Personnel Account, click on link in the “**To Retrieve your password, click [here](#)**” message.



The screenshot shows the top of a web page with the University of Illinois logo and the text "ILLINOIS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN" on the left, and "Teaching and Learning in a Diverse Society" on the right. Below this is a blue header bar. The main content area is white and contains the heading "Log on to CoTE Portals". There are two input fields: "Email Address:" and "Password:". Below the fields is a "Logon" button. There are two links: "To retrieve your password, click [here](#)" and "To reset your password, click [here](#)". At the bottom of the main area, it says "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804." The footer is a dark blue bar with "CoTE Home", "FAQs", and "Contact Us" links.

On the next screen, put the email address you provided to your Placement Coordinator in the box and click on the **Submit** button.



The screenshot shows the top of a web page with the University of Illinois logo and the text "ILLINOIS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN" on the left, and "Teaching and Learning in a Diverse Society" on the right. Below this is a blue header bar. The main content area is white and contains the heading "Council on Teacher Education". Below the heading is the text "Please enter the email address you provided to your Placement Coordinator below and click on the Submit button to confirm your account." There is one input field. Below the field is a "Submit" button. At the bottom of the main area, it says "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804." The footer is a dark blue bar with "CoTE Home", "FAQs", and "Contact Us" links.

PROCEED TO THE NEXT PAGE

If this is the first time setting up your account you will receive the following message:

The screenshot shows the top header with the University of Illinois logo and the motto "Teaching and Learning in a Diverse Society". Below the header is a blue bar with "CoTE Home", "FAQs", and "Contact Us" links. The main content area is white and contains the following text: "Council on Teacher Education", "Please enter the email address you provided to your Placement Coordinator below and click on the Submit button to confirm your account.", an empty text input field, "Your account is not setup, please click [here](#) to have your account confirmation sent to you.", a "Submit" button, and "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804."

Click on the link in the “**please click [here](#) to have your account confirmation sent to you**” message to proceed to the next step.

After clicking the link you will receive the following page:

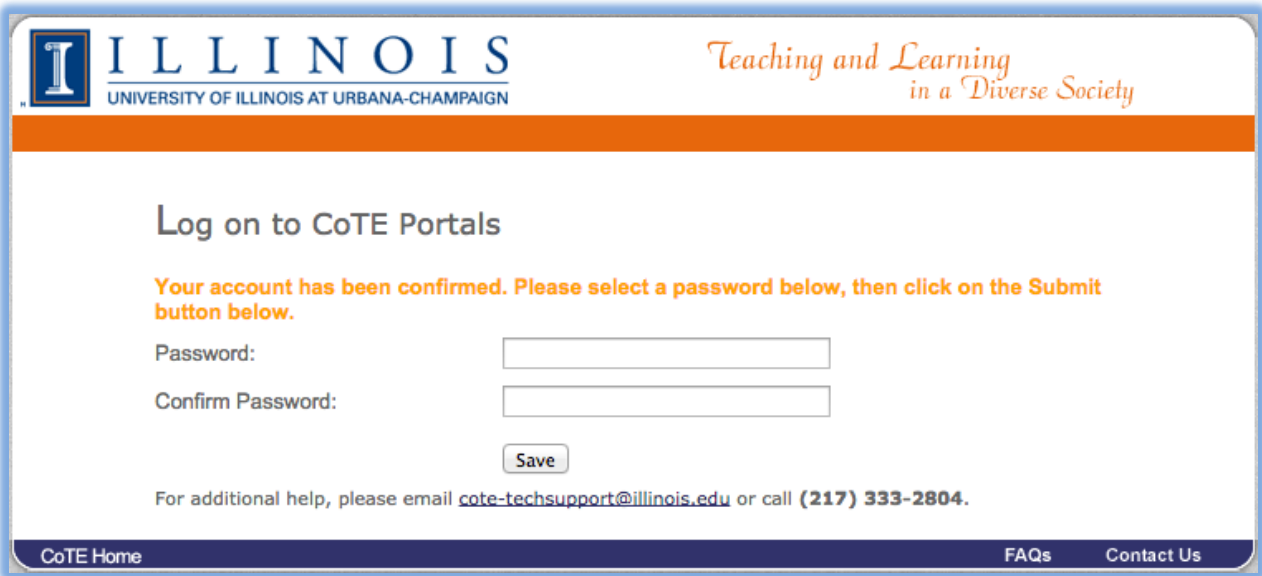
The screenshot shows the top header with the University of Illinois logo and the motto "Teaching and Learning in a Diverse Society". Below the header is a blue bar with "CoTE Home", "FAQs", and "Contact Us" links. The main content area is white and contains the following text: "Your information has been sent to your email.", "If you do not receive your email within 2 hours please contact cote-techsupport@illinois.edu"

PROCEED TO THE NEXT PAGE

Within the next two hours you will receive the following email:

From: cote-techsupport@illinois.edu
Subject: [CoTE] Account Confirmation
Body:
You have just requested a Cooperating Portal Account. To confirm this account click on the link below:
<http://reports.education.illinois.edu/dotnet/account.aspx/confirm?username=xxxx@xxxx.xxx&token=yyyyyyyy>
Please contact cote-techsupport@illinois.edu if you experience any problems.
Thanks.

Clicking on the link provided in the email will take you to the following page:



ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

*Teaching and Learning
in a Diverse Society*

Log on to CoTE Portals

Your account has been confirmed. Please select a password below, then click on the Submit button below.

Password:

Confirm Password:

For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804.

CoTE Home FAQs Contact Us

Please enter a password in the **Password** box and the same password in the **Confirm Password** box and click the **Save** button.

PROCEED TO THE NEXT PAGE

The following page should now appear:

ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

*Teaching and Learning
in a Diverse Society*

Log on to CoTE Portals

Password Successfully Changed. Please click [here](#) to login

For additional help, please email cote-techsupport@illinois.edu or call **(217) 333-2804**.

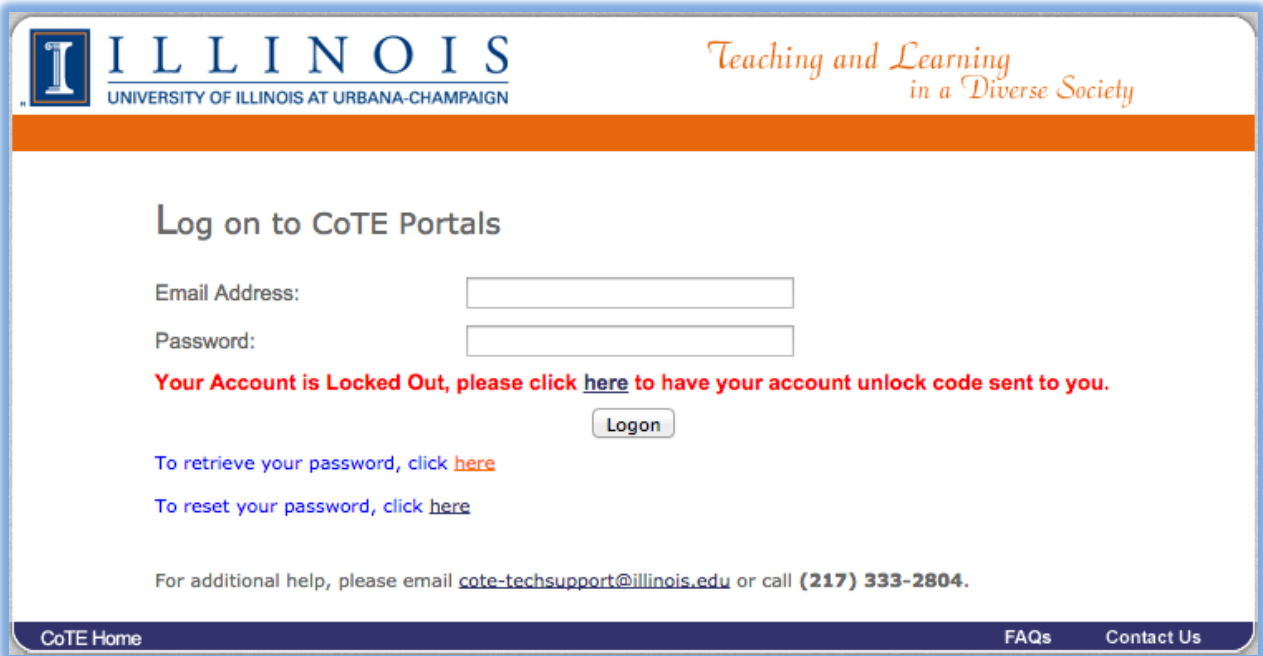
CoTE Home FAQs Contact Us

Congratulations you have now successfully setup your account, click on the link in the “**Please click [here](#) to login**” message and you will now be able to Login to the Cooperating Personnel Portal.

FOR INSTRUCTIONS ON *UNLOCKING YOUR ACCOUNT* PROCEED TO THE NEXT PAGE

Account Locked Out

If you login incorrectly 3 times within 24 hours you will receive the following screen:

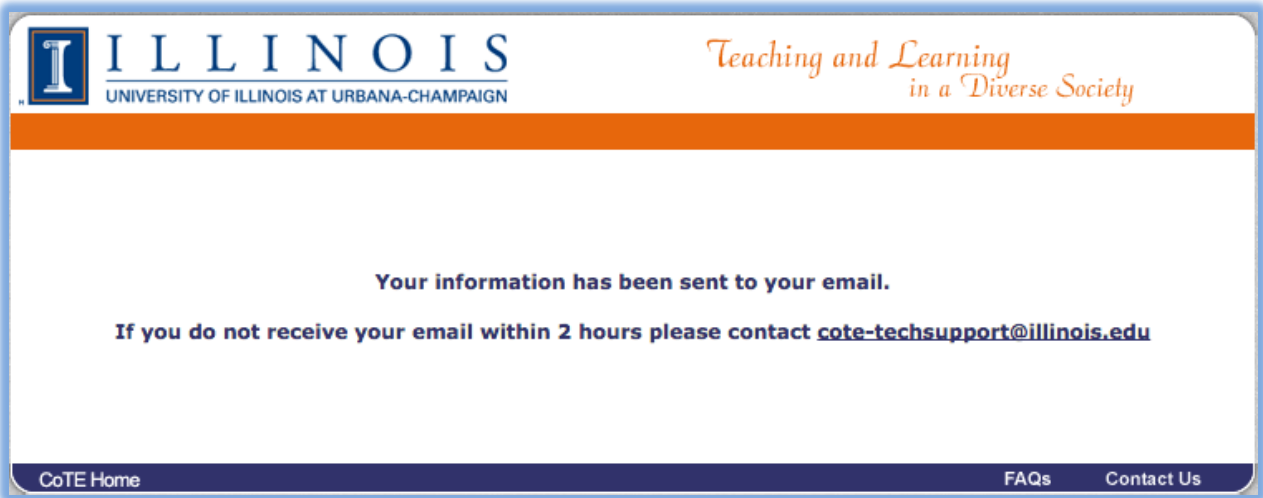


The screenshot shows the login page for CoTE Portals at the University of Illinois at Urbana-Champaign. The page features the university's logo and name on the left, and the motto "Teaching and Learning in a Diverse Society" on the right. Below the header, there is a section titled "Log on to CoTE Portals" with two input fields for "Email Address" and "Password". A red message states: "Your Account is Locked Out, please click [here](#) to have your account unlock code sent to you." Below this message is a "Logon" button. Further down, there are two blue links: "To retrieve your password, click [here](#)" and "To reset your password, click [here](#)". At the bottom, there is contact information: "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804." The footer contains "CoTE Home", "FAQs", and "Contact Us" links.

To unlock your account, click on the link in the “**please click here to have your unlock code sent to you**” message.

PROCEED TO THE NEXT PAGE

After clicking the link you will receive the following page:



Within the next two hours you will receive the following email:

From: cote-techsupport@illinois.edu
Subject: [CoTE] Unlock Account
Body:
You have just requested to **unlock** your Cooperating Portal Account. To unlock your account click on the link below:

<http://chiedapp1.ad.uillinois.edu/dotnet/account.aspx/confirm?type=2&username=xxx@xxx.xxx&token=yyyyyyyy>

Please contact cote-techsupport@illinois.edu if you experience any problems.

Thanks.

Click on the link in the email address to unlock your account.

PROCEED TO THE NEXT PAGE

Once you've clicked the link the following page will appear:



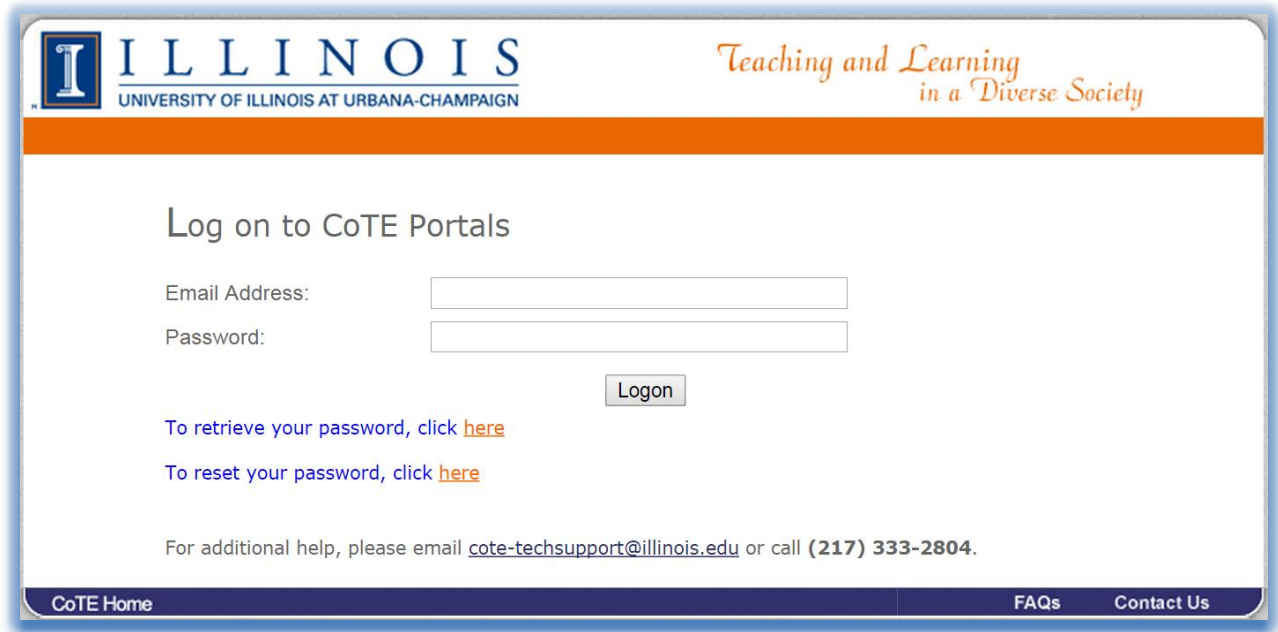
The screenshot shows the top of a web page for the University of Illinois at Urbana-Champaign. On the left is the university logo with the text "ILLINOIS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN". On the right is the motto "Teaching and Learning in a Diverse Society". Below the header is a blue horizontal bar. The main content area has the heading "Log on to CoTE Portals" and a message: "Your Account has been Unlocked, please click [here](#) to login or [here](#) to reset your password". Below this is contact information: "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804." At the bottom is a dark blue footer with links for "CoTE Home", "FAQs", and "Contact Us".

To login, click on the first link. To reset your password, click on the second link.

FOR INSTRUCTIONS ON *RESETTING YOUR ACCOUNT* PROCEED TO THE NEXT PAGE

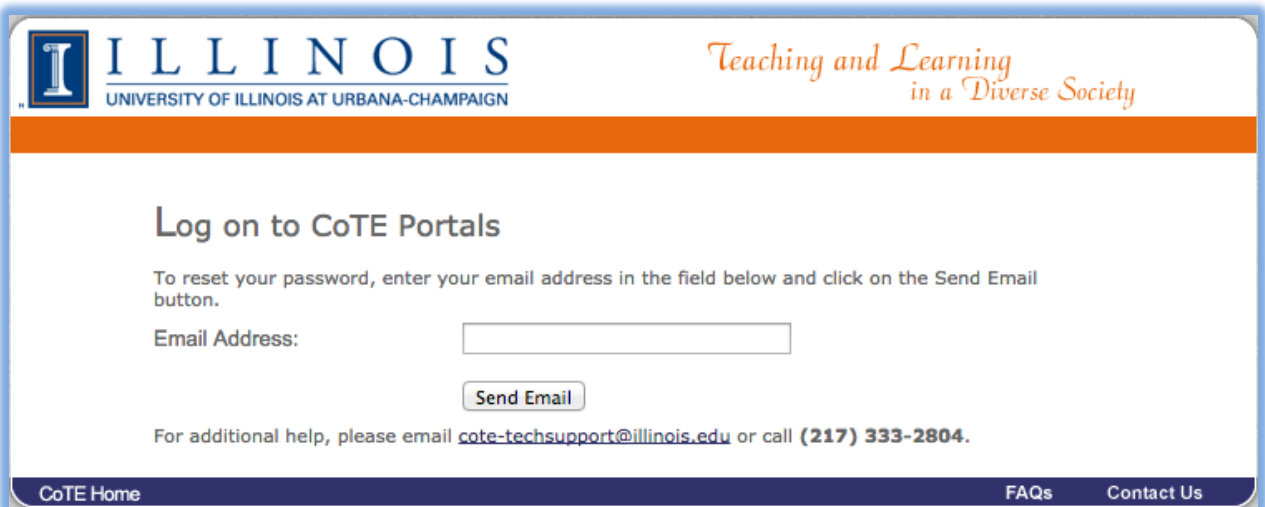
Password reset

To reset your password, click on the link in the message, **“To reset your password, click here”**.



The screenshot shows the top of the CoTE Portals page. On the left is the University of Illinois logo with the text "ILLINOIS UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN". On the right is the slogan "Teaching and Learning in a Diverse Society". Below the header is a blue bar with "CoTE Home", "FAQs", and "Contact Us" links. The main content area has the heading "Log on to CoTE Portals". It contains two input fields: "Email Address:" and "Password:". Below these is a "Logon" button. There are two links: "To retrieve your password, click [here](#)" and "To reset your password, click [here](#)". At the bottom, it says "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804."

Once you've click on the link you will be taken to the following page:

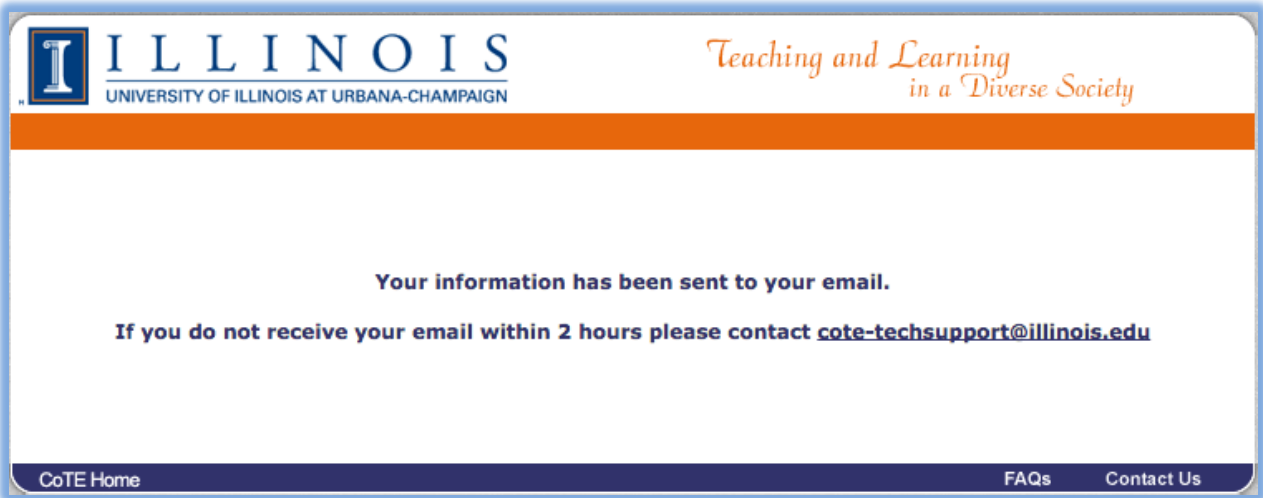


The screenshot shows the password reset page. It has the same header and navigation bar as the previous page. The heading is "Log on to CoTE Portals". Below it is the instruction: "To reset your password, enter your email address in the field below and click on the Send Email button." There is an "Email Address:" label followed by an input field. Below the input field is a "Send Email" button. At the bottom, it says "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804."

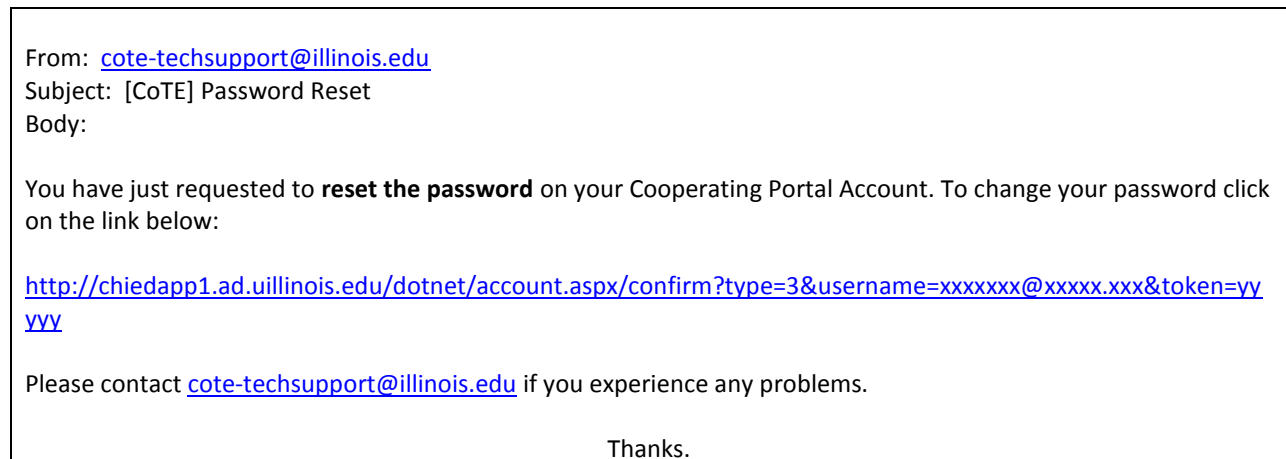
Enter your email address in the box and click on the **“Send Email”** button.

PROCEED TO THE NEXT PAGE

After clicking the link you will receive the following page:



Within the next two hours you will receive the following email:



Click on the link in the email address to reset your password.

PROCEED TO THE NEXT PAGE

Once you've clicked on the link, the following page will appear:

The screenshot shows the top of the page with the University of Illinois logo and the motto "Teaching and Learning in a Diverse Society". Below this is a blue header bar with "CoTE Home", "FAQs", and "Contact Us" links. The main content area has the heading "Log on to CoTE Portals" and a sub-heading "To change your password, fill in their fields below and click on the Submit button below." There are two input fields: "Password:" and "Confirm Password:". Below the fields is a "Save" button. At the bottom of the main content area, there is a note: "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804."

Please enter a password in the **Password** box and the same password in the **Confirm Password** box and click the **Save** button.

The following page should now appear:

The screenshot shows the top of the page with the University of Illinois logo and the motto "Teaching and Learning in a Diverse Society". Below this is a blue header bar with "CoTE Home", "FAQs", and "Contact Us" links. The main content area has the heading "Log on to CoTE Portals" and a sub-heading "Password Successfully Changed. Please click [here](#) to login". Below the sub-heading, there is a note: "For additional help, please email cote-techsupport@illinois.edu or call (217) 333-2804."

Congratulations you have now successfully setup your account, click on the link in the “**Please click [here](#) to login**” message and you will now be able to Login to the Cooperating Personnel Portal.