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.

On the next screen, put the email address you provided to your Placement Coordinator in the box and click on the Submit button.
If this is the first time setting up your account you will receive the following message:

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:

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:

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

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:

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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@xxxx.xxx&token=yyyyyyyyy

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

Thanks.
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Click on the link in the email address to unlock your account.
Once you’ve clicked the link the following page will appear:

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”.

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

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:

From: cote-techsupport@illinois.edu
Subject: [CoTE] Password Reset
Body:

You have just requested to reset the password on your Cooperating Portal Account. To change your password click on the link below:

http://chiedapp1.ad.uillinois.edu/dotnet/account.aspx/confirm?type=3&username=xxxxxxx@xxxx.xxx&token=yy yyy

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

Thanks.

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:

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:

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.