Take a Tour of the new High School Counselor Dashboards!

The new high school counselor dashboards are now available. Explore the upgrades in high school counselor reporting that can help you as you counsel your students in the college search. To access your counselor account:

1. Navigate to the url: gotocollegefairs.com and choose ‘Counselors’ from the top navigation bar. From the dropdown, choose ‘Helpful Tools’

2. If you already have a counselor account, choose login, and you will be directed to the login screen.

3. If you don’t have a counselor account, create one here:
4. Creating a new account is quick and easy to do. If you already have an account but your profile is incomplete, you will be directed to this screen to complete your profile.

![Counselor Registration Screen](image1.png)

5. After creating an account, there will be a validation process to ensure the security of student data. This process typically takes less than one business day. You can print your barcode immediately.

![Registration Confirmation](image2.png)
Once your account has been validated you will have access to student data. You will also be able to print your counselor barcode to attend college fairs (an email will be sent with your barcode prior to validation as well, so no waiting!). Here are a few highlights of features you'll want to use, but please take a moment to explore the dashboard to see all the reports available:

1. ‘Express Registration’ Allows you to register students in bulk. Just choose fair and upload a spreadsheet.
2. **Print your counselor barcode** to attend a fair.
3. ‘Student Interest Report’ is accessed by double clicking the event name. The student interest report shows a list, by student, of colleges that scanned. This report also shows whether the student attended the fair, which can be useful for assessing excused absences.
4. ‘College Interest Report’ shows a list, by college, of the institutions most interested in your students. This can be useful when scheduling college visit days. You might also find this report is also useful for talking points in situations where you are discussing the college counseling process at your high school. Having real data on college interest can be very helpful.
5. **Print all student barcodes**, in alphabetical order, to hand out on the day of the fair so students don’t forget them.

Thank you for your partnership in getting students registered for college fairs. We hope that these new features will help you as you counsel your students in the college search process.