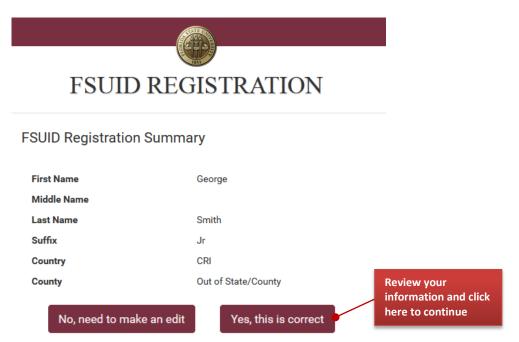


Go to: <a href="https://apps.its.fsu.edu/FSUIDRegistration/FSUIDRegistration.html?sponsor=CIES">https://apps.its.fsu.edu/FSUIDRegistration/FSUIDRegistration.html?sponsor=CIES</a>. Enter your information.

### FLORIDA STATE UNIVERSITY Q ≡ **FSUID REGISTRATION** Name\* George Middle Name Smith Jr Home Address\* Country Costa Rica Address1 123 My Street Abroad Address2 Apt #4 City Postal San Jose 10101 Out of State/County County Enter your personal email address 2 times. You must be able to read email at this account. Email Address\* 📵 Re-Enter Email Address\* gsmith@mymail.com gsmith@mymail.com Date of Birth\* Re-Enter Date of Birth\* July 19 1990 July 19 1990 Gender Male Female U.S. Social Security Number (SSN) • 6 Re-Enter U.S. Social Security Number (SSN)\* I am an international student and do not have a Social Security Number or an FSU-assigned temporary student ID number. - OR pf one of the United States Territories and do not have a Social Security Number. Check here if you do not have a U.S. Social Security Number Country of Citizenship\* V Costa Rica **Click Continue** when complete Continue FSU Directory Assistance 850-644-2525 f 🖾 🛩 🔠 in 🛨





The confirmation message will appear. Write down your EMPLID number. You will need it later.



4

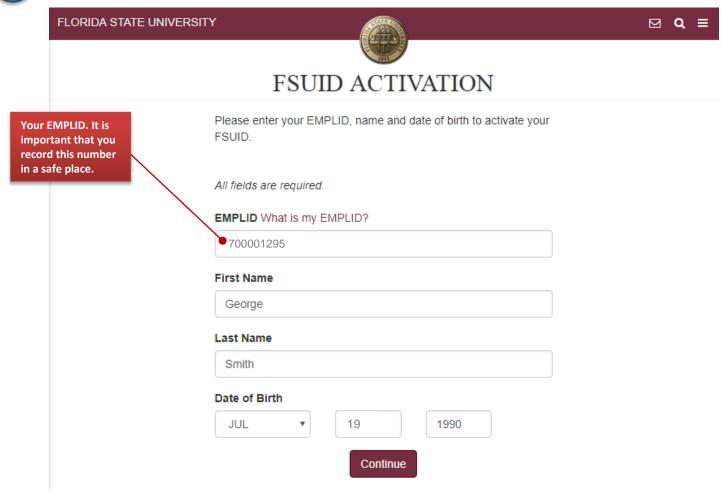
Go to https://oim.fsu.edu/OIMSelfService/activation?execution=e1s1 and click Proceed.



Cancel Proceed



Fill out the required information to activate your FSUID. Click Continue.



- 6 Enter your email address and click Continue.
- The confirmation message will appear. Write down your FSUID. This is your username to log in. Click Continue.



The following FSUID has been assigned to you. This will be your permanent FSUID.

Please make a note of this. You will need it to sign in to any FSU system, and it will be part of your FSU email address (i.e., FSUID@fsu.edu or FSUID@my.fsu.edu).

SOID@isu.edu or i SOID@illy.isu.e

FSUID:GS18BU

Continue



Select 3 security questions and type in your answers. Make sure to pick questions and answers that you can remember and spell correctly in the future.

FLORIDA STATE UNIVERSITY

SECURITY QUESTIONS

V Q =

FSU uses security questions to provide an extra layer of protection for your account. These questions will be used to verify your identity and reset your password if you ever forget it.

Select three security questions and enter your answers below. It is very important to remember your answers exactly as you type them (i.e., including punctuation, case sensitive).



9

Create a password. The password must meet all of the listed requirements. Write down your password!



Enter and confirm your new password. You will need to remember this password to sign in to any FSU system. Follow the requirements listed below when creating your new password.

#### **Password Requirements**

- · At least eight characters
- One or more alpha characters (a-z, A-Z)
- · One or more numeric characters (0-9)
- One or more non-alphanumeric characters (#~!@\$%^&\*+\_?<>)
- · No spaces
- · Not your name
- Not easy to guess dictionary words
- Not any of your last ten passwords

New Password		
*******		
Confirm Password		
******		
	Continue	

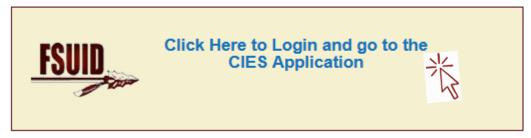
The confirmation message will appear with your FSUID. Click the link that says Apply for CIES.



11

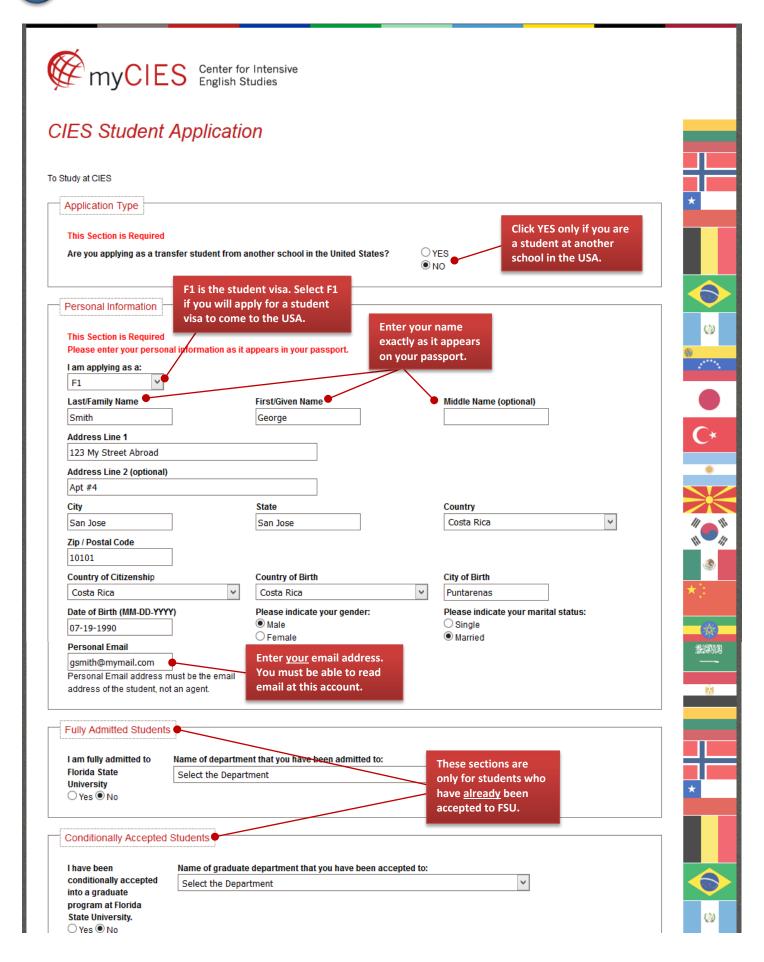
When you return to the CIES Online Application, log in with your FSUID and password.

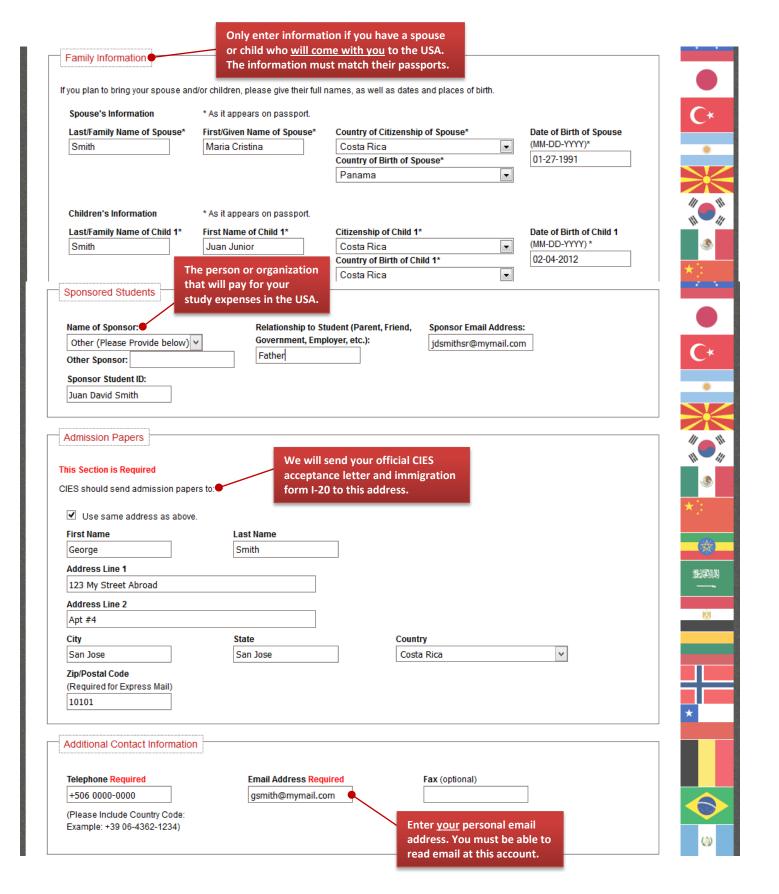
## **Returning Users**

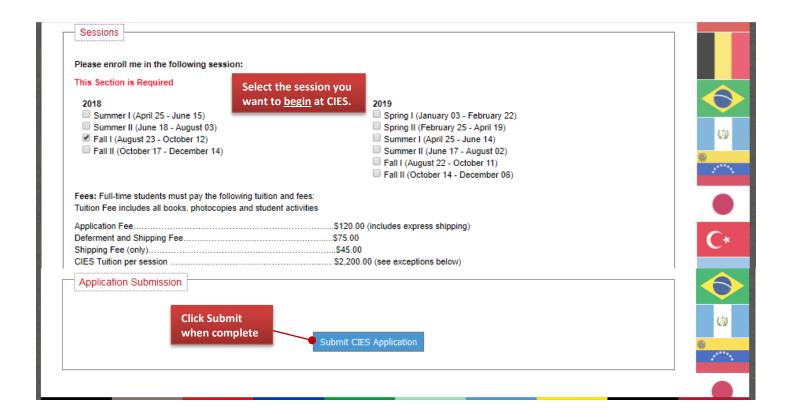








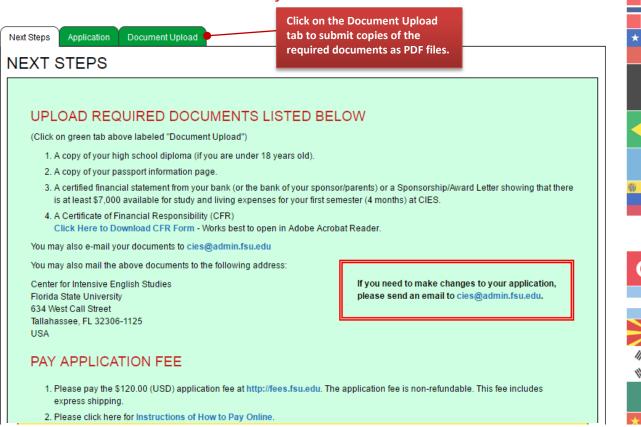




The confirm Upload tab

The confirmation message tells you the NEXT STEPS to finish the CIES application process. Use the Document Upload tab to submit copies of your documents to CIES or email the files to <a href="mailto:cies@fsu.edu">cies@fsu.edu</a>.





### **Error Messages:**

If you do not receive the confirmation message when you submit your application, there may be an error. See the solutions below!

This message will appear if any information is missing in the application. Enter the needed information and click **Submit** again.



# !\ Missing or Invalid Answers

One or more of the fields below are required or need certain types of answers. Please review the following list and correct your answers before trying to save your information again:

- You must provide State Code.
- · You must provide Zip/Postal Code.
- · You must provide a Telephone Number.
- · You must select at least one session to be enrolled in.

If you receive the error message below, click the **BACK** button 🛑 in your web browser and then click **Submit** again.

The web site you are accessing has experienced an unexpected error. Please contact the website administrator. The following information is meant for the website developer for debugging purposes. Error Occurred While Processing Request An exception occurred when setting up mail server parameters. This exception was caused by: coldfusion.mail.MailSessionException: An exception occurred when setting up mail server parameters.. Enable Robust Exception Information to provide greater detail about the source of errors. In the Administrator, click Debugging & Logging > Debug Output Settings, and select the Robust Exception Information option. Check the <u>ColdFusion documentation</u> to verify that you are using the correct syntax. Search the <u>Knowledge Base</u> to find a solution to your problem. Mozilla/5.0 (Windows NT 6.1; WOW64; rv:24.0) Gecko/20100101 Browser Firefox/24.0 Remote 128.186.75.239 Referrer https://my.cies.fsu.edu/index.cfm?fuseaction=apply.ciesForm 24-Jun-14 10:59 AM Date/Time

If you have any questions or concerns, please contact our office at <a href="mailto:cies@fsu.edu">cies@fsu.edu</a> or 850-644-4797.