ICSC Registration Directions

1. Go to the ICSC Website: https://icsc-fsu.com/



2. On the right-side panel, *log in* using the credentials provided by email.

LOG IN	
Username	
TestUniversity	
Password	
•••••	
Remember Me	
LOG IN	

3. You will be prompted to change your password. REMEMBER your new password.

۲	🐠 Profile	< Collegiate World Cup of	× +					
\leftarrow	\rightarrow G	<u></u>	O A https://icsc-fsu.com/wp-admin/profile.php					
☆ Collegiate World Cup of Sales								
Profile Profile								
Collapse menu Please change your password in order to continue using this website Personal Options								
		Username	TestUniversity	Usernames cannot				
		First Name	TestUniversityShannon					
		Last Name	TestUniversityYoung					

4. Under Account Management, *click* on the "Generate Password" button.

Account Management						
New Password	Generate Password					
Sessions	Log Out Everywhere Else					
	You are only logged in at this location.					
Select a header image for the author page.						
Update Profile						

5. *Highlight* the generated password and type a new password you will remember and or write it down. You want to create a STRONG password so include letters and numbers. *Then click* "Update Profile".

Account Management							
New Password	TheDogLeft850	🔊 Hide Cancel					
	Strong						
Sessions	Log Out Everywhere Else You are only logged in at this location.						
Select a header image for the author page.							
Update Profile							

6. Towards the top of the screen in green you will see Profile updated. This lets you know you did the process correctly. *Click* the "Collegiate World Cup of Sales" link to go back to the ICSC Website Home Page.



 On the right-side panel, under "Welcome" you will see both the "University Registration" link and the "University Participation" link. Completion of the University Registration Form is DUE NOW. <u>Completion of the University</u> <u>Participation Form is DUE Monday, September 30, 2024.</u>

As there are changes be sure to update the information on these forms as this is how you communicate with us. Be sure names and emails are accurate so that everyone receives important competition and event information. You may make corrections and updates to both forms until **the deadline of Monday, September 30**,

2024. To update either form click on the proper link and complete the open form fields.

8. After completing the form fields, BE SURE to *press* the "SUBMIT" button to save your entries. <u>Always Log In</u> <u>and Log Out as this form will time out your session.</u>