

Please follow the steps below. Please also work with COE's Data Manager, Rosa Spencer (rosa.spencer@coenet.org), to update and clean your institution's membership list.

1. Please visit www.coenet.org.
2. Click on "Login" in the lower right corner.
3. Scroll to the bottom of the page to click on "Create an Account".
4. When entering information, use your work email, work phone, and work address.
5. Be sure to select the name of your institution from the drop-down list. (Your member status/pricing is determined by your institution's membership.)
6. The system will automatically assign your email address as your username.
7. When creating your password, make sure it is at least 7 characters long. It must include an alpha numeric combination.
8. Click on "next" in the lower right corner.
9. On this screen, you will enter your job title.
10. Select your primary TRIO Program or choose the appropriate option such as "I do not work in a TRIO program".
11. Only if you are a Director, please check the box next to "I am the TRIO Program Director for Primary TRIO Program entered above".
12. If you are associated with an additional TRIO program, please select from the drop-down list.
13. Click on "Finish" in the lower right corner.
14. You will then be taken to your "Profile Landing Page."
15. Congratulations you now have a COE Account!