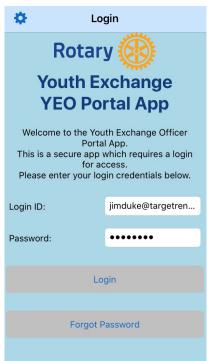


PORTAL

A more portable and smaller version of the HUB. The PORTAL is available on a computer, laptop, phone or, tablet. Data is available (but not documents), except those located in the HUB Library. In the PORTAL, you can:

- Assign Host Family to Student
- **Print Temporary ID Card**
- Submit Monthly Counselor Report
- View Most Recent Counselor Report
- Confirm Student Arrival
- Submit Follow-up Visit Report
- Submit Home Visit/Interview Report Submit Host Family Change Report
 - View Insurance Card
- 1. Go to your App Store and search: Rotary YEO, then download the app to your phone



Login with the same login credentials as you use for the Hub. If you dont remember receiving your login credentials, search your email for for "welcome to the d5470" and the email that has your temporary password should show up. If not, please email the Database Manager for this information. (All District Contact Info is located at www.mountainandplainsrye.com)



- 2. Enter your *Email Address* and *Password* and the following screen populates.
 - *The Portal and HUB password are the same



PORTAL, continued...

Inbound Students

Before the student arrives, you can:

1. Assign Host Family to Student

Once the student arrives, you can:

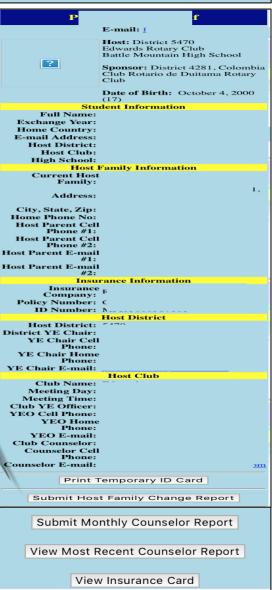
1. Complete Arrival Confirmation

After the student arrives, you can:

- 1. Submit Host Family Change Report
- 2. Submit Monthly Counselor Report
- 3. View Most Recent Counselor Report

You can also Print **Temporary ID Card** and **View Insurance Card**



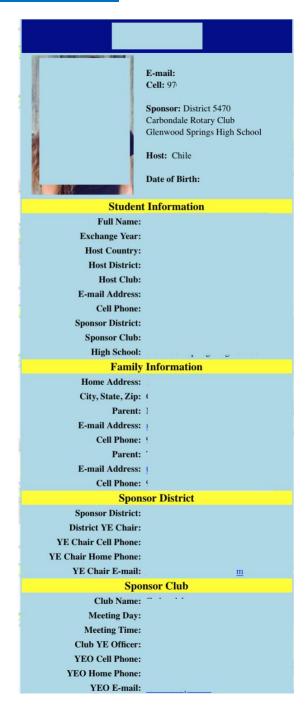




PORTAL, continued...

Outbound Students

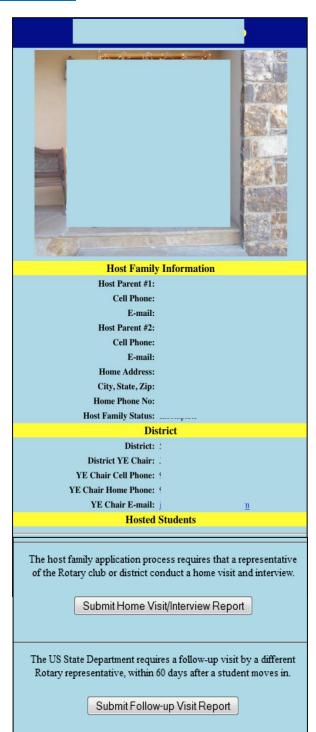
You can view Outbound Student info.





PORTAL, continued...

Host Families



Before the student arrives, you can:

1. Submit Home Visit/Interview Report



After the student arrives, you can:

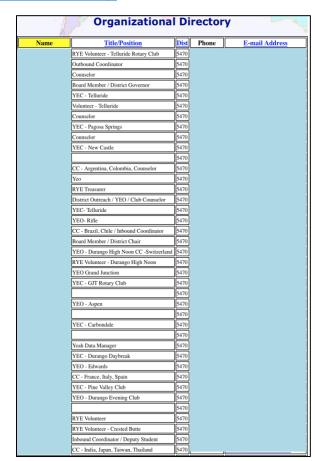
1. Submit Follow-up Visit Report





PORTAL, continued...

Directory & Library



View Contact Info



View Documents



Document Title	Description/Comment	View Document
CC - Communication with IB/OB		View
HF - Orientation Documentation	Handbook	View
HF - Required Info (handbook)	Documents sent to HF automatically when they Submit HF Application	View
IB - English Proficiency Form	all Future Inbounds Must Complete this form and return it to their Country Contact	View
IB - Immunization Form	this needs to be completed prior to the IB Student arriving	View
IB - Monthly Report Form	IB Student is required to fill this form out and return to the IBCoordinator by the 10th of each month. Uploaded to YEAH	View
IB - Single Host Parent form	To be signed by both the IB Student and their natural parents.	View
IB - Travel Permission Form	IB's fill this out prior to Travel while on Exchange	View
INSURANCE - Benefits 2017/18	Describes benefits under our insurance Plan for OB and IB students	View
INSURANCE - Claim Form	Use this form to file for a claim.	View
INSURANCE - File Claim 2017/18	Instructions On How To File A Claim	View
INSURANCE - Travel Assistance	Describes coverage while traveling.	View
OB - App/Supplemental Info	Important information for the Outbound Applicant	View
OB - Rules of Exchange	Read it. Sign it (in blue ink). Live it on Exchange!	View
OB - Visa Guarantee Form (VGF)	Ask your Club YEO help you get the first page completed with three original copies, signatures in blue ink. Upload 1 copy	View
VETTING - Training Inst.	Instructions for DoS, YPA and YPC Tests	View
YEO - Processing Future IB	YEO's use this document to understand how to process the paperwork with a Future InBound	View

Document Library



HUB

The main repository for all District 5470 Mountain & Plains Rotary Youth Exchange (MPRYE) information. Available on a computer or laptop. The HUB stores information about Host Families, Inbound Students, Outbound Students and Volunteers (past, current, future), along with documentation pertinent to each of these groups that keeps us safe and compliant with the US Department of State (DOS).

- Click: https://yehub.net/MPR.php. Use Google Chrome, Microsoft Internet Explorer, or Mozilla Firefox. DON'T USE Microsoft Edge or Apple Safari.
- 2. All browsers MUST BE ALLOWED to have "Pop-Ups". It is critical to allow "Pop-ups", otherwise, you won't be able to see ANY of the documents in YEAH. To find out how to allow "Pop-Ups" on your browser, go to http://www.google.com and type "How to allow pop-ups in (browser you are using)" and follow instructions.
- 3. The following screen populates:



- 4. Enter your *Email Address* and *Password* and the following screen populates. This login information is provided to you by the YEAH Administrator, Ken Fusco (fusco96@gmail.com)
 *The Portal and HUB password are the same
- 5. Once logged in, click the desired option:

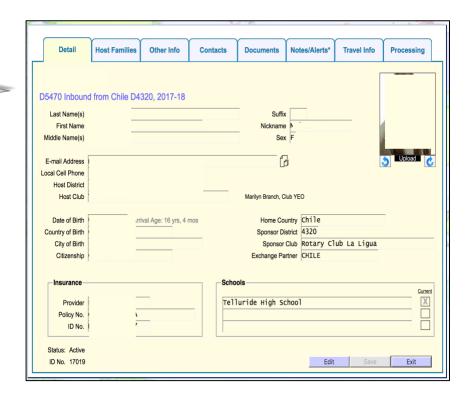




HUB, continued...

Current Inbounds

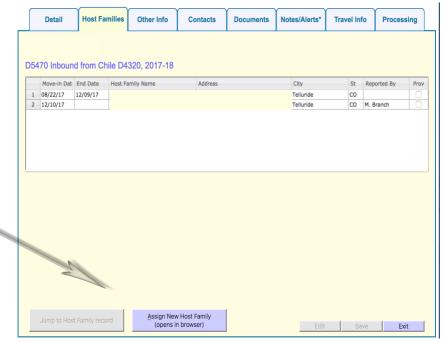
DetailStudent Info



Host Families

Host Family Info

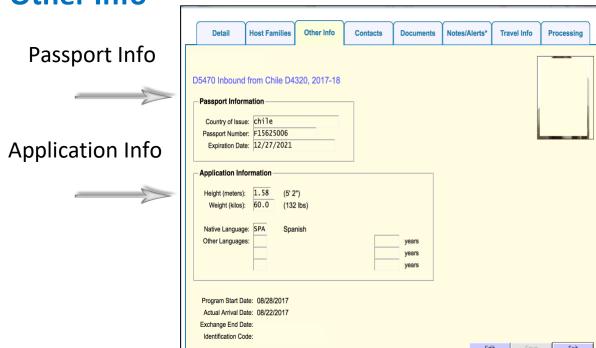
Assign a New Host Family





HUB, continued...

Other Info



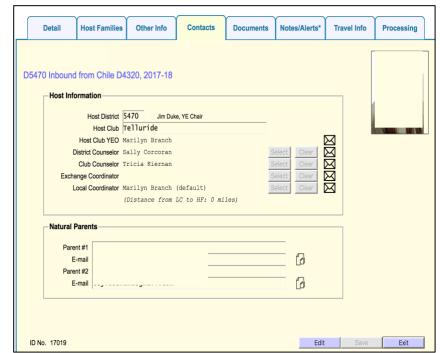
Contacts

Host Information



Natural Parents





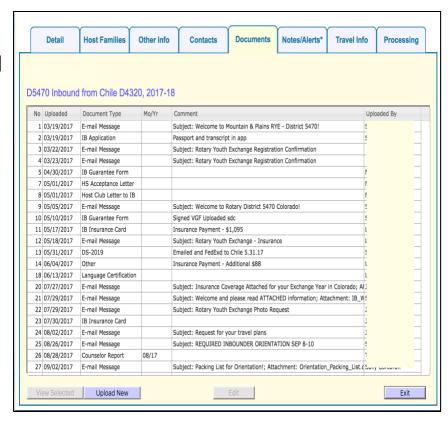


HUB, continued...

Documents

Where you'll spend most of your time! You can upload:

- Club Host Commitment
- Confidential Document
- Counselor Report
- DS-2019
- E-mail Message
- HF Visit #2
- HS Acceptance Letter
- Host Club Letter to IB
- IB Accepted to D5470
- IB Appl. Review Notes
- IB Application
- IB Guarantee Form
- IB ID Card
- IB Insurance Card
- Immunization Form
- Other
- Passport
- Program Rules
- Quarterly Reports
- SAR Acknowledgement
- School Transcript
- Travel Authorization

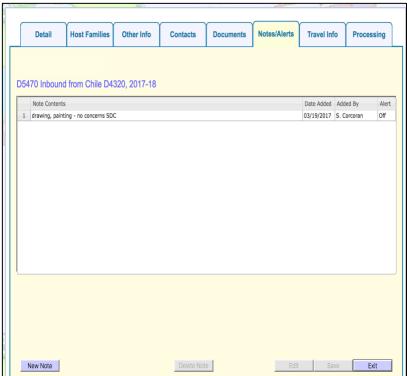




HUB, continued...

Notes/Alerts



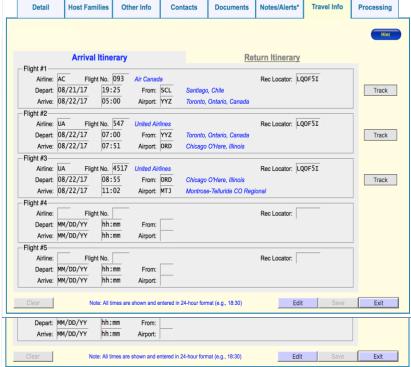


Travel Info



Enter Arrival Itinerary

Enter Return Itinerary



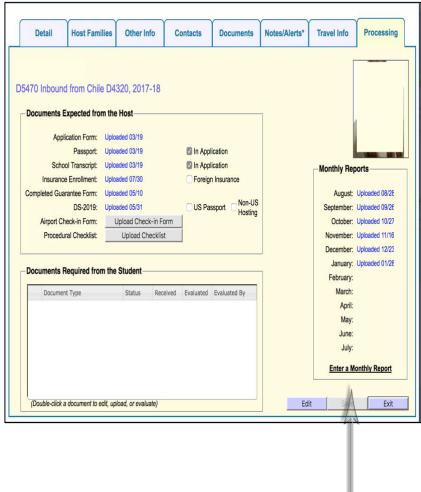


HUB, continued...

Processing

Verify what items are still needed from the Inbound Student's Host District.





Submit Monthly Counselor Report

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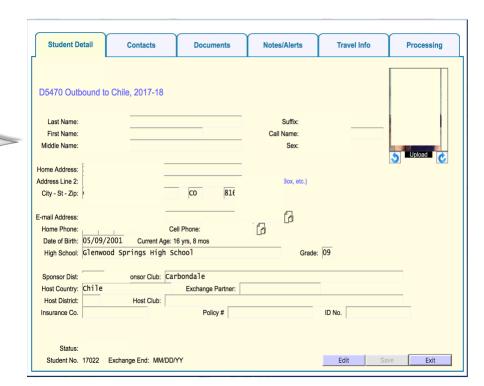


HUB, continued...

Current Outbounds

Student Detail

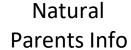
Student Info

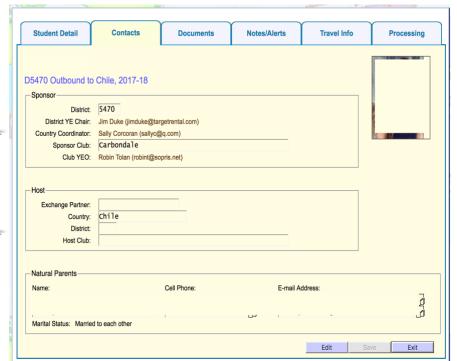


Contacts

Sponsor Info

Host Info







HUB, continued...

Documents

Where you'll spend most of your time! You can upload:

- Background Check
- Confidential Document
- Country Selection Form
- DS-2019
- E-mail Message
- Host Family App
- Local Interview Info
- OB Acceptance Contract
- OB Acceptance Letter
- OB Application
- OB Application Package
- OB Dental Report
- OB Foreign Insurance
- OB Guarantee Form
- OB HF Referral Form
- OB Insurance Card
- OB Insurance Info
- OB Medical Report
- OB Monthly Report
- OB Rules Form
- OB School Reference
- OB Signed Authorization
- OB Student Acceptance
- OB Supplemental Health
- Other
- Parent Letter
- Passport
- Program Rules
- Quarterly Reports
- School Transcript
- Student Letter
- Travel Itinerary

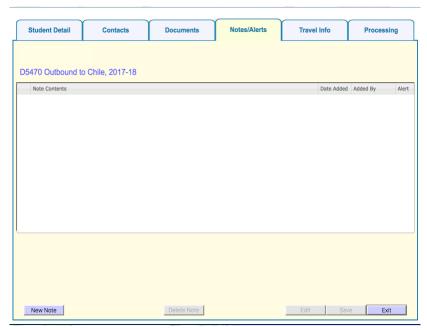




HUB, continued...

Notes/Alerts



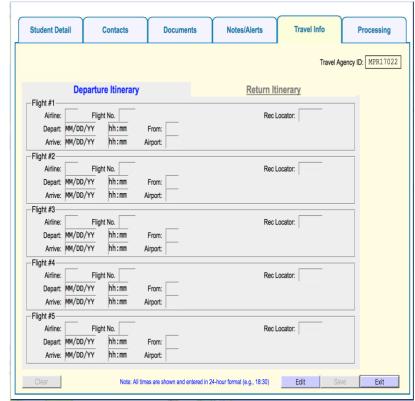


Travel Info



Enter Arrival Itinerary

Enter Return Itinerary



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HUB, continued...

Processing

Additional information regarding Student.



