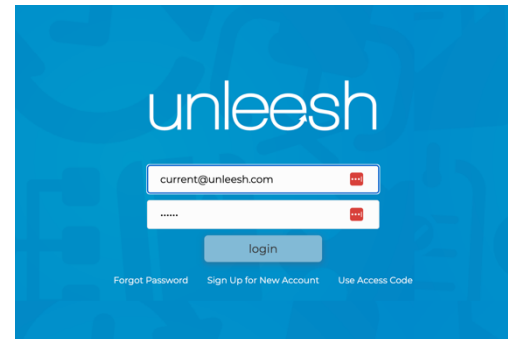


## Access Unleesh

To access Unleesh go to <http://web.unleesh.com>. There you will be asked to provide your username and password. Your email address is your username and your password is your DS-Number that was provided to you by CIEE.

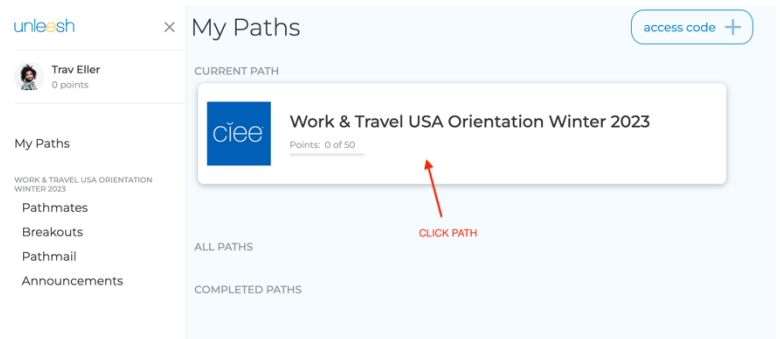
### IMPORTANT:

- 1) Use the same email address to which your Unleesh email invite was sent.
- 2) Your password is your DS-number, which can be found in the top right corner of your DS- Form



## Select the Path

When you log into Unleesh for the first time, you will go straight to the CIEE Work and Travel USA Orientation Path. Click on the Path name and the card will expand. Begin with the first Step and complete the Activities at the bottom. Once an Activity is complete, in the top right corner, click next step to continue through the orientation. As you complete the Step's Activities, you will earn points which will be tracked on your Path card to show your progress through the orientation.



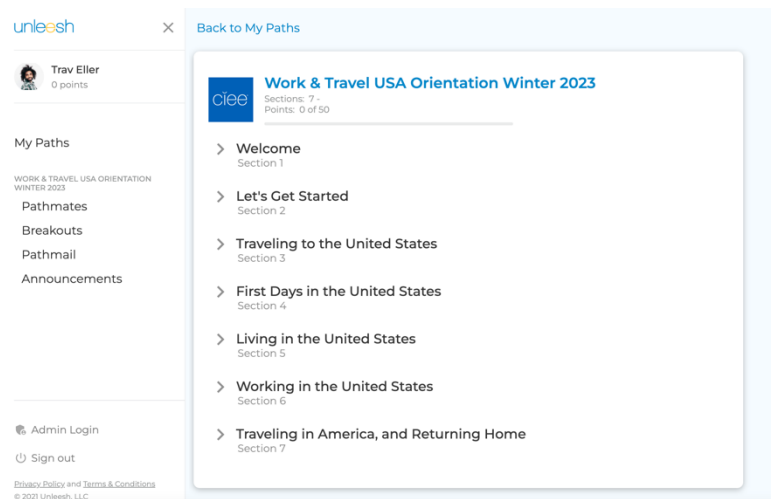
## FAQs:

What if I do not see my Path when I log in?

If you do not see the Path on the main screen log out of the platform and log back in. If issues continue to persist, email [support@unleesh.com](mailto:support@unleesh.com) for further help.

### What if I forgot my Password?

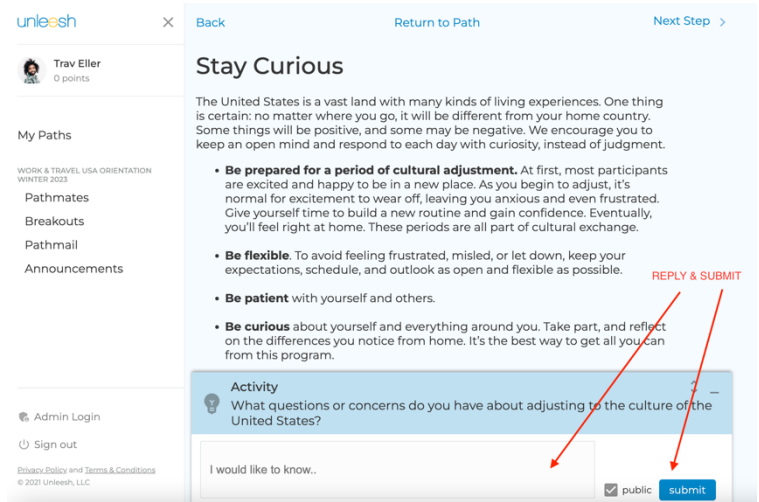
If you forgot your password simply click the "forgot password" link on the main login page. If that does not work, email [support@unleesh.com](mailto:support@unleesh.com) for further help.



## How do I use Unleash to Complete Steps?

Unleash is made up of Paths, Sections, Steps and Activities. Each items is listed out below:

- 1) Path: This is the group you are connected to. For example, CIEE Work & Travel USA Orientation is the name of a Path.
- 2) Section: This is how the main parts of the Path are broken
- 3) Steps: Sections are further broken in to Steps. Steps provide the details for you to review and work through.
- 4) Activities: This is a part of each Step and is where you earn your points. Follow the prompts to complete Activities before moving onto the next Step.
- 5) When you have completed an activity the arrow next to the step will turn into a checkmark which shows completion.
- 6) When you have completed 50 points, all Steps have been checked off and you're done!



### Important Note:

Access to Unleash and the CIEE Work & Travel Orientation Path will be available to you throughout your program should you need to access it.