1. Go to the M-Compass website and use either FIND A PROGRAM link to browse for opportunities such as:
   - Study Abroad/Exchange
   - Internships –in the U.S. and abroad
   - Scholarships, grants, fellowships
   - Alternative Breaks (ASB, ASuB)
   - Volunteer/Community Service
   - Faculty-led trips

2. Use the Program Search options to find opportunities of interest.

3. To find programs by name, enter part or all of the name in the Program Name box.

4. You can narrow a search by term, country, eligible U-M majors, class standing, and type of courses offered.

Search Notes:
- The default search page does not show internships or scholarships.
Program Searches continued

5. To search for scholarships, fellowships, and other types of funding, change Show setting in the drop-down list to Scholarships.

Search Tip: Internships and field placement are listed when Show drop-down is set to ‘Outgoing Plus’

6. For an overview the program, eligibility requirements, application deadline, etc. click on the name of the program in search results

7. You can also share a link to the program’s page, or save it to your M-Compass Profile.

Note: If you don’t have a profile, you will be prompted to create one when you save a program.
8. Review the information on the program’s web page.

9. If you are eligible to apply, and if the program is currently accepting applications, click on the ‘Apply Now’ button to begin an application.

Notes:

- M-Compass permits a student to have only one application per term. If you already have an application in the same term, you will need an administrator’s override in order to apply for more programs.
- Not all programs will be accepting applications. To view the next application cycle, scroll down to the bottom of the page and view Dates & Deadlines.

10. In the M-Compass login wizard, choose the 1st option, U-M Student, then click

11. M-Compass will prompt you for your UMich uniqname and password

Tip: Use the same password you use to log into Wolverine Access

Note: If you have never logged into M-Compass, an account will be created for you at the same time you apply to the program.
12. Choose from available terms, then click

[Apply]

**Note:** The terms displayed will vary from the one shown here.

13. An application is created and your application page with checklist is displayed.

14. To complete your application, click on each requirement for further instructions.

**Checklist Notes:**

- M-Compass automatically checks ‘Received’ as you complete each requirement. When every item on your checklist is ‘Received’ your application is complete.

- You will receive an auto-email reminder periodically of requirements that are *incomplete*. M-Compass **does not** send you an email when your application is fully complete.

- If you are permitted to make changes after submission, a pencil icon will be displayed. To edit and resubmit, click on.

- You may begin work your application checklist and return to M-Compass later to finish.

15. When you are finished working on your application, use the Logout button at the top of the M-Compass page to exit the system.

**Note:** The next section explains how to return to M-Compass and access your application at a later time.
To return to M-Compass and access existing applications, go to the website and use U-M LOGIN link.

**Login Notes:**

- M-Compass won’t permit you to use the U-M LOGIN link until you have:
  - An application or
  - A student registry (e.g. Academic/Study Abroad, Research Abroad) or
  - A saved profile.
- If a M-Compass administrator has created an application for you already, then you may use the U-M Login link to access your application.

1. In the M-Compass login wizard, choose the 1st option, U-M Student, then click **Submit**.

2. Enter U-M Uniqname and Password.
M-Compass for Students
Using M-Compass to Search and Apply for Programs
Step-By-Step Procedure

Student Home Page

4. In the section of your Home Page, locate the correct term then, Click on the program name to access your M-Compass application.

5. Click button to add a picture, check your Emergency Contact information that is on file, and add an alternate Emergency contact and SMS Text number where you can be reached.

Programs you’ve saved to your profile are also displayed on this page.

Student Profile Page

6. Many programs require you to verify information on your profile.

7. On this page you can also upload a photo, add a SMS phone number,

8. The Information tab of the profile is where you can an emergency contact and local phone number.

9. View the address on file on the Address Info tab.