

**SUBJECT:****SEP - Quick outline of the tools used 2018-2019**

You have 3 tools:

**Intranet reserved for advisors**

<http://echanges-etudiants.bci-qc.ca>

(Management documents for advisors)

**Management site**

<http://echanges-etudiants.bci-qc.ca/gestion>

(System to generate access codes for your student and validate their online form)

**Website**

<http://echanges-etudiants.bci-qc.ca>

(Information for the student)

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**INTRANET RESERVED FOR ADVISORS OUTSIDE QUÉBEC**

<http://echanges-etudiants.bci-qc.ca>

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On the SEP Website, the tab “Partners” and “Sign in” allows you to consult the intranet. This is a Web page for the exclusive use of advisors where you will find various management documents, links, as well as a vast array of useful information for managing SEPs.

To consult the intranet, you will then need to enter a user code and a password; these codes are sent to all outside Québec advisors:

- the user code "Identifiant de connexion au site" is **RESP2018-2019**

- the password is **BCI2018-2019**

**IMPORTANT** – When entering your codes, you absolutely must input the letters in uppercase or you will be refused access to the site.

To enter in the English section, on the left, select “Advisors outside Québec” and to enter in the French section, select “Responsable hors Québec”. If you want to return to the SEP Website, click on “Site du PÉÉ / SEP Website”.

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**MANAGEMENT SITE**

<http://echanges-etudiants.bci-qc.ca/gestion>

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With the management site, you will be able to generate access codes via the management site for the students from your institution who want to apply for a SEP and validate (authorize or reject) their online form. Québec advisors are in charge of updating the file status for the students from Québec and outside Québec (admission, refusal, withdrawal, etc.)

You will then need to enter a user code and a password; these codes are for the exclusive use of your university.

When entering your codes, it is important to RESPECT THE CASE (upper or lower case) or you could be refused access to the site.

If you can no longer find the user code and password you were assigned to access the management site, please follow these steps:

1. Click on the link “I forgot my user code and/or my password” on the management site home page;
2. Enter the name of your institution;
3. Tick the appropriate name;
4. Press the button “Confirm information”.

The system will automatically send the user code and the password by e-mail.

Please note that online help can be accessed from each page of the management site. Just click on the button containing a question mark.

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**WEBSITE**

<http://echanges-etudiants.bci-qc.ca>

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On the SEP Website, students will find all the information needed to prepare their candidate’s file. They should consult the sections from “Students” and “I am enrolled at a partner institution / abroad”. For your students to be able to access the online form with the access code you gave them, they will find the online form in the section “Submitting my request for participation” and “Filling out my participation request form.”

SUBJECT:

Opening of the 2018-2019 BCI Student Exchange Program (SEP)

Ladies and Gentlemen,

We are pleased to inform you that the BCI's Student Exchange Program team is now ready to open the SEP for the 2018-2019 academic year.

In the attached documents, you will find all the information you need to ensure smooth operation of the program.

Please note that your institution's applicants must **mandatorily** fill out the participation request form in the context of the BCI SEP. For this purpose, you will need to give them a code, generated via the "Management site", which gives them access to the 2018-2019 Participation Request Form, as explained in the attached document, in the "Access Codes" section.

On the SEP Website (<http://echanges-etudiants.bci-qc.ca/i-am-enrolled-at-a-partner-institution-abroad/?lang=en>), students will find all the information they need to prepare their application file.

We would also suggest that you read up on the specific conditions laid out by Quebec's institutions (<http://echanges-etudiants.bci-qc.ca/i-am-enrolled-at-a-partner-institution-abroad/int-selecting-my-host-institution-search-for-a-host-institution/int-am-i-eligible/int-list-of-qc-universities-additional-conditions/?lang=en>) in order to help your students prepare their application. It is also important to make the submission deadline, and to note that a student can only complete a single request for participation.

**IMPORTANT** - Please verify the contact information for the person in charge of the program at your institution, shown on the SEP's website (<http://echanges-etudiants.bci-qc.ca/i-am-enrolled-at-a-partner-institution-abroad/int-finding-the-person-in-charge-list-of-people-in-charge/?lang=en>), because this person will serve as the main point of contact for all SEP-related communication. Please quickly notify us of any change in personnel by writing us at [echanges-etudiants@bci-qc.ca](mailto:echanges-etudiants@bci-qc.ca).

Thank you for your cooperation.