



myCESO Guide

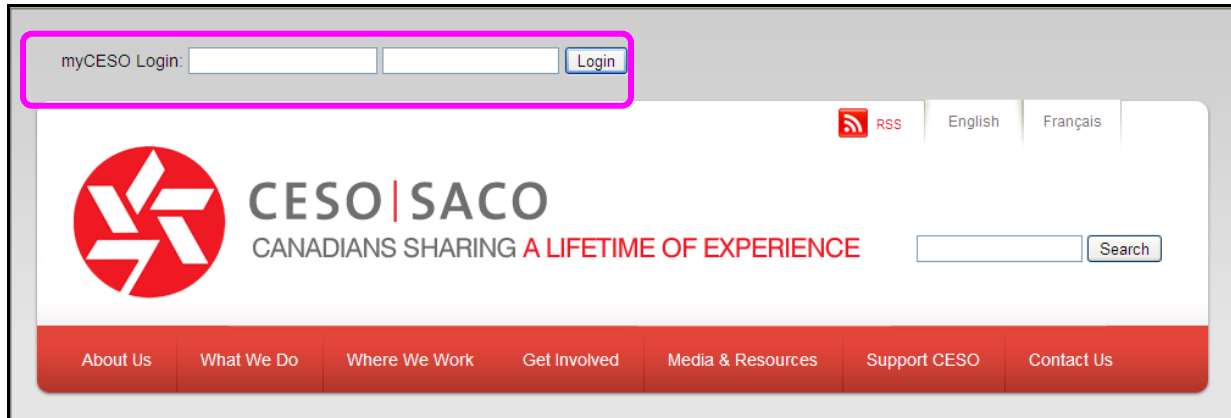
About

All CESO Volunteer Advisers, Board members and Staff have a username and password to access an internal part of the CESO | SACO website, known as myCESO. Logging in to myCESO allows you to see assignment opportunities, download important documents and access the forums.

How to Log-in

When you visit www.ceso-saco.com you will see "myCESO Log-in" at the very top of the page, followed by two white boxes (see below).




- Enter your username in the first box.
- Enter your password in the second box.
- Click on "Log-in."




Your username will initially be set as your e-mail address, and your password will be randomly generated. When your account is created, an e-mail will be automatically sent to you (from admin@ceso-saco.com) with a username and password. Should you forget your username and/or password, please contact info@ceso-saco.com.

Changing your myCESO Username and Password

Click on the "My Profile" link that appears once you have logged in to myCESO.

Welcome, Seemal [Resources](#) • [Volunteer Opportunities](#) • [Forums & Blogs](#) • **My Profile** [Logout](#)    

English Français

 **CESO | SACO**
CANADIANS SHARING A LIFETIME OF EXPERIENCE

[About Us](#) [What We Do](#) [Where We Work](#) [Get Involved](#) [Media & Resources](#) [Support CESO](#) [Contact Us](#)

 **Bringing clean water to communities**

CESO President & CEO to go on Volunteer Engagement Tour

Improving municipal financial management in Cameroon

CESO visits Haiti

August 30, 2010 -- In 2001, CESO Adviser Jake Dick travelled to Santa Rosa de Copan, a city nestled in the western mountains of Honduras, to restore an abandoned water-treatment plant to... [Read the full article](#)

Changing myCESO Username

- Type the username you would like to use in the box beside "myCESO Username"
- Click "Change username".

• FAQs
• Downloads
• Photo Tips

Assignment Opportunities
• In-house Volunteers

Forums & Blogs

My Profile

MYCESO USERNAME
Edit your username to log in to the myCESO Portal.

IMPORTANT: After changing your username you will be automatically logged out of myCESO, and will need to log in again using your new username.

myCESO Username:

MYCESO PASSWORD

Old password

New password

Confirm new password

Once you choose a new username to log-in with, you will automatically be signed out. You can then sign back in right away with your new username.

Please be aware that your username will appear with every posting you make under “Forums & Blogs”.

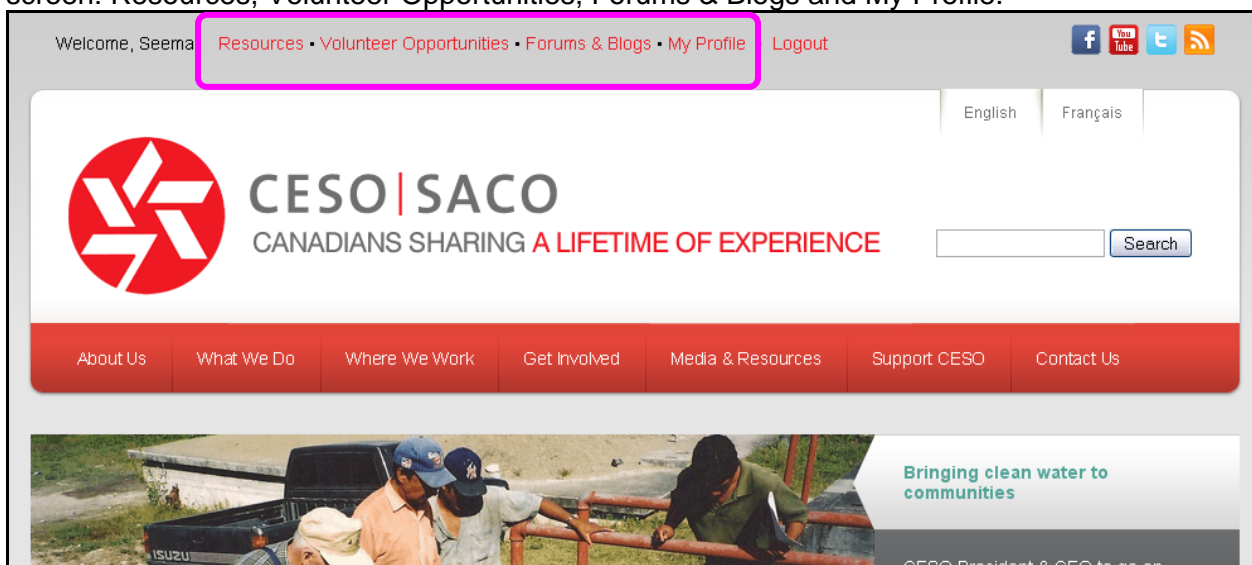
Changing myCESO Password

- Enter your current password in the box beside "Old password."
- Enter your new password in the following empty box.
- Enter the new password again to confirm your choice in the final empty box.
- Then click on "Change password."

The screenshot shows the myCESO user profile page. On the left is a navigation menu with links for Downloads, Photo Tips, Assignment Opportunities, In-house Volunteers, Forums & Blogs, and My Profile. The main content area is titled 'MYCESO USERNAME' and includes instructions to edit the username. Below this, the current username 'mmiller@ceso-saco.com' is displayed. A 'Change username' button is visible. The 'MYCESO PASSWORD' section is highlighted with a pink box and contains three input fields for 'Old password', 'New password', and 'Confirm new password', along with a 'Change password' button.

myCESO Content

When you log into myCESO, you will see the following links appear at the very top of the screen: Resources, Volunteer Opportunities, Forums & Blogs and My Profile.



> Resources

>> FAQs

Here you will find Frequently Asked Questions from Volunteer Advisers.

>> Documents

This section includes forms and templates that may be of use to staff and volunteers in their work with CESO, at home and on assignment. Here you will also find CESO's Strategic Plan, Organizational Chart and various reports.

>> Software

This page includes a link to download "OpenOffice", a free office software (with features such as word processing, spreadsheets, etc.) that installs on both MACs and PCs and can facilitate working with electronic files.

>> Photo Tips

This page offers tips for capturing your assignments. We highly encourage volunteers to take as many photos as possible while on assignment and to share them with CESO staff for use on the website and in presentations, printed materials and more.

> Volunteer Opportunities

>> Assignment Opportunities

This link will open another window, which will take you directly to our database of current assignment opportunities. This will enable you to stay up-to-date as assignments become available and access the required information to contact our recruiters.

>> In-House Volunteer Opportunities

Occasionally CESO has a need for additional volunteer roles in the CESO office to provide feedback, help with volunteer recruitment, etc. Those opportunities will be posted here.

> Forums & Blogs

This area provides everyone in the CESO community with the ability to share information, ideas, common interests and concerns. All users have the ability to initiate a "thread" or conversation on a specific topic, and to comment on postings by others. A small group of moderators representing different areas of CESO (National, International, Public Engagement and Senior Management) will check in frequently to respond to questions and encourage constructive conversation. Please keep in mind that anything posted in this area can be viewed by all volunteers, staff and board members so please be respectful of others.

> My Profile

This page allows all VAs to edit their Volunteer Profile, the record of personal information that CESO has on file. By clicking the red button that appears in this section, you can update your resume, occupational skills, address and more. *This option will not appear for non-VA users.* All users will have the option on this page to change their myCESO Username and myCESO Password.

View Your Resume/CV

- Go the “My Profile” page.
- Click on the “Edit your volunteer profile” button.

MY PROFILE

VOLUNTEER PROFILE

Your Volunteer Profile contains all your **personal information, contact details, resume** and other related information.

[+ Edit your Volunteer Profile](#)

MYCESO USERNAME

Edit your username to log in to the myCESO Portal.

- Scroll down on the page that opens when you click the button until you see “Resumé / Curriculum Vitae”.
- If there is already a resume on file you will see the file name listed in blue, which you can click to open the document.

Resumé / Curriculum Vitae

English Resumé / CV en anglais

Currently [ResumeTest05.doc](#). Delete upon Save

French Resumé / CV en français

- If there is no resume/CV on file, you will see the following:

Resumé / Curriculum Vitae

English Resumé / CV en anglais

French Resumé / CV en français

Upload a New Resume/CV

- Click on the “Browse...” button to upload a new resume from your computer.
- Click “Open” once you have found your document to upload the new resume.
Once you upload a new resume your previously stored resume will be deleted.
- Click on the “Save” button at the bottom of the page.

Resumé / Curriculum Vitae

English Resumé / CV en anglais
Currently [ResumeTest05.doc](#). Delete upon save

French Resumé / CV en français

Please note only one resume can be uploaded and stored in your profile.

Choose File to Upload

Look in:

Resume_Test

File name:

Files of type:

Resumé / Curriculum Vitae

English Resumé / CV en anglais
Currently [ResumeTest05.doc](#). Delete upon Save

French Resumé / CV en français