

Dear SBC students,

We are happy to open up our Summer registration and our new student information system (Genius) to you. Please follow the instructions below carefully to log in and register for your courses. If you encounter any trouble during this process, please let us know, and we will work on resolving your issues in a timely fashion.

You will be creating a new account in Genius that is separate from your [ccef.org](https://ccef.org) account.

**Step 1:** Please click this link to go to the Genius welcome page: <https://ccef.geniussis.com/PublicWelcome.aspx>

**Step 2:** BOOKMARK that link! You will need it in the future.

**Step 3:** Click the green Forgot Password? button. If you already have a Canvas account, you already have a Genius account that we imported over, so DO NOT click the "Don't Have an Account?" button.

**Step 4:** You will then be prompted to enter either your username or your email address. For CCEF's purposes, your username and email address are the same. Enter in the email address you use **to log into Canvas**.

**Step 5:** You will receive an email from [student.services@ccef.org](mailto:student.services@ccef.org) through Genius with a password to log in.

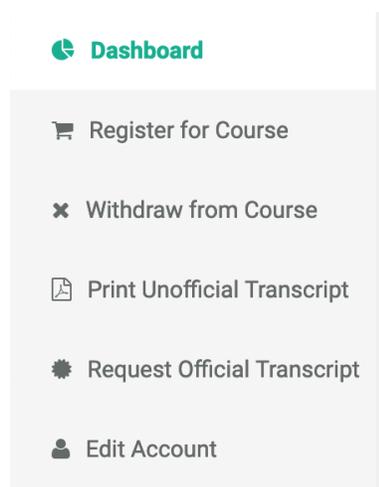
**Step 6:** Once you log in, you will be taken to your student dashboard, which will look something like this:

The screenshot shows a student dashboard for 'The School of Biblical Counseling'. The user is Evelyn Lyall. The dashboard features a sidebar with navigation options: Dashboard, Register for Course, Withdraw from Course, Print Unofficial Transcript, Request Official Transcript, and Edit Account. The main content area is divided into several sections: 'Completed Courses' (0), 'Page Views' (0), 'Assignments Completed' (0), and 'Overdue Courses' (0). Below these are 'ACTIVE COURSES' and 'COMPLETED COURSES'. The 'ACTIVE COURSES' section includes three course cards: 'Helping Relationships' (Mar 06, 2019 - Mar 04, 2020), 'Counseling Problems and Procedures' (May 15, 2019 - Aug 07, 2019), and 'Counseling Observation (Non-credit)' (May 15, 2019 - Aug 07, 2019). A legend indicates 'In Progress' (green), 'Not Started' (orange), and 'Overdue' (purple). The 'COMPLETED COURSES' section is currently empty. At the bottom, there are sections for 'PENDING COURSES' and 'LEARNING PATHS', both of which are also empty.

Your dashboard may have more information on it than this example. As a reminder, **please remember that your current and prior course information is under construction!** You may see courses marked as "Active" that are actually "Completed", or see a course marked as "Overdue" that is not. Don't panic! We are working on migrating over all of your coursework into Genius, and it will soon accurately reflect your course history.

### Step 7: VERY IMPORTANT, MANDATORY STEP: UPDATE PROFILE AND PASSWORD

On the left-hand sidebar, you will see a link at the bottom called "Edit Account".



Click this link. You will need to complete **two tasks** under the Edit Account page:

**First**, fill out your new student profile. Please take the time to fill it out as much as possible! Our team has worked hard to create a form that will truly help us to get to know you better. Furthermore, the information we gather from this form will make a difference in shaping our resources, services, and policies in the future.

**Second**, create a new password by checking the "I want to change my password" box. The page will reload and permit you to enter in a new password. Your password must have at least 8 characters. The password must contain 1 uppercase letter, 1 lowercase letter, 1 digit, and 1 special character. Please note: **This password will become**

**your Canvas password, too!** Going forward, you should always update your password through **Genius**.

**Step 8:** The fun part...Register! :) Click **here** to view our detailed Registration guide and FAQs. **Please note: Many things have changed about our registration process! We strongly encourage you to review these detailed instructions about how to search our course catalog, understand the new registration process, and add yourself to a waiting list, to ensure you are properly registered for your courses.**

We are looking forward to a new semester with many of you! Thank you all for your prayers and patience with us as we implement this new system. We are grateful for you.

Blessings,

Carly Robinson, on behalf of the rest of the SBC team (Alasdair, Laura, Anne, Jonathan, Lynette, Rebecca, and Jeremy)