

#### **DEFINITIONS**

**HUB:** <a href="http://yehub.net/MPR.html">http://yehub.net/MPR.html</a>. The D5470 Database, also known as the 24-Hour Office. The HUB stores information about our Volunteers, Host Families, Inbound Students and Outbound Students (Current, Future and Past). The HUB can only be accessed on a computer.

**Web Portal:** <a href="http://yehub.net/MPR-portal.">http://yehub.net/MPR-portal.</a> A more portable and smaller version of the HUB. Data is available (but not documents), except those in the HUB Library. Phone numbers, addresses, insurance numbers and the ability to file reports are available. The portal can be accessed on a cell phone, tablet or computer.

**Vet:** To fulfill requirements of the Department of State, including Application, Background Check, Department of State Certification and Reports from References (2 for Host Family, 3 for a Volunteer). Someone who is not fully vetted, except in special circumstances, will only have access to the Web Portal, not the HUB. Vetting is done annually.

**Volunteer Application (VA):** <a href="http://yehub.net/MPR-volapp.">http://yehub.net/MPR-volapp.</a>
The application that a YEO, Country Officer, Club Counselor or any other Volunteer working with Mountain and Plains Rotary Youth Exchange. This is only completed once.

Host Family Application (HF): <a href="http://yehub.net/MPR-hfapp.">http://yehub.net/MPR-hfapp.</a> The application that a Host Family fills out to be considered to host an inbound student. A Host Family application is valid for one year. Host families need to renew their application each year they want to host again.

**Department of State (DOS):** The US Department of State regulates our program and issues Visas to inbound students coming into our program. We must be compliant with the DOS and we are audited annually for re-certification. Any time that we are not compliant we run the risk of not being re-certified. We need everyone's cooperation to fulfill this obligation.



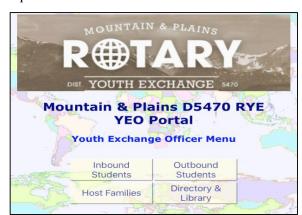
#### **PORTAL**

A more portable and smaller version of the HUB. The PORTAL is available on a computer, laptop, phone or, tablet. Data is available (but not documents), except those located in the HUB Library. In the PORTAL, you can:

- Assign Host Family to Student
- **Print Temporary ID Card**
- Submit Home Visit/Interview Report
   Submit Host Family Change Report
- Submit Monthly Counselor Report
- View Most Recent Counselor Report
- Confirm Student Arrival
- Submit Follow-up Visit Report
- View Insurance Card
- 1. Click: <a href="http://yehub.net/MPR-portal">http://yehub.net/MPR-portal</a> and the following screen populates:



2. Enter your Email Address and Password and the following screen populates. This login information is provided to you by the YEAH Administrator, Ken Fusco (fusco96@gmail.com) \*The Portal and HUB password are the same





# PORTAL, continued...

# **Inbound Students**

Counselor Home Phone: Before the student arrives, you can: Counselor E-mail: 1. Assign Host Family to Student Assign Host Family to Student Once the student arrives, you can: 1. Complete Arrival Confirmation Arrival Confirmation P E-mail: 1 Host: District 5470 Edwards Rotary Club Battle Mountain High School After the student arrives, you can: 1. Submit Host Family Change Report ? 2. Submit Monthly Counselor Report 3. View Most Recent Counselor Report Student Information
Full Name:
Exchange Year:
Home Country:
E-mail Address:
Host District:
Host Club:
High School:
Host Family Information
Current Host
Family: You can also Print Temporary ID Card and View Insurance Card Address: Host District: rict YE Chair: YE Chair Cell Phone: E Chair Home Phone: YEO E-mail: Print Temporary ID Card Submit Monthly Counselor Report View Most Recent Counselor Report

4/19/18

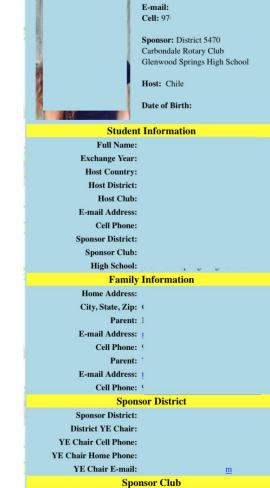
View Insurance Card



# PORTAL, continued...

# **Outbound Students**

You can view Outbound Student info.



Club Name:

Meeting Day:

Meeting Time:

Club YE Officer:

YEO Cell Phone:

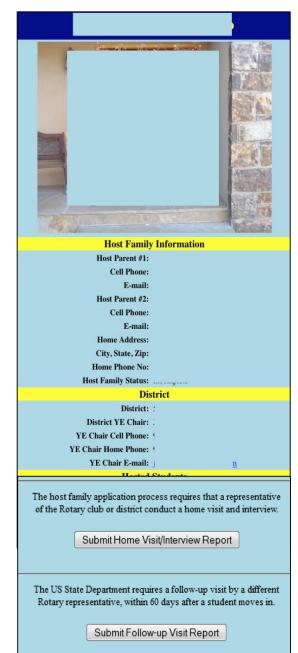
YEO Home Phone:

YEO E-mail:



# PORTAL, continued...

# **Host Families**



Before the student arrives, you can:

1. Submit Home Visit/Interview Report



After the student arrives, you can:

1. Submit Follow-up Visit Report



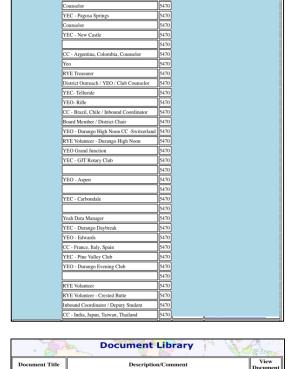


#### PORTAL, continued...

# **Directory & Library**

#### View Contact Info





**Organizational Directory** 

5470

RYE Volunteer - Telluride Rotary Club

Board Member / District Governor

YEC - Telluride

Dist Phone E-mail Address

# **View Documents**







#### **HUB**

The main repository for all District 5470 Mountain & Plains Rotary Youth Exchange (MPRYE) information. Available on a computer or laptop. The HUB stores information about Host Families, Inbound Students, Outbound Students and Volunteers (past, current, future), along with documentation pertinent to each of these groups that keeps us safe and compliant with the US Department of State (DOS).

- Click: <a href="https://yehub.net/MPR.php">https://yehub.net/MPR.php</a>. Use Google Chrome, Microsoft Internet Explorer, or Mozilla Firefox. DON'T USE Microsoft Edge or Apple Safari.
- 2. All browsers MUST BE ALLOWED to have "Pop-Ups". It is critical to allow "Pop-ups", otherwise, you won't be able to see ANY of the documents in YEAH. To find out how to allow "Pop-Ups" on your browser, go to <a href="http://www.google.com">http://www.google.com</a> and type "How to allow pop-ups in (browser you are using)" and follow instructions.
- 3. The following screen populates:



- 4. Enter your *Email Address* and *Password* and the following screen populates. This login information is provided to you by the YEAH Administrator, Ken Fusco (fusco96@gmail.com)
  - \*The Portal and HUB password are the same
- 5. Once logged in, click the desired option:





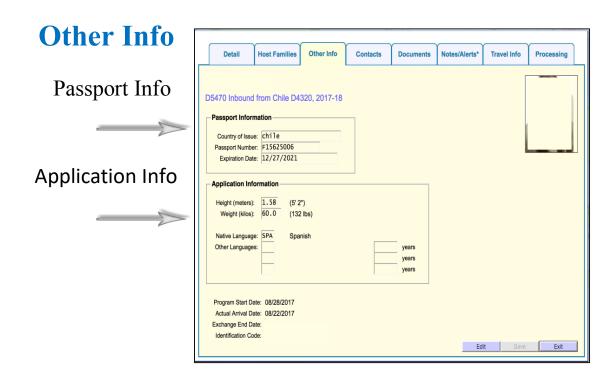
#### HUB, continued... Other Info Notes/Alerts\* Host Families Contacts Documents Processing D5470 Inbound from Chile D4320, 2017-18 **Detail** Suffix First Name Student Info Middle Name(s) G E-mail Address Local Cell Phone Host District Host Club Marilyn Branch, Club YEO Date of Birth rrival Age: 16 yrs, 4 mos Home Country Chile Country of Birth Sponsor District 4320 Sponsor Club Rotary Club La Ligua City of Birth Exchange Partner CHILE Citizenship Telluride High School Policy No. ID No. ID No. 17019 Edit Save Exit **Host Families** Other Info Contacts **Documents** Notes/Alerts\* Travel Info Processing D5470 Inbound from Chile D4320, 2017-18 Move-in Dat End Date Host Family Name 1 08/22/17 12/09/17 . St Reported By **Host Families** Telluride 2 12/10/17 CO M. Branch Host Family Info Assign a New **Host Family**

4/19/18

Edit Save **Exit** 



# HUB, continued...



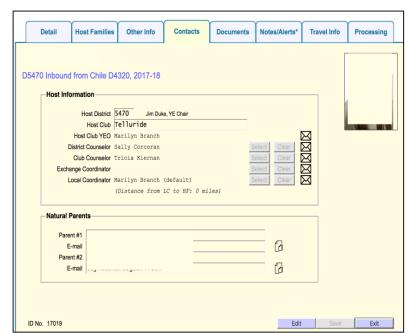
# **Contacts**

**Host Information** 



**Natural Parents** 





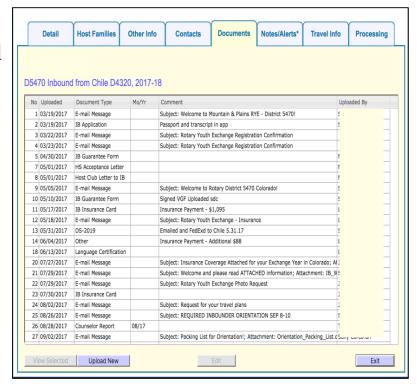


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#### **Documents**

Where you'll spend most of your time! You can upload:

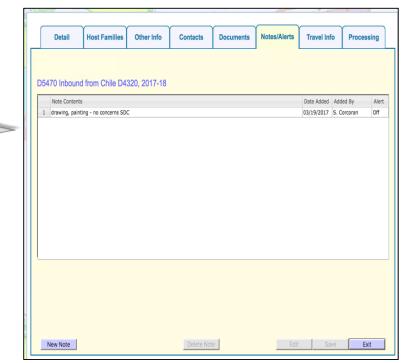
- Club Host Commitment
- Confidential Document
- Counselor Report
- DS-2019
- E-mail Message
- HF Visit #2
- HS Acceptance Letter
- Host Club Letter to IB
- IB Accepted to D5470
- IB Appl. Review Notes
- IB Application
- IB Guarantee Form
- IB ID Card
- IB Insurance Card
- Immunization Form
- Other
- Passport
- Program Rules
- Quarterly Reports
- SAR Acknowledgement
- School Transcript
- Travel Authorization





# HUB, continued...

# **Notes/Alerts**



# **Travel Info**



Enter Arrival Itinerar

Enter Return Itinerary



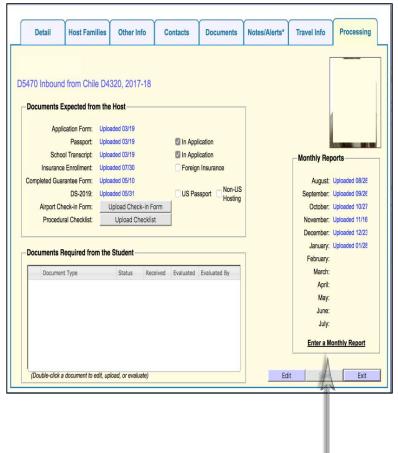


# HUB, continued...

# **Processing**

Verify what items are still needed from the Inbound Student's Host District.





**Submit Monthly Counselor Report** 



# HUB, continued...

# **Current Outbounds**

#### **Student** Student Detail Contacts Notes/Alerts Travel Info Processing Documents **Detail** D5470 Outbound to Chile, 2017-18 Student Info Last Name: Suffix: First Name: Call Name: Middle Name: Address Line 2: City - St - Zip: G F-mail Address 6 Home Phone: Cell Phone: Date of Birth: 05/09/2001 Current Age: 16 yrs, 8 mos High School: Glenwood Springs High School Grade: 09 onsor Club: Carbondale Sponsor Dist: Host Country: Chile Exchange Partner: Host District: Host Club: Insurance Co. Policy # ID No. Edit Save Exit Student No. 17022 Exchange End: MM/DD/YY Student Detail Contacts Notes/Alerts Travel Info Processing **Contacts** D5470 Outbound to Chile, 2017-18 District: 5470 District YE Chair: Jim Duke (jimduke@targetrental.com) **Sponsor Info** Country Coordinator: Sally Corcoran (sallyc@q.com) Sponsor Club: Carbondale Club YEO: Robin Tolan (robint@sopris.net) **Host Info** Country: District: Host Club: Natural Parents Cell Phone: E-mail Address: Natural Marital Status: Married to each other Parents Info Edit Save Exit

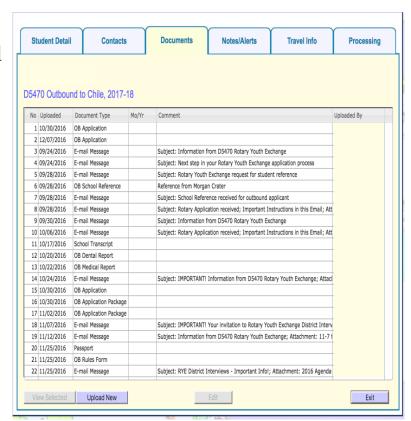


#### HUB, continued...

#### **Documents**

Where you'll spend most of your time! You can upload:

- Background Check
- Confidential Document
- Country Selection Form
- DS-2019
- E-mail Message
- Host Family App
- Local Interview Info
- OB Acceptance Contract
- OB Acceptance Letter
- OB Application
- OB Application Package
- OB Dental Report
- OB Foreign Insurance
- OB Guarantee Form
- OB HF Referral Form
- OB Insurance Card
- OB Insurance Info
- OB Medical Report
- OB Monthly Report
- OB Rules Form
- OB School Reference
- OB Signed Authorization
- OB Student Acceptance
- OB Supplemental Health
- Other
- Parent Letter
- Passport
- Program Rules
- Quarterly Reports
- School Transcript
- Student Letter
- Travel Itinerary

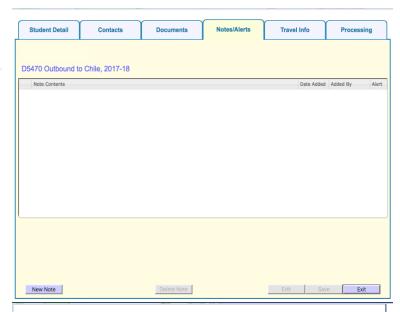




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# Notes/Alerts



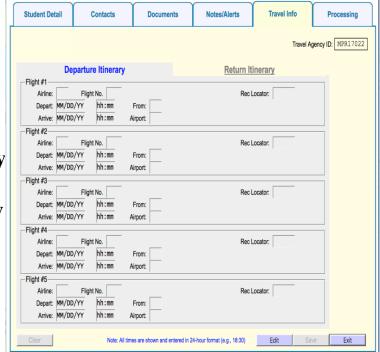


# **Travel Info**



**Enter Arrival Itinerary** 

**Enter Return Itinerary** 





Contacts

Student Detail

Dietary Restrictions: none

District Recommends: Chi District Refuses:

# HUB, continued...

# **Processing**

Additional information regarding Student.



Documents

Notes/Alerts

Travel Info

Processing