EDUCATION ABROAD PROVIDER DIRECTORY

How to
REGISTER

HOW TO
REGISTER

Thank you for your interest in the Gateway Education Abroad Provider Directory. The Directory offers the option of a basic profile and a featured provider profile. Featured profiles have the following advantages:

- Priority
- Live
- Featured
- Opportunity
- Video

Many providers are selecting the featured profile option when they register in order to enhance their visibility in our Directory. Of course, the basic profile is always free.
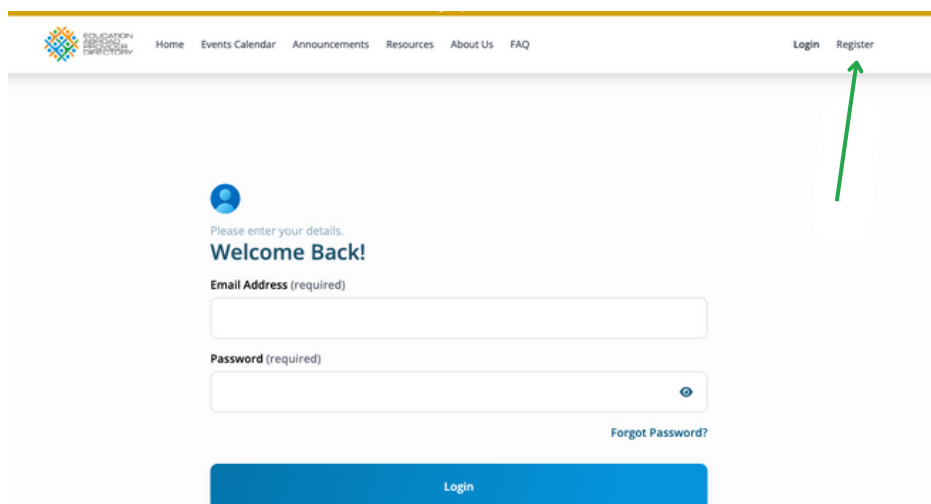
Below are the steps for registration:

STEP 1:

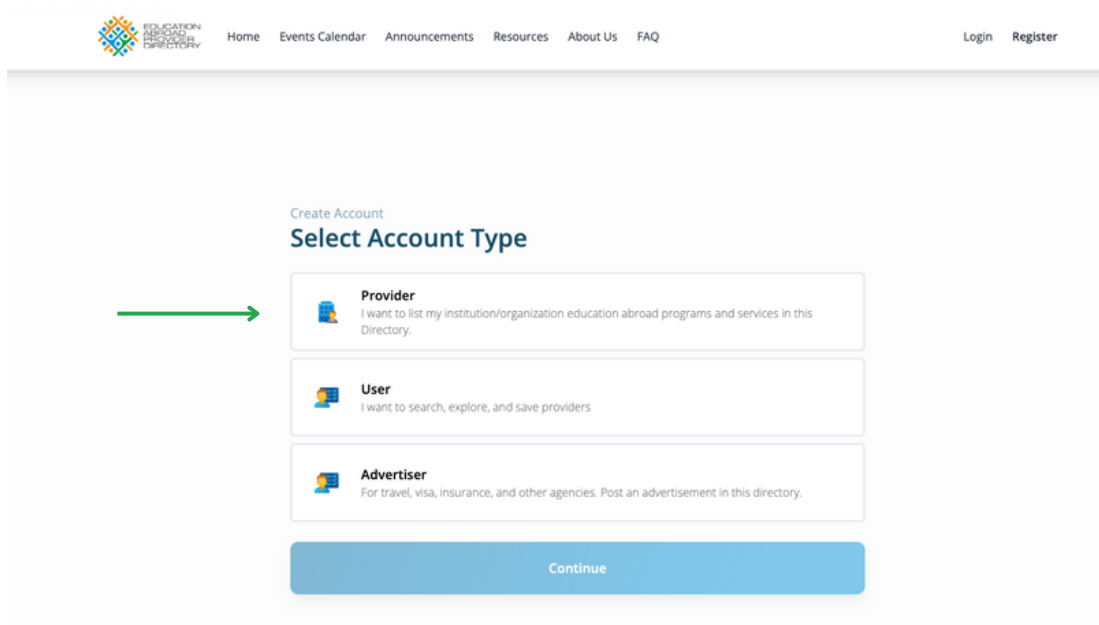Go to the Gateway Education Abroad Provider Directory homepage: https://directory.gatewayinternational.org/

STEP 2:

Select "Register" in the top right corner of the homepage.

STEP 3:

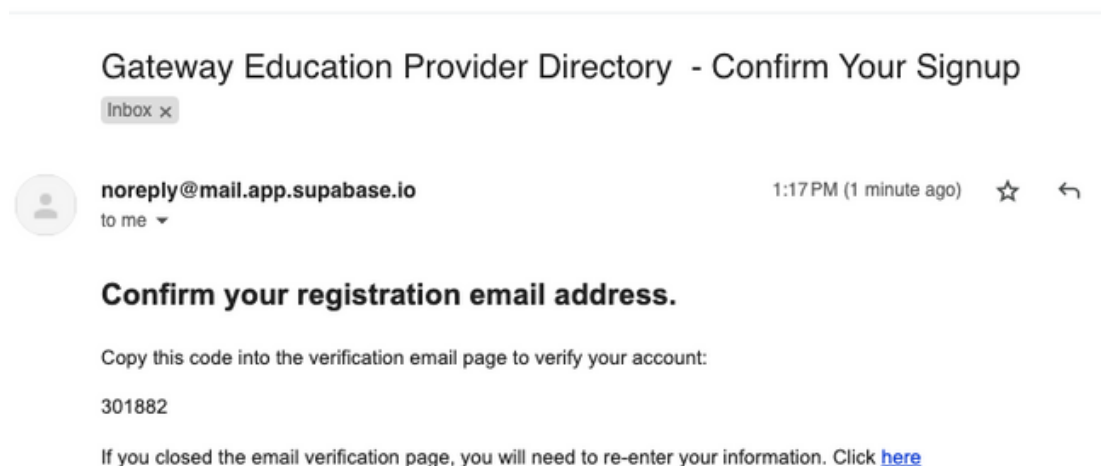Select "Provider" as your account type (note that you cannot change this category once you register).

STEP 4:

Enter the basic account information with the email address you want to use for the account and create a password. You will then receive an email with the Subject Line: "Gateway Education Abroad Provider Directory - Confirm your Signup". Follow the instructions to verify your identity and create your account.

If you do not receive this message, check that you have not blocked pop-ups in your computer settings, and check your SPAM/Junk messages.

STEP 5:

Complete the profile categories listed. You will need to load a logo and complete all required categories in order to advance in the process. If there is an error in what you listed, the account will not respond when you press the "Next" button at the bottom of the page. In this case, check your information (upload a logo, enter all required information, etc.). Also, be certain that you can see the loaded logo image in the logo box of your profile. If you only see a file attachment but no image, then your image is not correctly sized and will not load. The "Next" button will function once all of the required information is correct. If you click on "My Account", however, in the upper right corner of the web page, it will erase any information that you entered.

STEP 6:

Select basic or featured profile (featured profile will prompt you for payment information).

STEP 7:

Complete the short list of eligibility questions.

STEP 8:

The Gateway Provider Directory Management Team will review your profile request.

STEP 9:

Once you submit your registration, you can log in from the Directory homepage to access your profile account. From your account overview you make edits to your profile and/or change to a featured profile (if you didn't do so initially).

Once you receive notice that your registration is approved, your organization will be visible in the Directory. If you selected the featured profile option, you can add a Featured Programs Banner (an opportunity to have a dedicated rotating banner space for your programs visible on the Directory homepage and on the Search Results page), add announcements, and share events related to your organization and its programs.

Do not hesitate to let us know if you have questions. We are excited about this unique opportunity for providers to be able to connect directly with education abroad professionals and faculty leading programs.