Step 2: How do I plan and schedule a "trip"?

1. Go to the CILC website-
   a. Google "CILC" and you should get there.
   b. If not, this is the web link: http://cilc.org/
2. Log in
   a. Username is "Agnor-Hurt International Portal"
   b. Password is "agnorhurt"
3. Select "Content Provider Programs"-the orange icon with the planet
4. Scroll down to the "Search" section
5. Type in a keyword, a topic or subject you are interested in
   a. Try several different keywords
   b. Click the "search" button
   c. Scroll down to see what programs come up
6. When you find a program you might be interested in, click on the title
   a. This brings you to a description of the program.
   b. Read the whole thing to see what it is about, how it is presented and how it aligns with your subject area.
   c. Check to see
      i. cost and length of program
      ii. maximum number of students allowed
7. Email the contact person to find a date that works for both parties
8. Fill in the "Request the Program" page once you have agreed on a date
9. Reserve the date on the AHES **Technology Calendar** through the 'Staff' page on AHES site
10.   Prepare your class. See Step 3 for details.