Short-Term Program Proposals

1. Start by using the following link:

   **Program Proposal:**  [https://jmu-abroad.terradotta.com](https://jmu-abroad.terradotta.com)

   Proposals must be started and completed by the primary Program Director. **Only one faculty member will have access to the Proposal Application / Site.**

   If a proposal is “Accepted,” the oIP will use this portal to collect further requirements.

2. In the gray tool bar, select “PROGRAMS”

3. Scroll and Select – “Program Proposal 1” *(fill out “Program Proposal 2” for your second program, if applicable)*

4. Select the “Apply Now” button
5. Upon clicking “Apply Now,” you will need to log in:

**User Identification—**
- Select - ‘I have a JMU eID and password’ – and Click ‘Submit’

6. **Login—**
- Type in your JMU e-ID and Password (This is the same login/password you use for MyMadison)
- Your Username is NOT your email. Do NOT use @jmu.edu

- If you are NEW to the Terra Dotta system, see #7.

- If you have used TD before, skip to step #8

7. **ONLY FOR NEW USERS:** Upon program selection, you will need to create an account:

**New Profile Confirmation—**
- Select ‘Yes,’ and Click ‘Submit’
8. **Available Program Terms**—
   - Select the term and Click ‘Apply’

   Your two options for programs are Spring Break 2017 or Summer 2017.

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**Upon Log-In**

Click on each item to answer the set of questions. As you submit the necessary information, checkmarks will begin to appear in the “Received” column.

You will be required to complete all ‘Application Questions’ by **August 1, 2016**.

*This portal will be the primary way the oIP will collect information and manage documents.*

As preparation continues, additional information we need to collect will appear as items on the site. **Please periodically check this site for new items.**