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. Once you are logged in, at the upper left portion of the screen you will see a **“Home”** icon.

3. From the dropdown of the **“Home”** icon, click **“Programs.”**

4. Scroll and Select – **“Program Proposal 1”** *(fill out “Program Proposal 2” for your second program, if applicable)*
5. Select the “Apply Now” button

6. Select from Available Program Terms
   - Select the term and Click ‘Update’

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

7. Required Applicant Information: Applicant Parameters.
   - This is a new field required of all JMU students. Due to the Program Proposal living as an application within Terra Dotta, Program Directors will also need to answer these brief questions before proceeding with the Program Proposal application.
   - Click “Save.”
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.**