

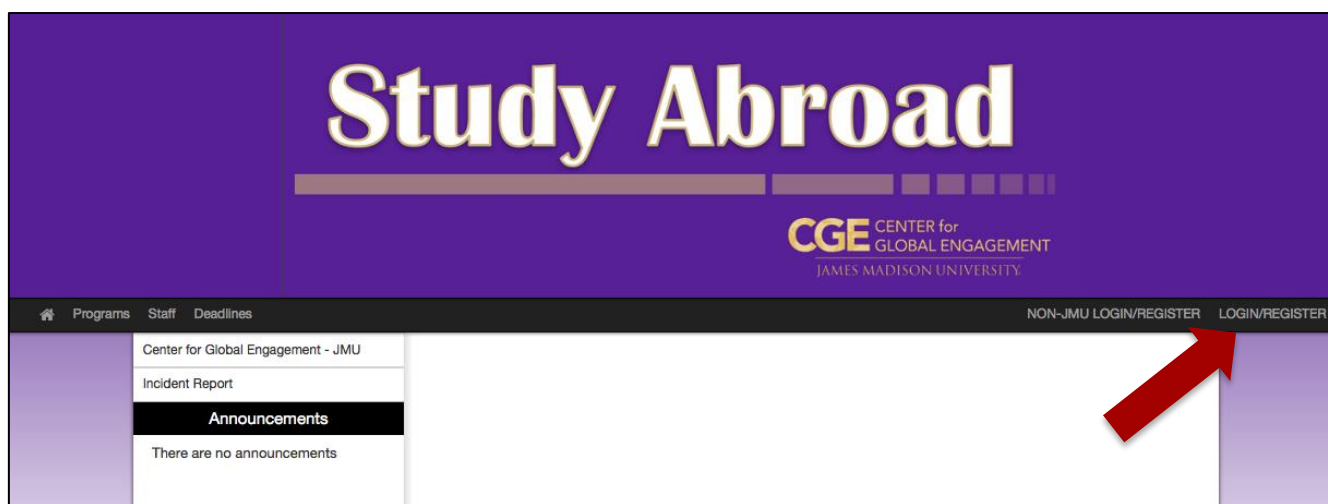
1. Start by using the following link:

Program Proposal: <https://jmu-abroad.terradotta.com>

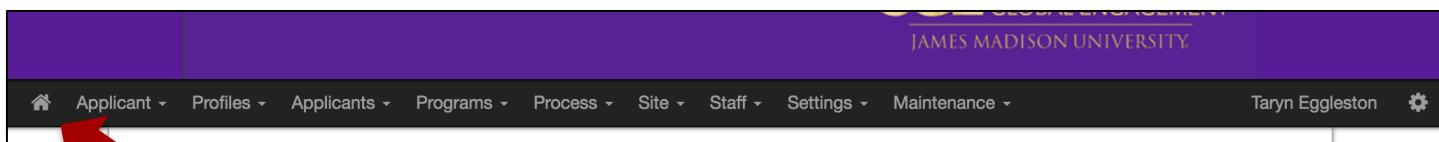
**Proposals must be started and completed by the primary Program Director.
Only one faculty member will have access to the Proposal Application / Site.**

If a proposal is "Approved," the CGE will use this portal to collect further information.

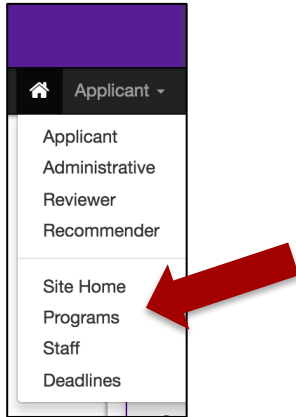
2. You will login/register with your JMU e-ID and password.

A screenshot of the login form. At the top, it says 'JAMES MADISON UNIVERSITY.' Below that, it says 'Log in to Terra Dotta Software SP for James Madison University Abroad'. There are two input fields: 'JMU e-ID' and 'Password'. Below the input fields is a red 'Log in' button.

3. Once you are logged in, at the upper left portion of the screen you will see a "Home" icon.



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

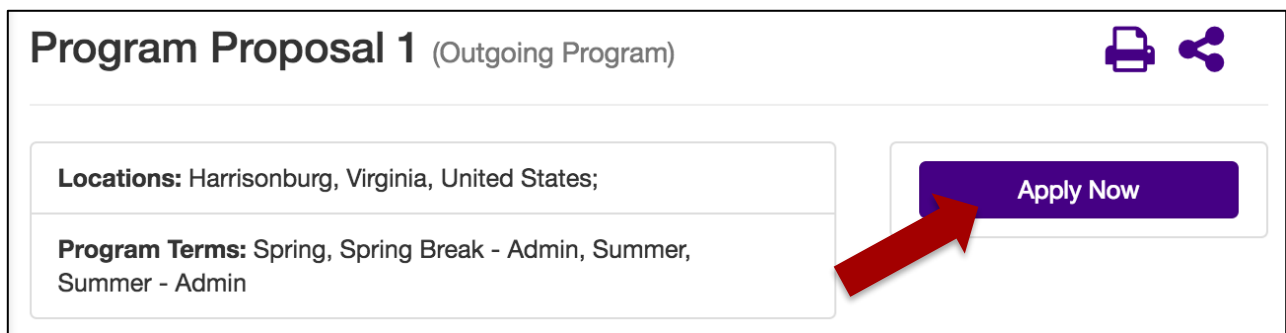


5. Scroll and Select – “Program Proposal 1” for internationally based programs or “Program Program – Domestic” for programs within the states.

(Fill out “Program Proposal 2, 3, or 4” ONLY if you are leading additional programs.)

	Panama City	Panama	North America	
Program Faculty / Personnel Travel Registration	Harrisonburg, Virginia	United States	North America	
Program Proposal - Domestic	Harrisonburg, Virginia	United States	North America	
Program Proposal 1	Harrisonburg, Virginia	United States	North America	
Program Proposal 2	Harrisonburg, Virginia	United States	North America	
Program Proposal 3	Harrisonburg, Virginia	United States	North America	
Program Proposal 4	Harrisonburg, Virginia	United States	North America	
★ Russia - Russian in Moscow	Moscow	Russia	Europe	

6. Select the “Apply Now” button



7. Select from Available Program Terms

- Select the term and Click ‘Apply’

Your two options for programs are **Summer – Admin, 2021** or **Spring Break – Admin, 2021**.

A screenshot of a form titled 'Available Terms'. The form has a purple header. Below the header, there is a section labeled 'Terms' with two radio buttons: 'Summer - Admin, 2021' and 'Spring Break - Admin, 2021'. At the bottom of the form, there are two buttons: 'Apply' and 'Cancel'.

8. 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 (who have not yet previously completed a proposal) will also need to answer these brief questions before proceeding with the Program Proposal application.
- Click **“Save.”**

9. Program Proposal **Application:**

- 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’ and ‘Learning Content’ by **August 1, 2020.**

This portal will be the primary way the CGE 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.

The screenshot shows a web application interface for 'Study Abroad' at James Madison University. The header is purple with the text 'Study Abroad' in large white font. Below the header is the CGE logo: 'CGE CENTER for GLOBAL ENGAGEMENT JAMES MADISON UNIVERSITY'. A navigation bar contains links: 'Applicant', 'Profiles', 'Applicants', 'Programs', 'Process', 'Site', 'Staff', 'Settings', and a user profile 'Caitlin Sandy'. The main content area is titled 'Program Application Page (Pre-Decision)'. It includes a message: 'This page shows the specific and required items for your chosen study abroad program. Please complete or submit items in the order they appear on the page, as this order will help guide you logically through the application.' Below this are four panels: 1. 'Caitlin Sandy' profile panel with fields for Program (Program Proposal 1), Term/Year (Summer - Admin, 2021), Deadline (08/01/2020), and Dates (TBA). 2. 'Learning Content' panel with instructions to view and mark content as read, and a table with two rows: 'Diversity, Access, and Inclusion Statement' and 'Program Approval', both with 'Received' checkboxes. 3. 'Application Instructions' panel with text explaining the application process and the 'Application Complete' notification. 4. 'Application Questions' panel with instructions to complete online questionnaires and a table with seven rows of questions, each with a 'Received' checkbox. The footer features the TerraDotta logo with the text 'TERRADOTTA [POWERED BY]'.

Study Abroad

CGE CENTER for GLOBAL ENGAGEMENT
JAMES MADISON UNIVERSITY

Applicant Profiles Applicants Programs Process Site Staff Settings Caitlin Sandy

Program Application Page (Pre-Decision)

This page shows the specific and required items for your chosen study abroad program. Please complete or submit items in the order they appear on the page, as this order will help guide you logically through the application.

Caitlin Sandy

Program: Program Proposal 1
Term/Year: Summer - Admin, 2021
Deadline: 08/01/2020
Dates: TBA

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
Diversity, Access, and Inclusion Statement	<input type="checkbox"/>
Program Approval	<input type="checkbox"/>

Application Instructions

Please answer or submit all application materials found on this page. As you progress through each category, checkboxes will appear in the **Received** column for finished items. Your application will be considered complete when **ALL** of the checkboxes on the screen are marked off.

Once the CGE has verified your application the word **Application Complete** will appear in a message box above your name and serve as official notification that your application is complete. *This action will not be immediate, and may take up to 24 hours to appear.

Application Questions

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the

Title	Received
1. Program Proposal - Director Information	<input type="checkbox"/>
2. Program Proposal - Additional JMU Personnel	<input type="checkbox"/>
3. Program Proposal - Program Details	<input type="checkbox"/>
4. Program Proposal - Curriculum	<input type="checkbox"/>
5. Program Proposal - Program Description	<input type="checkbox"/>
6. Program Proposal - Applicant Parameters	<input type="checkbox"/>
7. Program Proposal - Application Items / Requirements	<input type="checkbox"/>

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