

# **Creating an Application for a Faculty Led Program**

Terra Dotta is the online software SCSU uses for education abroad applications. Terra Dotta is a software program widely used by U.S. universities for many different functions and this software makes the Education Abroad application process easier because it provides one location for all the required paperwork/forms and can easily be searched for specific needs.

**The system will require you to create a profile. You will then be able to create an application.**

## **- Required Materials -**

### **Pre-Decision Paperwork**

- Questionnaire
  - ☐ Cover letter
  - ☐ Passport Copy
  - ☐ Program Budget
  - ☐ Program Content
  - ☐ Program Design
  - ☐ Program Leaders
  - ☐ Risk Assessment Questionnaire
- Material
  - ☐ Program Required Signatures
    - ☐ Needs to be completed and signed then sent to CIS.
  - ☐ Travel Authorization Form
    - ☐ Needs to be completed and signed then sent to CIS.
- Learning Content
  - ☐ Short Term Program Standards

### **Post-Decision Paperwork**

- Questionnaires
  - ☐ Emergency Contact
  - ☐ Final Itinerary
- Learning Content
  - ☐ Best Practices
  - ☐ Clery
  - ☐ Health Insurance
  - ☐ Privacy and Liability



### **While Abroad**

- Learning Content
  - ☐ Emergency Response
  - ☐ Participation Agreement Letter
  - ☐ Sexual Assault



### **Returnee**

- Questionnaire
  - ☐ Program Evaluation

T E R R A D O T T A

## Step 1:

To start the application click this link: <http://stcloudstate.studioabroad.com//?go=facultyproposal>

### It will bring you to this page:

You will first need to make a profile. Steps 1—8 will go over this.

ST. CLOUD STATE UNIVERSITY

Search SCSU

About Us | Admissions | Academics | Campus Life | Athletics & Recreation | Alumni & Friends

## Education Abroad

DEADLINES | LOGIN

Programs > Brochure

**Programs : Brochure** ☐ Hide Tips

? This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

List All | Simple Search | Advanced Search | Featured Programs | Course Search | Map Search

### Faculty-Led Program Proposal

Program Terms: Faculty Proposal 1, Faculty Proposal 2

Apply Now | Request Info | Print

Save This | Share This

**Dates / Deadlines:**

| Term               | Year | Decision Date | Start Date | End Date |
|--------------------|------|---------------|------------|----------|
| Faculty Proposal 2 | 2017 | 11/13/2017    | TBA        | TBA      |

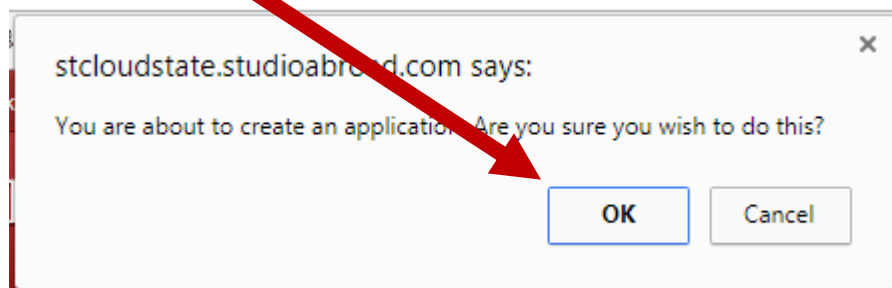
Apply Now | Request Info | Print | Save This | Share This

**Note:** This also has the due dates for the application

Click "Apply Now"

## Step 2:

This window will pop up. Click ok.




### Step 3:

Click on the third option. Then click Submit.

DEADLINES | LOGIN

Security > User Identification Wizard: Step 1

**Security : User Identification Wizard: Step 1** Hide Tips

 In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:


- ☐ I have a Star ID (Faculty use email) username and password.
- ☐ I have login credentials to this site that I received by email.
- ☒ I do not have login credentials to this site.

Submit

Click on:  
"I am not registered at an  
Institution" and click  
Submit.

Security > User Identification Wizard: Step 2

**Security : User Identification Wizard: Step 2** Hide Tips

 In order to request login credentials, we will need to know what type of applicant you will be on the site. Select one of the following options and click the 'Submit' button.

Please indicate which type of user you are:


- ☒ I am not currently registered at an institution.
- ☐ I am registered at a US institution.

Submit

Complete this form and  
please use your SCSU  
email. Once the form is  
complete, click on  
"Create Account"

Security > Login (new user)


**Security : Login (new user)** Hide Tips

 To create an account, please fill in the form provided below. All of the fields MUST be answered (add NA if it does not apply)  
Please enter your name as it appears on your passport/drivers license.

**New User Form:**

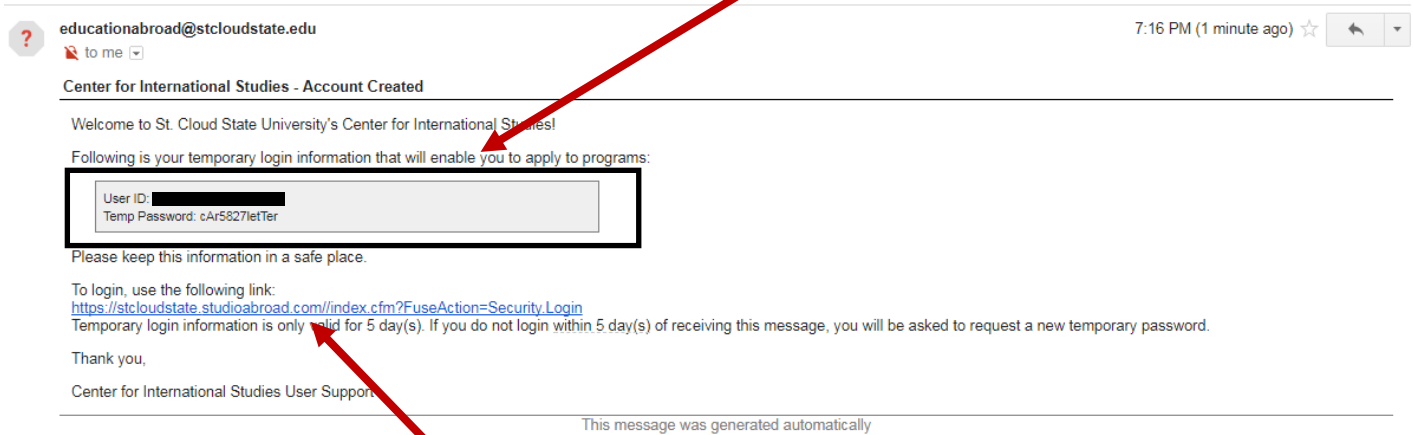
|                |   |
|----------------|---|
| First Name:    | <input type="text"/>  |
| Middle Name:   | <input type="text"/>  |
| Last Name:     | <input type="text"/>  |
| Email:         | <input type="text"/>  |
| Date of Birth: | <input type="text" value="- Month -"/> <input type="text" value="- Day -"/> <input type="text" value="- Year -"/> |
| Gender:        | <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other                               |

Create Account

 NOTE: An email will be sent to you with your login and password information.

## Step 4:

You will receive an email that looks similar to this. You will need this information to log in



Click on this link

## Step 5:

The link will bring you to this page. Click on the second option labeled “ I have login credentials to this site that I have received by email” Then hit submit.

Security > User Identification Wizard: Step 1

**Security : User Identification Wizard: Step 1** Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

☐ I have a Star ID (Faculty use email) username and password.

☒ I have login credentials to this site that I received by email.

☐ I do not have login credentials to this site.

Submit

## Step 6:

You will now log in with your St. Cloud State email and the password that was given to you in the email.

### Education Abroad

**Programs ▶**

Financial Resources ▶

Planning and Policies ▶

Alumni ▶

Family Resources ▶

Faculty Resources ▶

Contact Us ▶

Education Abroad Home ▶

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Center for International Studies ▶

Security > Login (existing user)

#### Security : Login (existing user)

☐ Hide Tips



To login, please enter your username and password in the form provided below.

#### Please log in:

Username

Password:

Login

[Forgot your password?](#)

#### First Time Users:

If you are a first time user of this site, click the link which describes the type of user that you are:

[Applicant](#)  
[Recommender](#)  
[Reviewer](#)  
[Staff](#)

(current student at) SCSU Applicants, use Star ID (Faculty use email) Secure Login.

New non-(current student at) SCSU Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

#### Browser Requirements:

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

## Step 7:

It is now going to require you to select three password reset questions. Each question must be different. If you receive an error, double check that it is not the same question.

Once all three are complete, select Update.

Security > Choose Security Questions

[Logout](#) | [Applicant Home](#) | User: JAKE KUNF-D

#### Choose Security Questions

☐ Hide Tips

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

#### Select Password Reset Security Questions


|                   |                                  |
|-------------------|----------------------------------|
| Question #1:      | Select One: <input type="text"/> |
| Correct Response: | <input type="text"/>             |
| Question #2:      | Select One: <input type="text"/> |
| Correct Response: | <input type="text"/>             |
| Question #3:      | Select One: <input type="text"/> |
| Correct Response: | <input type="text"/>             |

## Step 8:

Now you will create a new password.  
Make sure to follow the instructions.

Security > Change Temporary Password

**Security : Change Temporary Password**Hide Tips

 Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

**Change Temporary Password**

New Password:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Change

You now have a profile!

**Your Home Page :** Your Name here - Applicant Home Page Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column. ×

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

**Applications**

No applications on file.

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

View Programs

**Profile**

No Image

Your Name here

Edit Profile

**Messages**

View all Messages

| Date/Time | From                             |
|-----------|----------------------------------|
| 07:16 PM  | educationabroad@stcloudstate.edu |

(current student at) SCSU Center for International Studies Website: Login Information

Now it is time to create the faculty led program application.

**Go to this link**

<http://stcloudstate.studioabroad.com///?go=facultyproposal>

## Step 9:

Select the term that matches your proposal

**Your Home Page : Available Program Terms**

To create your application, Select the term and year to which you are applying and build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button.. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

**Available Terms**

Terms ☒ Faculty Proposal 2, 2017

**Itinerary**

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Australia/Pacific Islands)
- Aegina, Greece (Europe)
- Agen, France (Europe)
- Agra, India (Asia)
- Ahmedabad, India (Asia)

**Add to Itinerary**

**Apply** **Cancel**

Then find the location in the list and click “Add to itinerary”. You are able to add more than one location if your program has multiple locations. You also need to list the dates. You can place estimated dates and we can change them online later if needed.

Once this is completed, click “Apply”

## **Step 10:**

You have now successfully started an application!

Application Deadline

Here is your planned location and dates

### Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete. ×

#### Jacobsen Planning

Program: Faculty-Led Program Proposal

Term/Year: Faculty Proposal 2, 2017

Deadline: 10/01/2017

Dates: 06/29/2017 - 07/08/2017

#### Application Questionnaire(s)

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 questionnaire to be logged as complete and ready for review.

| Title                                | Received                 |
|--------------------------------------|--------------------------|
| Cover Letter - Faculty Proposal      | <input type="checkbox"/> |
| Passport Copy - Faculty Proposal     | <input type="checkbox"/> |
| Program Budget - Faculty Proposal    | <input type="checkbox"/> |
| Program Content - Faculty Proposal   | <input type="checkbox"/> |
| Program Design - Faculty Proposal    | <input type="checkbox"/> |
| Program Leader(s) - Faculty Proposal | <input type="checkbox"/> |
| Risk Assessment Questionnaire        | <input type="checkbox"/> |

#### Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

| Title  | Received                 |
|--|--------------------------|
| Program Required Signatures - Faculty Proposal | <input type="checkbox"/> |
| Travel Authorization Form - Faculty Proposal   | <input type="checkbox"/> |

#### Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Aalborg, Denmark (Europe)

Start Date: 06/29/2017

End Date: 07/08/2017

#### Learning Content

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

| Title                        | Received                 |
|------------------------------|--------------------------|
| Short Term Program Standards | <input type="checkbox"/> |

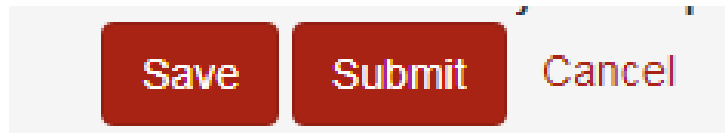
Questionnaires can be completed online. Click on each title and that will bring up the form. Once each form is complete, the boxes will have a check mark.

Materials need to be printed out and handed into the Education Abroad Office



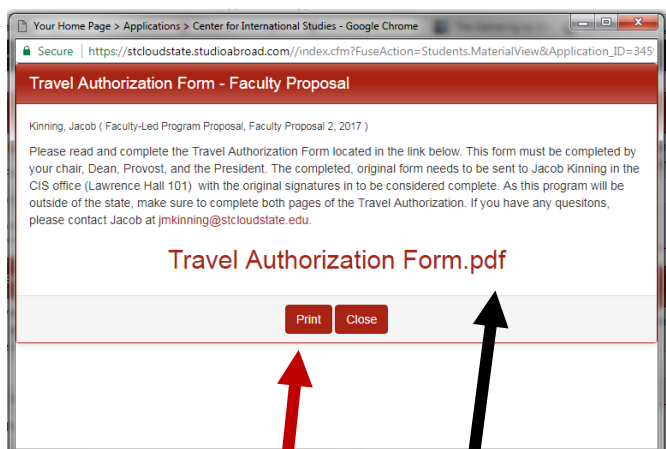
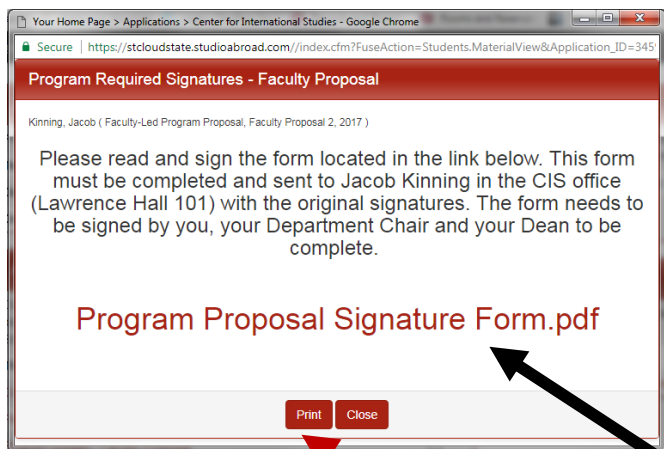
# Helpful Tips While Completing the Application

1) You have three options at the end of questionnaires.



- **Save:** Will save the work you have completed so far.
- **Submit:** Will send the completed part of the application. If you want to edit this later, you will need to contact CIS to send back the document to you.
- **Cancel:** Will go back to the application and you will lose all the work you have done on that document.

2) The materials will require you to click on the hyper links to print out the documents needed. Hitting print on this screen will only print out the website not the necessary documents.



Click Here

Not Here

3) For the estimated program budget, we have created a guide for how to fill out the excel worksheet here

To download the excel budget worksheet, click here

Creating a Program Budget'. Below the instructions, there is a text input field and a file upload button with a yellow folder icon. At the bottom of the form, there are 'Save', 'Submit', and 'Cancel' buttons. A note at the bottom states: 'You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.'"/>

Once you have created the estimated budget, upload the excel document by clicking on the yellow folder icon and finding the excel document on your computer. Then click submit.

4) The learning content documents are different than the others. What you need to do is click on the document and it will open in a new window.

Once you have read the document, click “MARK AS READ” to complete this form.