Terra Dotta Training Guide: Applicant Home

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A. How to Submit a Program Proposal
2. On the left, click ‘Faculty and Staff’.
3. Click ‘Proposals’.
4. If you are submitting a proposal for a Study Tour, click ‘Study Tour Proposal Form’. If you are submitting a proposal for a Summer Program, click ‘Summer Program Proposal Form’.
5. After reviewing the program brochure, click ‘Apply Now’ at the top of the brochure. You will be brought to a login page.
6. Select ‘I have a SJU username and password’ then click Submit. Enter your SJU login credentials. You will then be brought to the initial application page:
7. Terms: Please choose the Program Proposal term.
   Location: Choose the location(s) in which your Study Tour will take place. If the location does not exist, please type the city in the blank and click search to choose the city(ies).
   Dates: Please type in your proposed dates.
8. After completing the above fields, you will be brought to your application. Please complete all required submissions by the deadline (there will be a checkmark next to each complete item). There is no 'Submit' button for the entire application. The system will prevent you starting or finishing any application once the application deadline passes.

B. How to apply for the Coordinator Position
2. On the left, click ‘Faculty and Staff’
3. Click ‘Coordinator Position’
4. After reviewing the program brochure, click ‘Apply Now’ at the top of the brochure. You will be brought to a login page.
5. Select ‘I have a SJU username and password’ then click Submit. Enter your SJU login credentials. You will then be brought to the initial application page:
6. Terms: Please choose the Coordinator term.
   Location: If you are applying to be a Coordinator for a specific Study Tour or Summer Program, please select the corresponding location(s). If not, please choose ‘Other’ and a CIP staff member will add this information when it is known.
   Dates: Please enter the dates if known. If not, please choose dates close to the anticipated travel. A CIP staff member will edit this information at a later date.
7. After completing the above fields, you will be brought to your application. Please Complete all required submissions by the deadline (there will be a checkmark next to each complete item). There is no 'Submit' button for the entire application. The system will prevent you starting or finishing any application once the application deadline passes.
C. Applicant Home
You can access the applicant home page after applying to a program (Program Proposal or Coordinator Position) and logging into the CIP website with your SJU username and password.

The Applicant home page provides an overview of your application activities. The Applicant home page has the following sections:

- **Applications Filed** - enables the applicants to see the program names to which they have applied as well as the current status and important future dates or deadlines for their applications
- **Information Requests** - enables the applicants to view their requests for program information and staff responses to these requests
- **My Messages** - enables the applicants to view a list of their e-mails
- **Profile** - this widget provides some basic applicant information, including a picture.

If one clicks on ‘Edit Profile’ under their email, they are brought to a page that looks similar to this:
Profile Tab: Core profile information is displayed on this tab. This is where the applicant and upload their photo, enter information for their bio and enter a CC email address or phone number for SMS text messaging.

Information Tab: This tab is the new location for applicant users to view applicant parameter values.

Address Info Tab: This tab displays all the address types to the user and the current values assigned to them in a data table. If this information is incorrect, please make changes in Banner/The Nest.

Programs Tab: This tab displays all the programs that the user has 'saved' to her/his profile. There is a share icon so the applicant can share the program information with Facebook, Twitter or Google +1 and a delete icon if the applicant decides they are no longer interested in that program.

Journals Tab: This tab displays any applications/journals that the user has available on an application page.

Top left-hand side in red: ‘Applicant’
Clicking ‘Applicant’ will show the following:

My Home: clicking this will take the applicant to their main Applicant Home page. Here, applicants will see their Applications on the left, and their Profile on the right. Below the Profile, applications will see their Messages.

My Inbox: clicking this will take the applicant to a list of their messages.

My Applications: clicking this will take the application to a list of all of their applications. Applicants can click on an application to be taken to that application. Here is where they will see a checklist of completed and incomplete application elements.

D. Terra Dotta Language
The following sections appear in your application:

• Questionnaire- consists of an online form containing question items. Applicants complete each question item on the questionnaire, and submit all of their responses at once.
  • To complete a questionnaire, answer all questions then click ‘Submit’ at the bottom.
  • Applicants may also click ‘Save’ at the bottom and return to finish the questionnaire at a later time.
• Learning Content- an informational page the applicant can read and check off as having been read. The informational page can include text, images and/or video.
  • In order to mark this element as complete, applicants must read the document then click ‘Mark as Read’ at the bottom.
  • If an applicant would like a paper copy, they can print the document by clicking ‘Print’ at the bottom of the document.
• Material Submission- the applicant is given instructions for something that is to be turned in to the office and marked as received by a staff member.
• Signature Document- the applicant will read instructions/text and then provide an electronic signature to show agreement/understanding.
• In order to sign the document, applicants should read the document then click ‘Click Here to Sign Digitally’ at the bottom. Then, click ‘Accept’ to acknowledge that they understand that they are signing a legal document.
• Applicants can print a copy of the waiver by clicking ‘Print’ at the top of the document.