Global Programs System

User guide

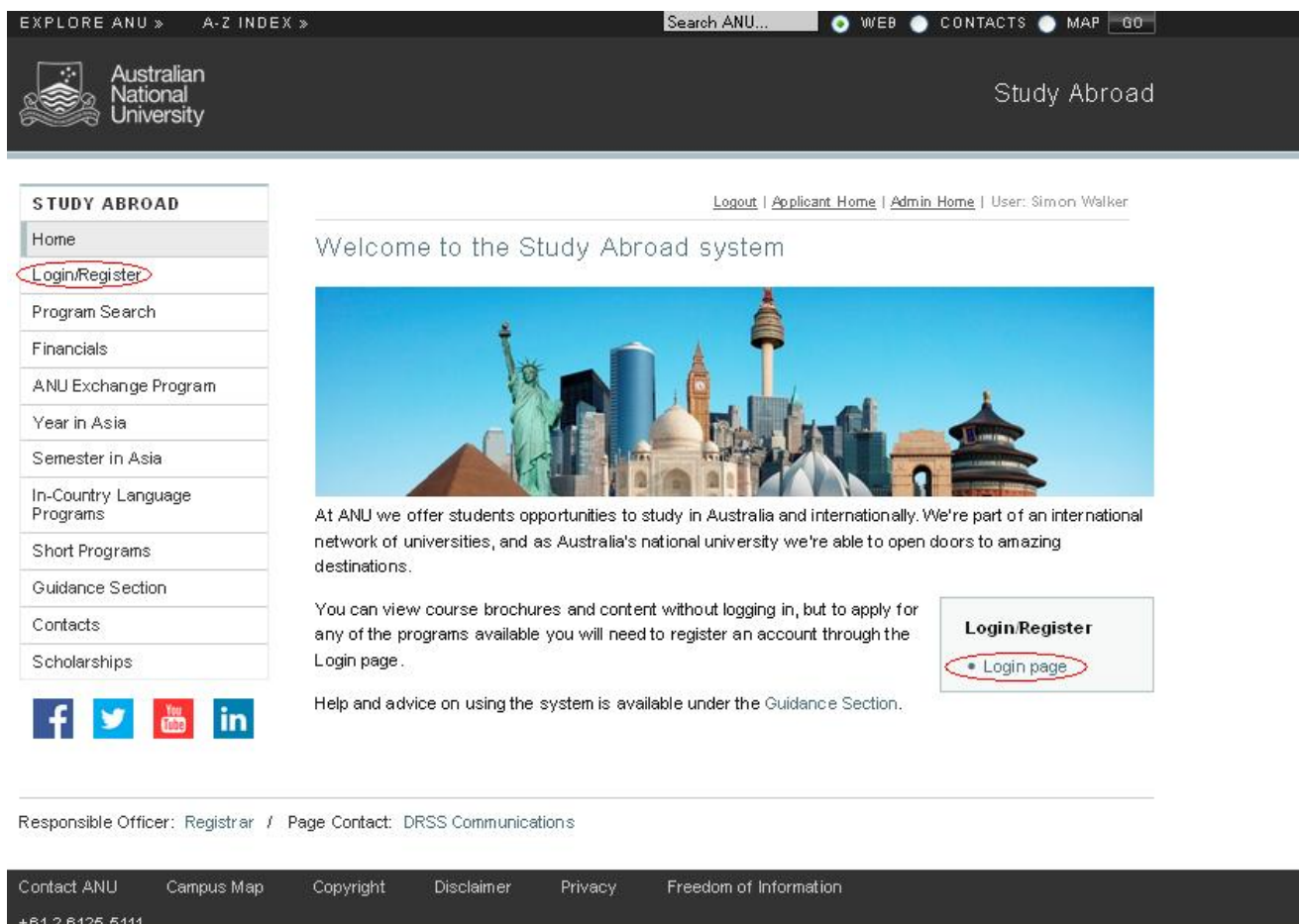A brief overview of how to set up an account and begin using the system

Contents

Getting started

1. Setting up an account

- The account creation process is quick and simple, and once complete you will be able to browse and apply for a wide range of international programs offered by ANU.
- Process:
    1. Click on the "Login page" link in the box titled "Login/Register".
    2. Click on the "New User Registration" button on the right.
    3. Choose whether you are a current ANU student or an external student.
    4. When asked if you have login credentials already, tick "No".
    5. Fill in your details.
    6. Check your emails and use the temporary password provided to login to the system.
    7. Set up your security questions to allow you to reset your password if you ever forget it.
    8. Change your temporary password.

1. Setting up an account

Step 1: Navigate to login page.

Description

After navigating to the home page of the system, the first step will be to click on the "Login page" link which will open a new page where you can begin the registration process.

Step 2: Choose "New User Registration"

Description

After navigating to the login page, click on the button on the right called "New User Registration".

Step 3: Click "Yes" if you are a current ANU student or "No" if you are external.
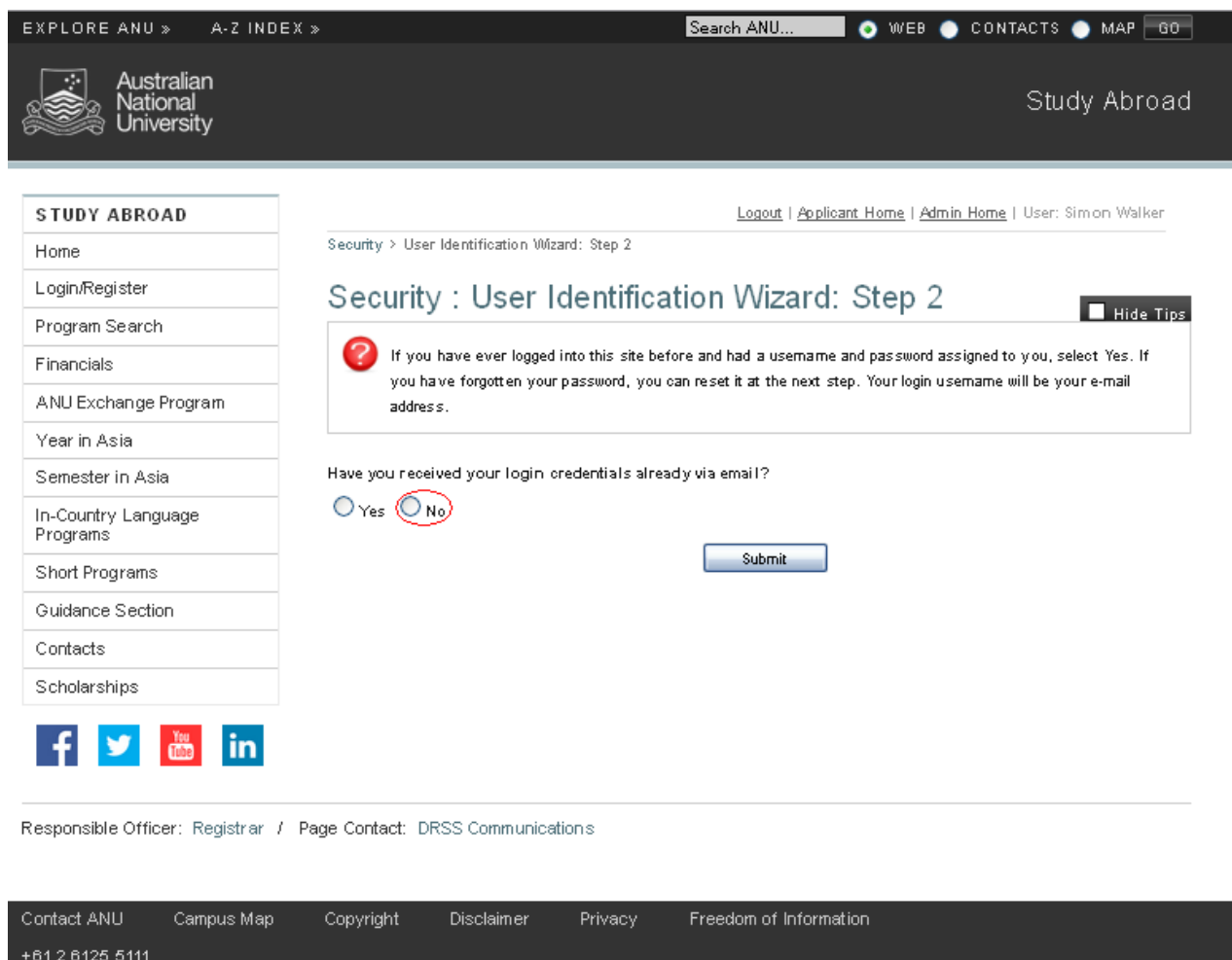
Description

Next you will be asked to identify whether you are a current ANU student or staff member.

Step 4: Select "No" unless you have already registered an account.

Description

When asked whether you have received login credentials, new users need to select "No".

If you are a returning user then you need to select "Yes", at which point you will be prompted to login with your existing credentials.

Step 5: Fill in your details.

Description

In this section you need to enter your personal details as they are on your passport. If you said you were an external user earlier then you will also be asked to indicate which institution you currently study at.

After you have filled in your details, click on the "Create Account" button; this will prompt the system to generate a temporary password which will be emailed to your address listed.

Step 6: Follow the link provided by email and login with your temporary password.

ANU Global Programs - Account Created

Welcome to The Australian National University's ANU Global Programs!

Following is your temporary login information that will enable you to apply to programs:

User ID: ~~██████████~~@gmail.com
Temp Password: medla2884cAt

Please keep this information in a safe place.

To login, use the following link:
https://anu-au-sa.terradotta.com/index.cfm?FuseAction=Security.Login&urc=56&sig=
4EE68126A5DBA8E938085AA091300D300C8C80C6B85255DE31FE01F1ADCF7389
Temporary login information is only valid for 1 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

ANU Global Programs User Support

This message was generated automatically

Description

Once you receive the email with your temporary password, you can follow the link provided and log on.

Step 7: Set security questions.

Description

Once you have logged in with your temporary password, the first thing you will be prompted to do is set up three security questions. Make sure that you choose things you will remember!

Step 8: Set a new password.

Description

The final step is to change your temporary password to a permanent one. Make sure that you write this down somewhere safe.

2. Creating your profile

    i. Although the system can be accessed without having created a profile, this will be required before you can apply for any programs.

    ii. Process:

        1. Enter your required information.

        2. Enter your term time address.

        3. Enter permanent home address.

        4. Enter the address of your emergency contact.

Step 1: Enter your required information.

Required information

ANU Student ID**	$$$$$$
Nationality on Passport**	Australian
Country of Birth**	Australia
What is your residency status?**	Domestic student
Student Type**	Undergraduate
What are your majors?**	Geology
Have you undertaken study at any other tertiary institution?** If you answered YES to this, please name the tertiary institution(s) at which you have undertaken previous study. You will be required to provide your academic transcript for previous studies and include your results in your GPA calculation.	● Yes ○ No

Additional Information

Name of Other Tertiary Institution/s (if applicable)	University of Canberra
Upload previous transcript(s)	Browse... No file selected.

* Not editable
** Required

Note: If you are an external user you will not be asked to provide a student ID number.

Step 2: Enter your term time address.

Required Addresses

Term Time Address

Address:	17 Daley Road
	Australian National University
	ACTON
City:	Canberra
State:	ACT
Zip Code (or Postal Code):	2600
Country:	Australia
Phone:	0000000000
Mobile:	0000000000

Details

This is your address during semester. For some people this will be the same as your permanent home address but for students from interstate or overseas this should be different to what you list as your permanent home address.

Step 3: Enter your permanent home address.

Permanent (Home) Address	
Address:	20 Smith Street Balmain
City:	Sydney
State:	NSW
Zip Code (or Postal Code):	2041
Country:	Australia
Phone:	0000000000
Mobile:	0000000000

Description

This is your permanent home address. For any students from interstate or overseas this should not be a local ACT/Canberra address but the address you were living at/will return to after studying at ANU.

Step 4: Enter your emergency contact details.

Emergency Contact	
Address:	20 Smith Street Balmain
City:	Sydney
State:	NSW
Zip Code (or Postal Code):	2041
Country:	Australia
Phone:	0000000000
Mobile:	0000000000
Addressee Name:	John Smith
Addressee Relationship:	Father

Details

In this section you will enter the address details of whoever you nominate to be your emergency contact while you are away. Please ensure that you include appropriate international/interstate dialing codes if your emergency contact is not located in Canberra or the surrounding region.
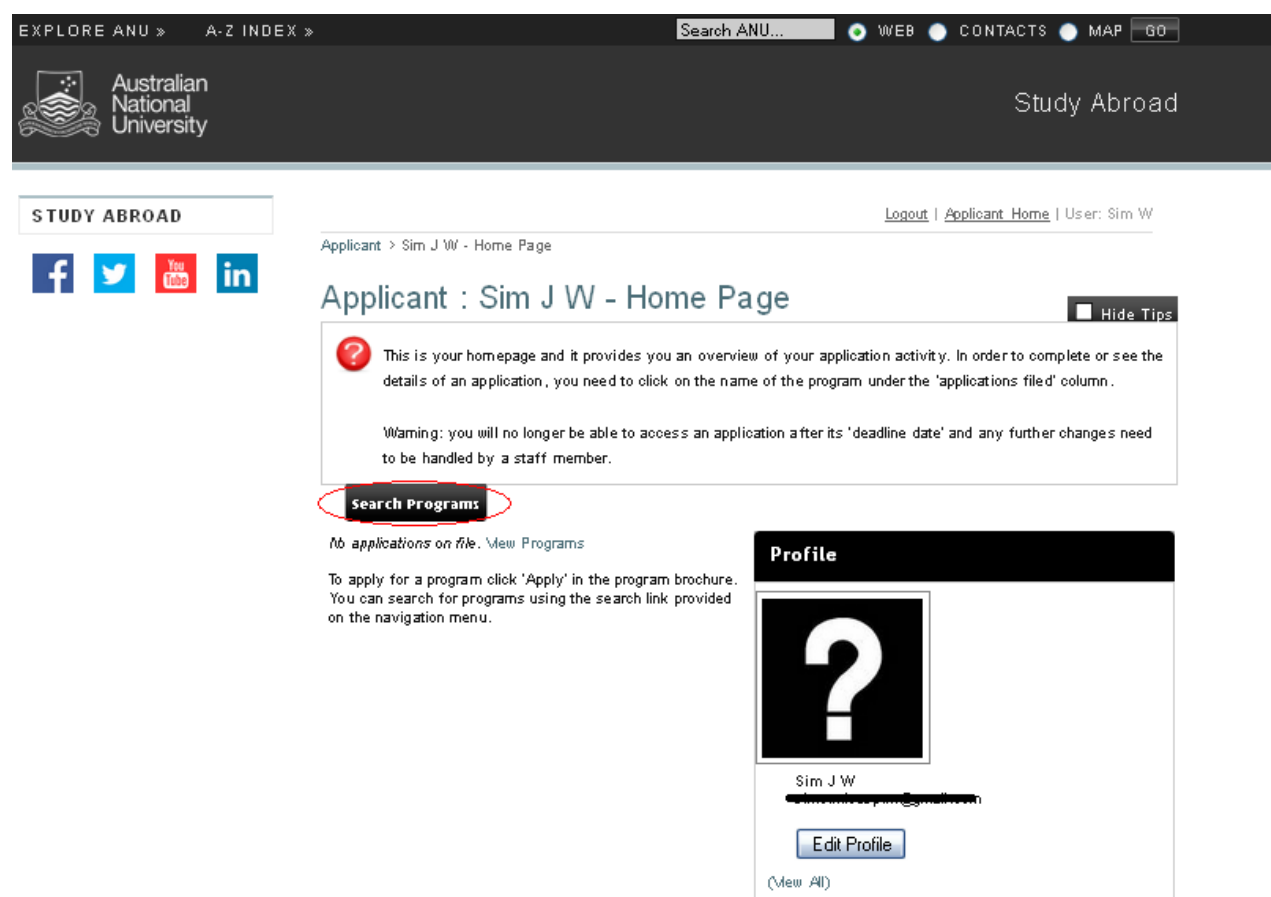
3. Searching for a program

    i. Now that you have set up an account and created your profile you are ready to start applying for programs.

    ii. Process:

        1. From the applicant home page, click on the "Search Programs" tab.

        2. After navigating to the search page, you will need to select "Outgoing Programs" and then set your desired criteria (term, location etc).

        3. After setting up your search fields, you can click the search button to find all available programs that meet the specified criteria.

        4. Select a program from the list of available programs and read the program brochure. If the program meets your requirements, click on the "Apply Now" button.

Step 1: Select "Search Programs" from the applicant home page.

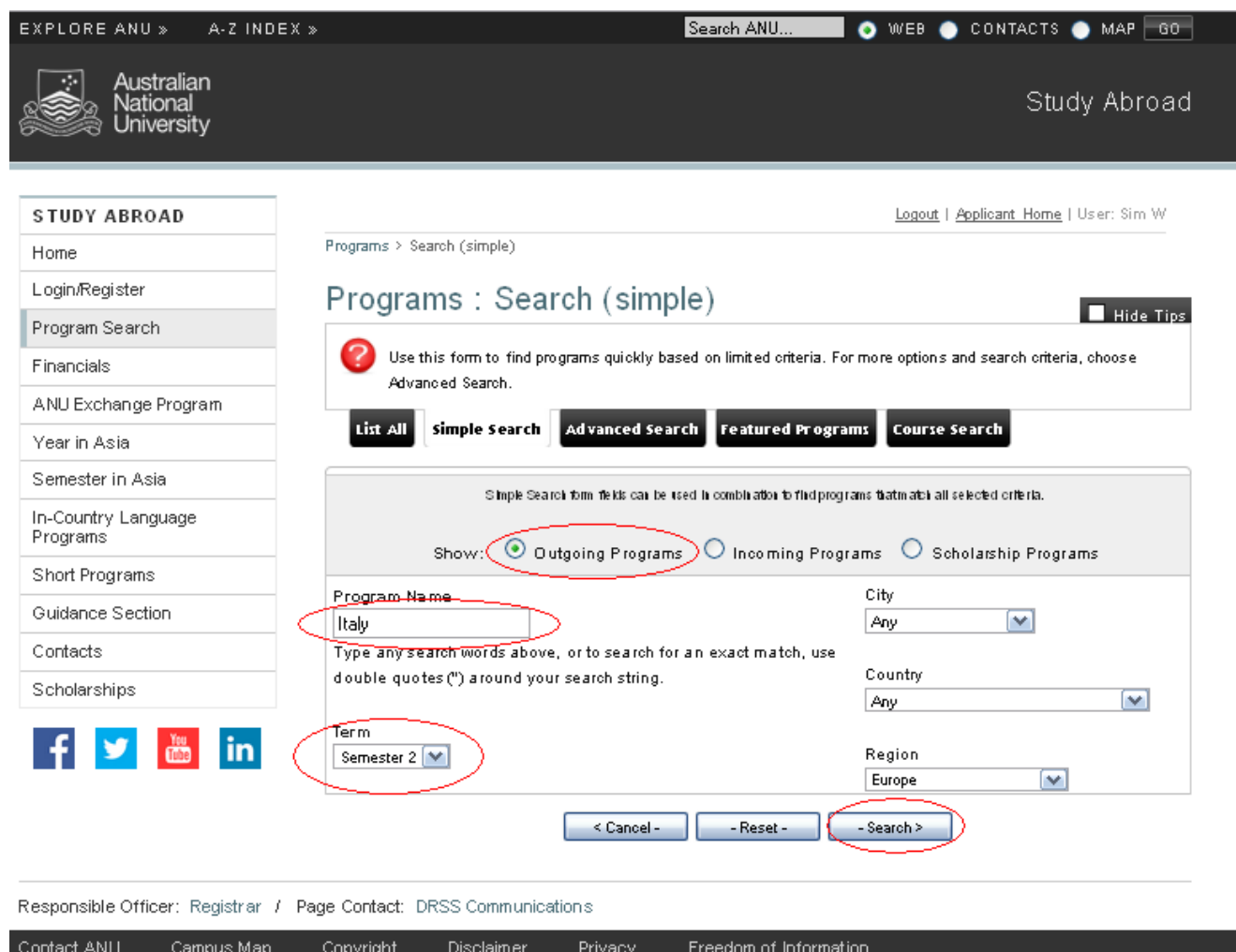**Description**

After logging on, you will be directed to the applicant home page. Here you can begin to search and apply for programs by clicking the "Search Programs" tab highlighted above.

Step 2: Setting your search criteria.

Description

After navigating to the search page, select "Outgoing Programs" and then specify the criteria for your search.

To find the program you're after you can:

1. enter key words into the "Program Name" box,
2. select a particular term to search against,
3. choose a specific city, country or region, or
4. set parameters against any combination of the above.

After setting your requirements, hit "Search".
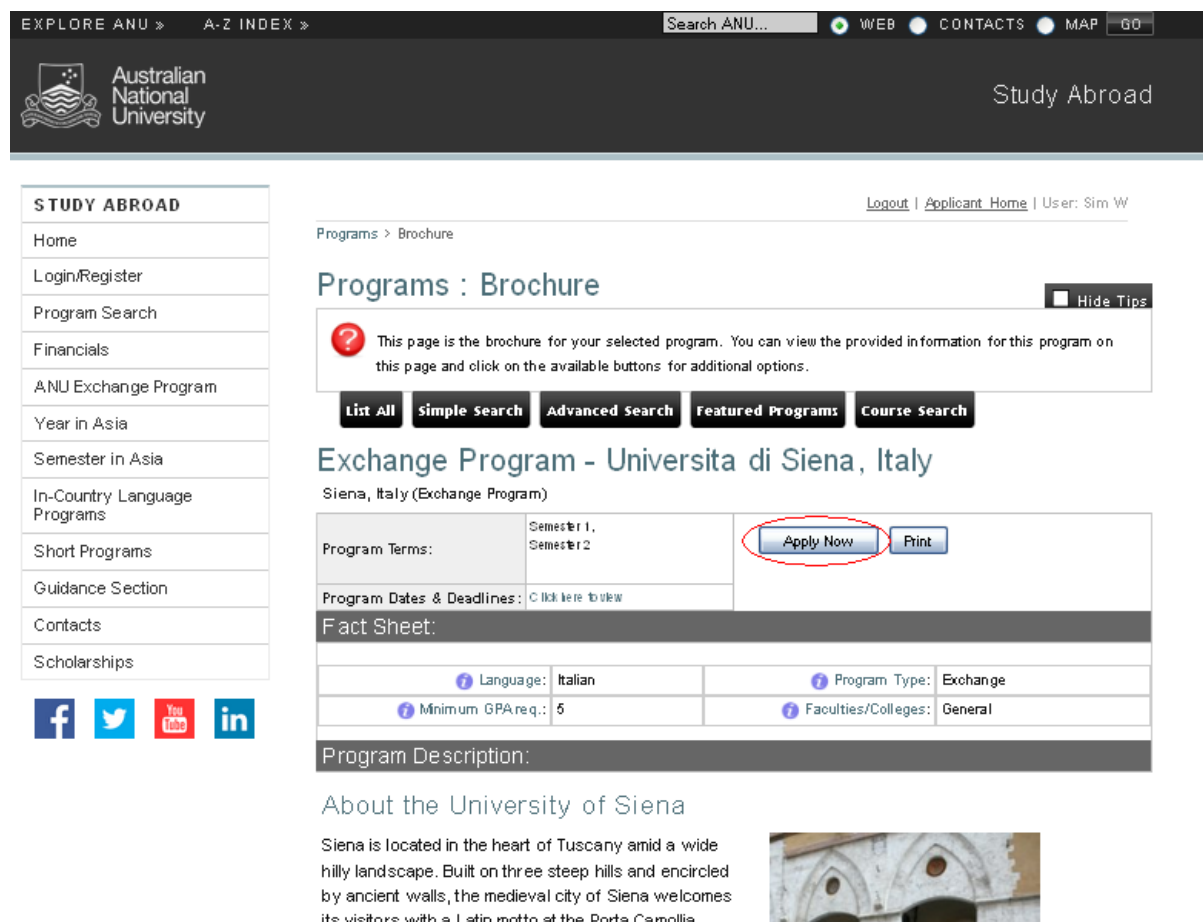
Step 3: Selecting a program.

Description

After click the search button, you will be directed to a list of available programs that meet the criteria specified.

Choose an option from this list by clicking on the title of the program.

Step 4: Program brochure.

Description

After selecting the option you're interested in you will be directed to a brochure for the program. On this page you can view details specific to the program including information about:

- start and end dates,
- language requirements,
- faculty and course availability,
- accommodation,
- scholarships and financial assistance, and
- the university and its exchange program.

If, after reading through the brochure content, you are interested in the institution then you can click on the "Apply Now" button to begin the application process.

Applying for programs

4. Completing tasks

     iii. Now that you have found the program for you, it's time to start the application process.

     iv. Process:

        1. After clicking on "Apply Now" you will be asked to specify the term that you would like to apply for.

        2. After selecting a term you will be directed to the program "Pre-decision" page. This is where you can complete everything required for the application.

        3. The first step will be to read through the application instructions.

        4. Once you have read the application instructions, the next task will be to read all of the information available under the "Learning Content" pane.

        5. Following this, you will then complete all of the tasks under the "Application Questionnaire (s)" pane.

        6. Finally, you will need to electronically sign all documents relevant to any terms and conditions of the program.

Step 1: Select a term.

Description

After finding a program you are interested in a clicking the "Apply Now" button, you will now be asked to specify the term you wish to apply for. The options here will always correspond to ANU term times; that is, if the option you select is "Semester 2, 2015", then that program will run over the period of ANU's semester 2 in 2015.

Step 2: Pre-decision phase and program details.

Description

Once you have selected a term that you would like to apply for you will be taken to the "Pre-Decision" phase of the application. The first step here will be to review the details of the program you have applied for and ensure that program, term/year, application deadline and dates are all correct.

Step 3: Read through the "Application Instructions".
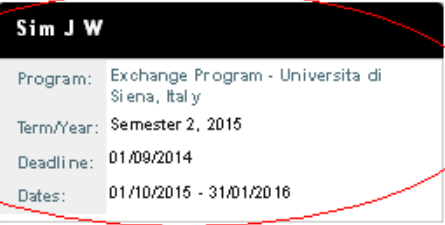
Application Instructions

Please ensure that the first step you take is to complete a 'Degree Plan' and organise an appointment with a College Advisor to have it approved.

Every task on this page must have a tick against it before your application can be assessed. Once you have completed each step (and each task has a tick) your application will be reviewed by staff.

You will not hear anything further until a predetermined decision date, at which time the system will notify you of a decision.

Description

Each program will have specific application instructions briefly outlining the process. The above example is for the ANU Exchange Program which involves first completing a "Degree Plan" and booking an appointment with a College Advisor to have your plan approved.

Step 4: Read through the "Learning Content".

Description

Each program will have a set of "Learning Content" items relevant to the application process. You must read each item available and check the "Mark as Read" box. After doing this, a tick will appear against the item and this means no further action is required.

Step 5: Completing "Application Questionnaire(s)".

Description

As with the learning content, each program will have its own set of application questionnaires to complete. Every item box must have a tick against it before your application can be considered complete.

Step 6: Signature documents.

Description

The last step to be completed is to electronically sign any documents relevant to the terms and conditions of the program; these will appear under the "Signature Documents" pane.

5. Choosing multiple preferences

    i. Some programs at ANU, e.g. the Student Exchange Program, will require you to choose multiple preferences as part of the application process. This will involve completing steps 3 and 4 (outlined above) for each institution you would like to apply for.
    ii. Process:
        1. After finding and applying for a program, you will be able to use the auto-populate function to complete the required tasks for each subsequent application beyond the first. This means that once you have completed one application in full, applying for additional preferences will be quick and easy.
        2. Once you have applied for more than one program, you will need to rank each preference on your "Applicant Home Page".

Step 1: Auto-populating tasks.

Description

In the above example, the student has already applied for the Exchange Program to Lancaster University and is now completing the application for the University of Siena as a second preference. Here, a new box titled "Load responses from" will appear for each task that has already been completed previously and will include a dropdown list from which you will be able to select a previous application to copy responses from.

Step 2: Ranking applications.

Description

On your home page each program will have an empty box next to it and this is where you can enter a number corresponding to your preference. Number 1 would indicate your top preference, 2 your second and 3 your third. After entering a rank, click on the "Update Rank" button to save that change.
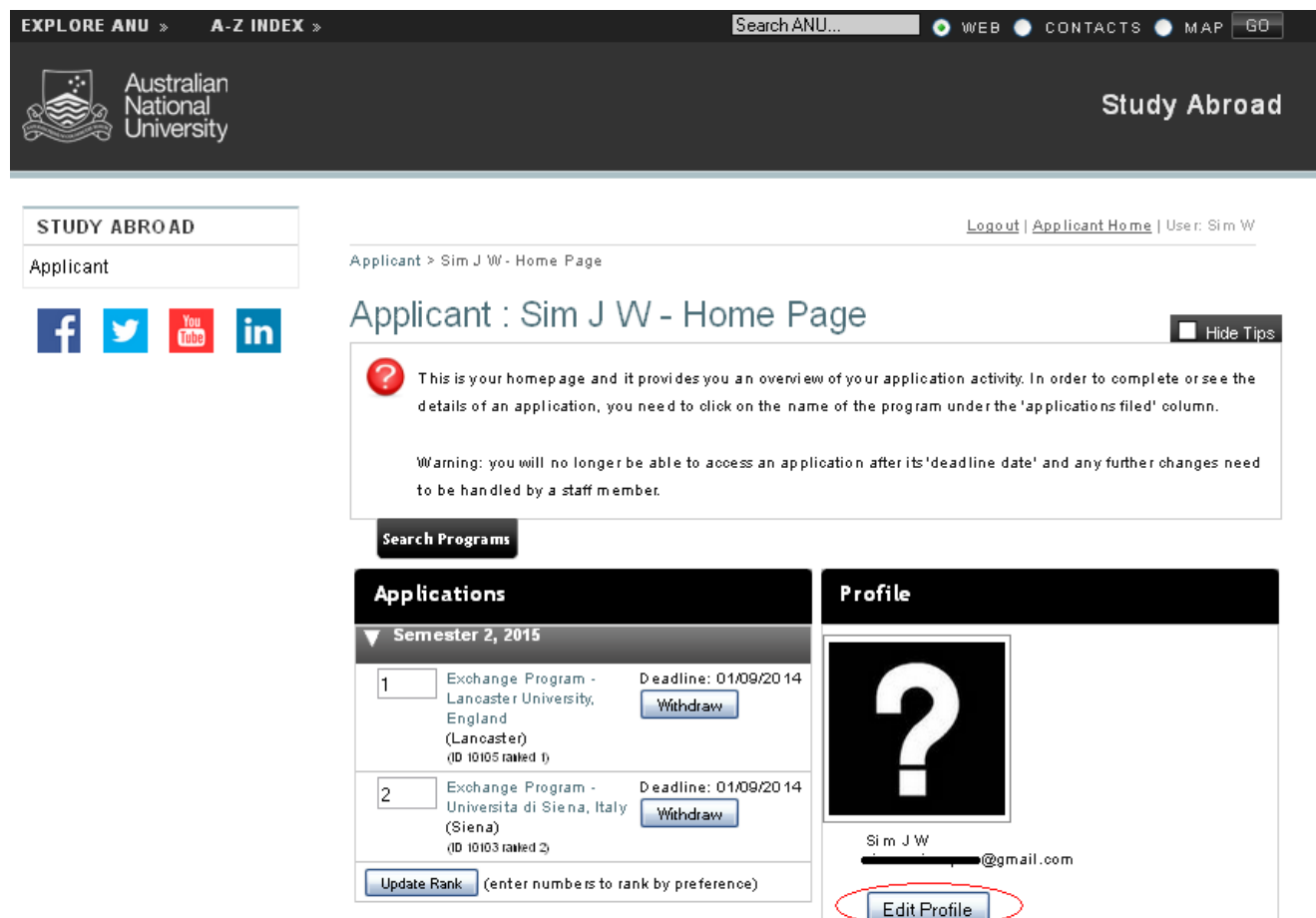
6. <u>Updating your details</u>

    iii.   Some students may need to update their details after the initial registration process and this can be done from the "Applicant Home Page".

    iv.   Process:

        1. From the "Applicant Home Page", users will be able to see an "Edit Profile" button below their profile picture.

        2. After clicking on the "Edit Profile" button, users will have three choices of tabs:

            a. "Profile",
            b. "Information" and
            c. "Address Info".

        3. Profile – Under the "Profile" tab users will be able to edit their biographical information as well as email addresses and password security.

        4. Information – The "Information" tab is where details about nationality, residency status and relevant academic information can be completed.

        5. Address Info – Finally, the "Address Info" tab is for updating details of physical addresses including term-time address, permanent address and emergency contact address.

Step 1: Navigate to the "Edit Profile" page.

Description

From the "Applicant Home Page", click on the "Edit Profile" button.

Step 2: Select relevant tab.

Description

Once you are on the "Applicant Profile" page, you will see a choice of three tabs:

- Profile
- Information, and
- Address Info

Which tab you select will depend on the information you need to update.

Step 3: Profile tab.

Description

The "Profile" tab is where biographical information, email addresses and password security can be changed.

Step 4: Information tab.

Information

ANU Student ID: **	0000000
Nationality on Passport: **	Australian
Country of Birth: **	Australia
What is your residency status?: **	Domestic student
Student Type: **	Undergraduate
Under which Academic College(s) are you a student?: **	ANU College of Asia and the Pacific ANU College of Business and Economics ANU College of Engineering and Computer Science ANU College of Law ANU College of Medicine, Biology and the Environment **ANU College of Physical and Mathematical Sciences**
i What is your degree program name and academic plan code?: **	Science
What are your majors?: **	Geology
i Have you undertaken study at any other tertiary institution?: **	● Yes ○ No
Name of Other Tertiary Institution/s (if applicable):	University of
i Upload previous transcript(s):	Browse... No file selected.

* Not editable
** Required

- Reset -   Update >

Description

On the "Information" tab users are able to update information relevant to citizenship and residency status as well as information about current and previous studies.

Step 5: Address Info tab.

Address Type	Address	Actions
Term Time Address	17 Daley Road Australian National University ACTON Canberra ACT 2600 Australia 0000000000 0000000000 (mobile)	✎
Permanent (Home) Address	20 Smith Street Balmain Sydney NSW 2041 Australia 0000000000 0000000000 (mobile)	✎
Emergency Contact	20 Smith Street Balmain Sydney NSW 2041 Australia 0000000000 0000000000 (mobile) Addressee Name: John Smith Relationship: Father	✎

Description

The "Address Info" tab is where you are able to update your physical address details including:

- Term Time Address (where you live during the academic semester)
- Permanent (Home) Address, and
- Emergency Contact (the physical address of your emergency contact)