

# Global Programs System

## User guide

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

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## Getting started

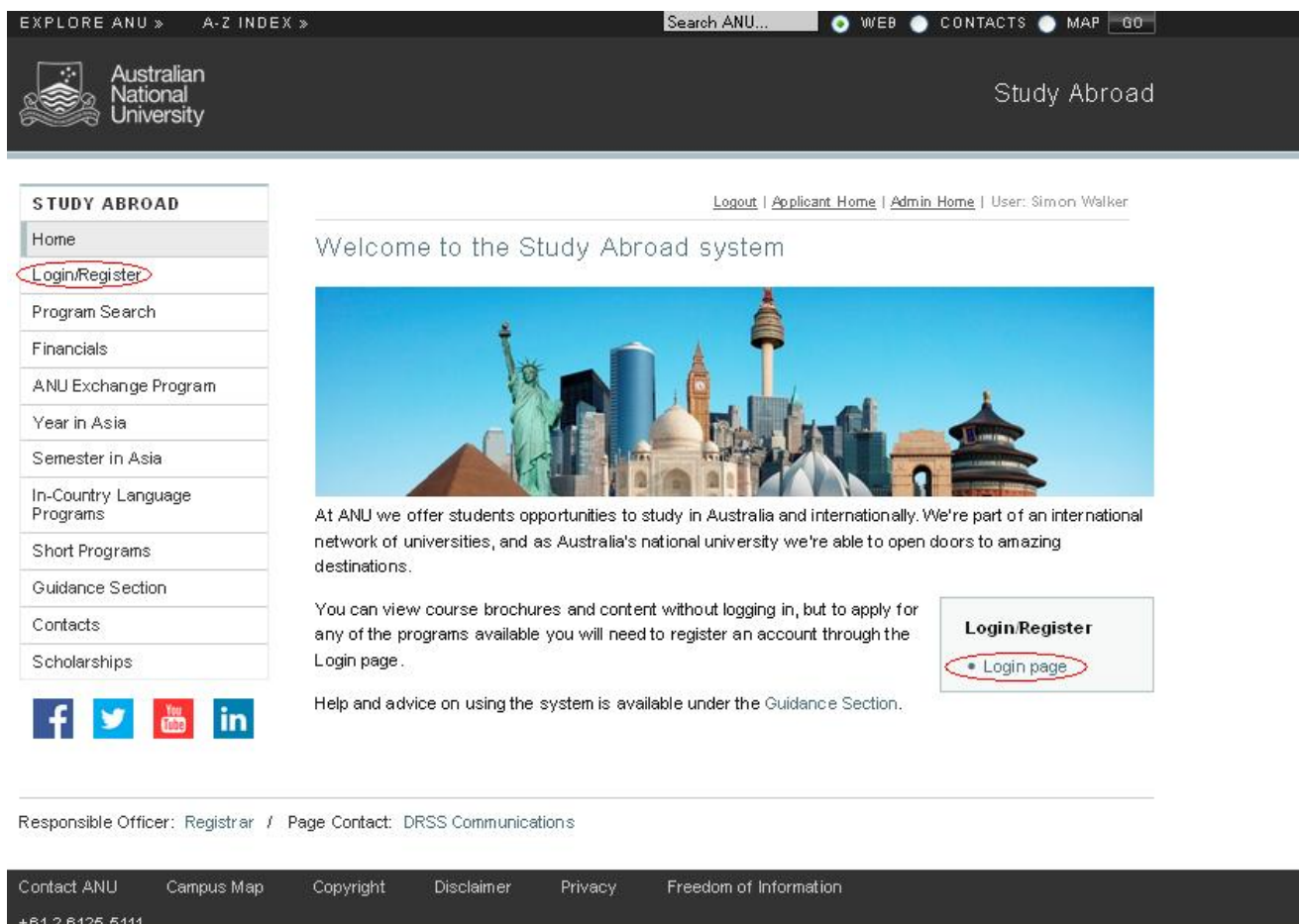
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### 1. Setting up an account

- 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.

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## Step 1: Navigate to login page.



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### STUDY ABROAD

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## Welcome to the Study Abroad system



At ANU we offer students opportunities to study in Australia and internationally. We're part of an international network of universities, and as Australia's national university we're able to open doors to amazing destinations.

You can view course brochures and content without logging in, but to apply for any of the programs available you will need to register an account through the Login page .

Help and advice on using the system is available under the Guidance Section.

**Login/Register**

- Login page**

Responsible Officer: Registrar / Page Contact: DRSS Communications

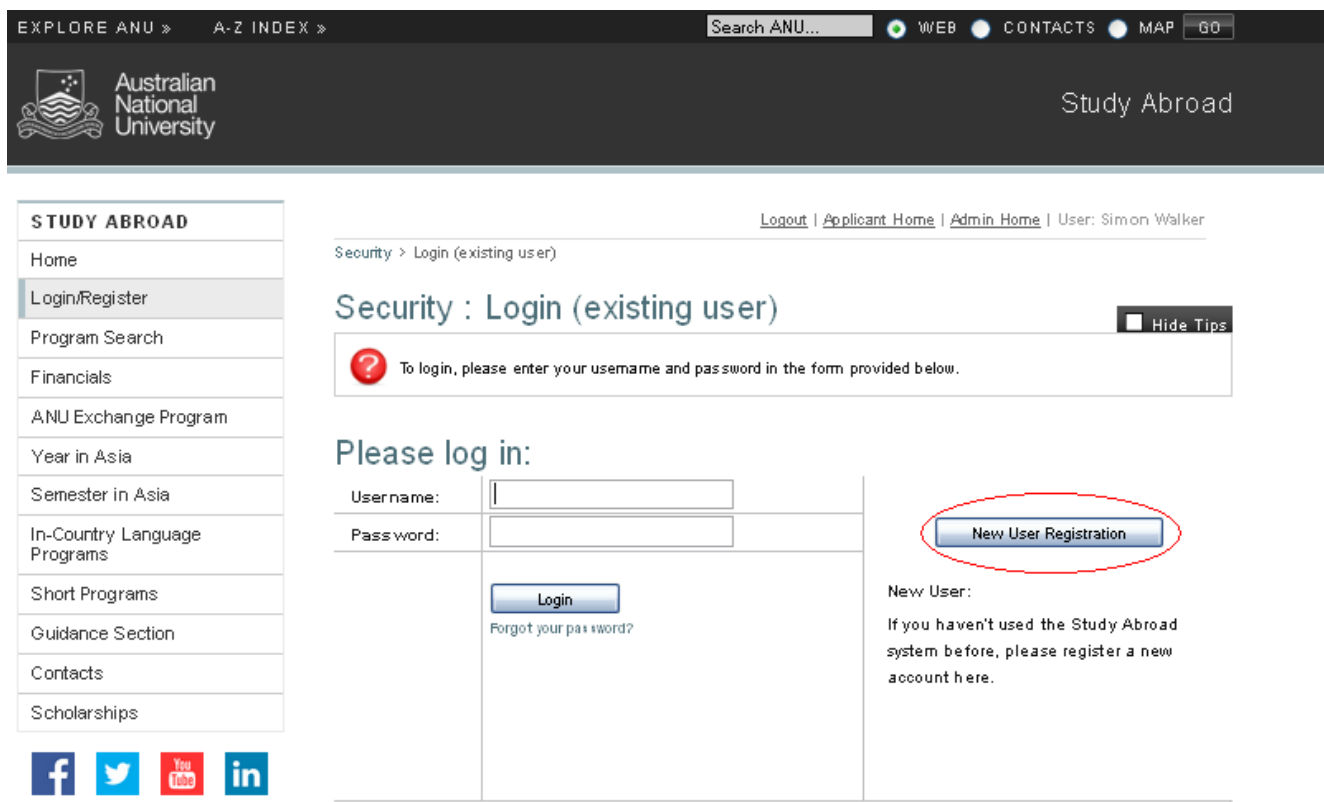
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+61 2 6125 5111

## 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.

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## Step 2: Choose “New User Registration”



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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:

[Forgot your password?](#)

**New User:**

If you haven't used the Study Abroad system before, please register a new account here.


## Description

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

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**Step 3: Click “Yes” if you are a current ANU student or “No” if you are external.**

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Security > User Identification Wizard: Step 1





## Security : User Identification Wizard: Step 1


Please answer the following question to indicate the type of login you will be using.

Are you a current student or member of staff at ANU?

☐ Yes
☐ No

Submit

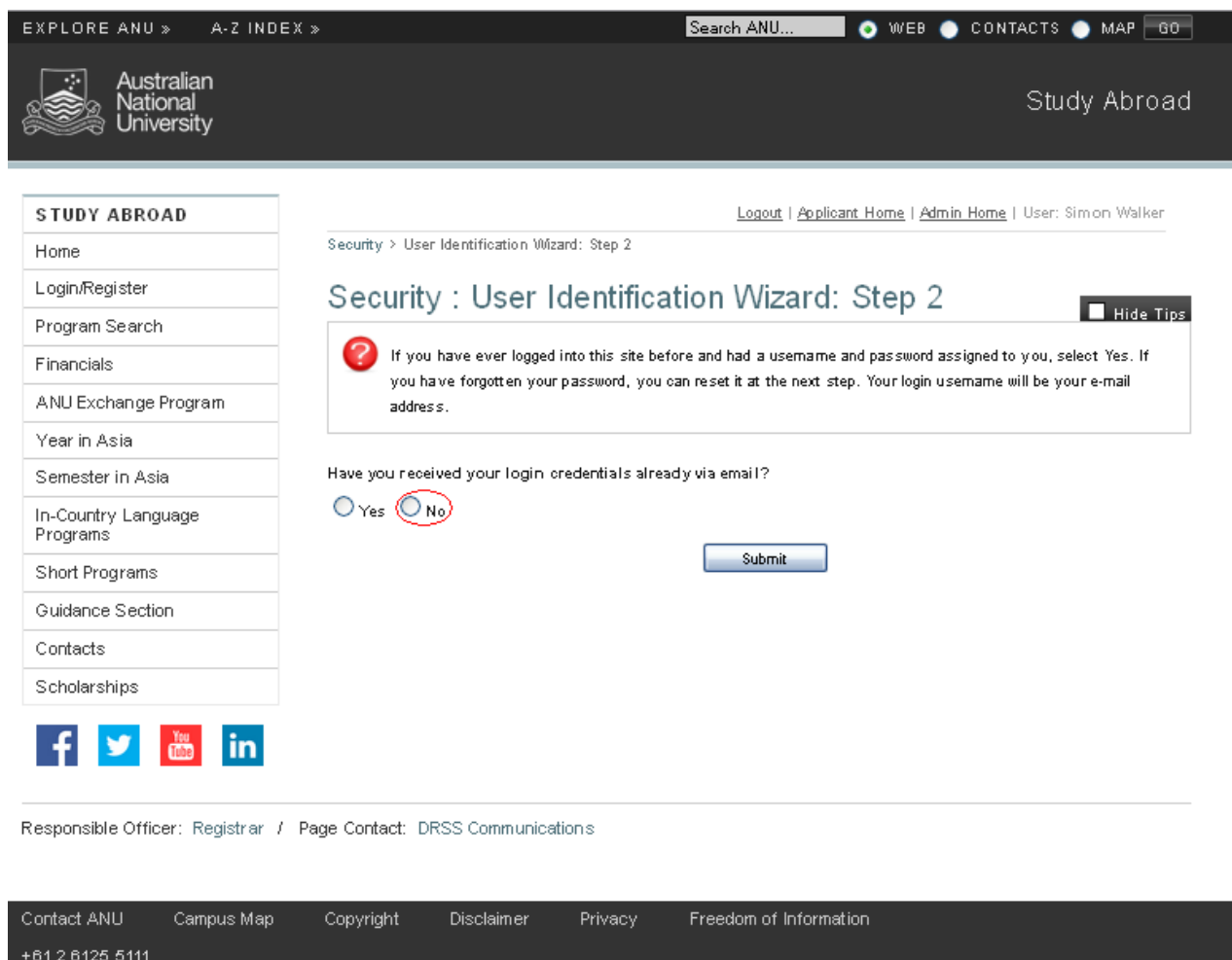
Responsible Officer: Registrar / Page Contact: DRSS Communications

## Description

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

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**Step 4: Select “No” unless you have already registered an account.**



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Security > User Identification Wizard: Step 2

### Security : User Identification Wizard: Step 2

☐ Hide Tips

**?** If you have ever logged into this site before and had a username and password assigned to you, select Yes. If you have forgotten your password, you can reset it at the next step. Your login username will be your e-mail address.

Have you received your login credentials already via email?

☐ Yes ☒ No

Submit

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## 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.

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Security > Login (new user)

### Security : Login (new user)


To create an account, please fill in the form provided below.

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

- Month -
- Day -
- Year -

Gender:

☐ Male
☐ Female

Choose Institution:

State/Territory
or
Country

Create Account

## 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.



[Return to contents](#)**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: <a href="#">[redacted]@gmail.com</a> Temp Password: <a href="#">media2884cAt</a>
--

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.

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## Step 7: Set security questions.

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Logout | Applicant Home | User: Sim W

Security > Choose Security Questions

### Choose Security Questions


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.

Question #1:

Select One:

Correct Response:

Question #2:

Select One:

Correct Response:

Question #3:

Select One:

Correct Response:

- Update >


## 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!

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## Step 8: Set a new password.

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Security > Change Temporary Password

### Security : Change Temporary Password


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)

Password meets strength criteria and is acceptable

Re-enter New Password:

.....

Change

## Description

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

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## 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.

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**Step 1: Enter your required information.**

### Required information

ANU Student ID**	<input type="text" value="4444444"/>
Nationality on Passport**	<input type="text" value="Australian"/>
Country of Birth**	<input type="text" value="Australia"/>
What is your residency status?	<input type="text" value="Domestic student"/>
Student type**	<input type="text" value="Undergraduate"/>
What are your major(s)?**	<input type="text" value="Geology"/>
<p><b>?</b> Have you undertaken study at any other tertiary institution?*</p> <p>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.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

### Additional Information

Name of Other Tertiary Institution(s) (if applicable)	<input type="text" value="University of Canberra"/>
<p><b>?</b> Upload previous transcript(s)</p>	<p><input type="button" value="Browse..."/> No file selected.</p>

\* Not editable

\*\* Required

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

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**Step 2: Enter your term time address.**

## Required Addresses

Term Time Address	
<b>Address:</b>	<input type="text" value="17 Daley Road"/> <input type="text" value="Australian National University"/> <input type="text" value="ACTON"/>
<b>City:</b>	<input type="text" value="Canberra"/>
<b>State:</b>	<input type="text" value="ACT"/>
<b>Zip Code (or Postal Code):</b>	<input type="text" value="2600"/>
<b>Country:</b>	<input type="text" value="Australia"/> <input type="button" value="v"/>
<b>Phone:</b>	<input type="text" value="0000000000"/>
<b>Mobile:</b>	<input type="text" value="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.

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**Step 3: Enter your permanent home address.**


Permanent (Home) Address	
<b>Address:</b>	<input type="text" value="20 Smith Street"/> <input type="text" value="Balmain"/> <input type="text"/>
<b>City:</b>	<input type="text" value="Sydney"/>
<b>State:</b>	<input type="text" value="NSW"/>
<b>Zip Code (or Postal Code):</b>	<input type="text" value="2041"/>
<b>Country:</b>	<input type="text" value="Australia"/> <input type="button" value="v"/>
<b>Phone:</b>	<input type="text" value="0000000000"/>
<b>Mobile:</b>	<input type="text" value="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.

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**Step 4: Enter your emergency contact details.**

Emergency Contact	
<b>Address:</b>	<input type="text" value="20 Smith Street"/> <input type="text" value="Balmain"/> <input type="text"/>
<b>City:</b>	<input type="text" value="Sydney"/>
<b>State:</b>	<input type="text" value="NSW"/>
<b>Zip Code (or Postal Code):</b>	<input type="text" value="2041"/>
<b>Country:</b>	<input type="text" value="Australia"/> 
<b>Phone:</b>	<input type="text" value="0000000000"/>
<b>Mobile:</b>	<input type="text" value="0000000000"/>
<b>Addressee Name:</b>	<input type="text" value="John Smith"/>
<b>Addressee Relationship:</b>	<input type="text" value="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.



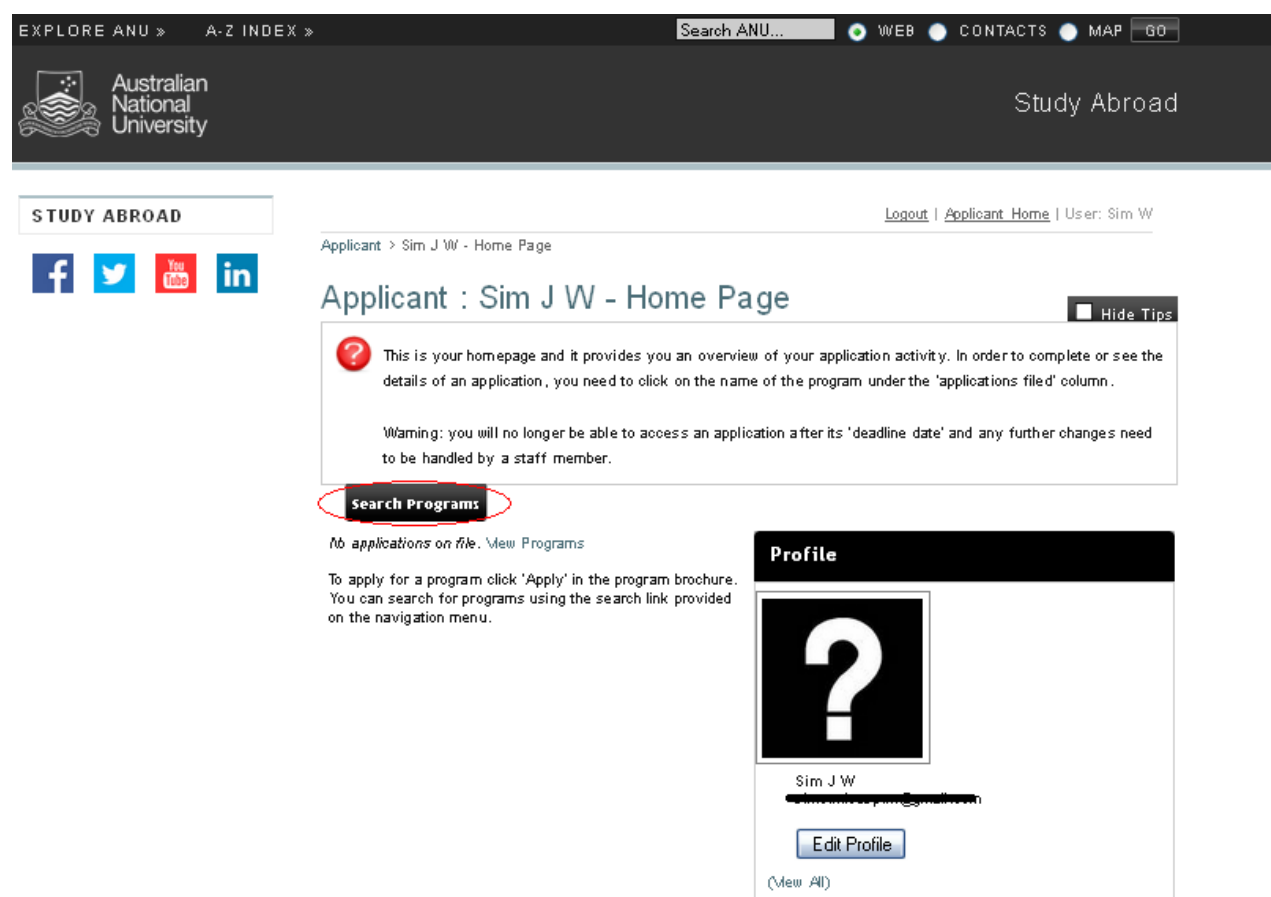
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### 3. Searching for a program

- 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.

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**Step 1: Select “Search Programs” from the applicant home page.**



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Logout | Applicant Home | User: Sim W

Applicant > Sim J W - Home Page

### Applicant : Sim J W - Home Page

**?** 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.

**Search Programs**

No applications on file. View Programs

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.

#### Profile



Sim J W  
[redacted email address]

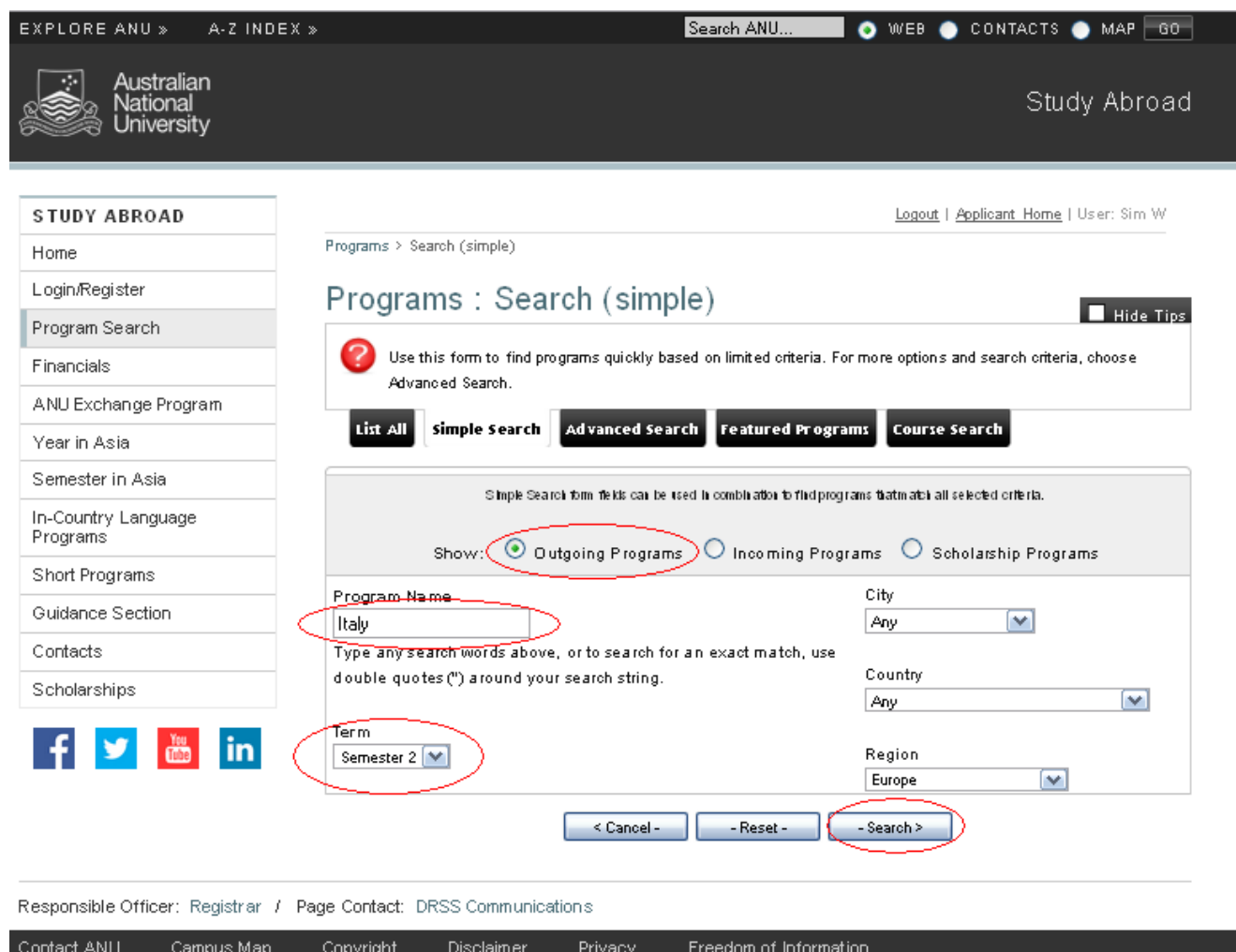
Edit Profile

(View All)

## 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.



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Programs > Search (simple)

### Programs : Search (simple) Hide Tips

Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

List All Simple Search Advanced Search Featured Programs Course Search

Simple Search form fields can be used in combination to find programs that match all selected criteria.

Show: ☒ Outgoing Programs ☐ Incoming Programs ☐ Scholarship Programs

Program Name

Type any search words above, or to search for an exact match, use double quotes (") around your search string.

City

Country

Term

Region

< Cancel - - Reset - - Search >

Responsible Officer: Registrar / Page Contact: DRSS Communications

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### 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”.

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### Step 3: Selecting a program.

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Programs > Program Search (results)

## Programs : Program Search (results)

?
Following is the list of programs based on the search criteria. Click any program name to view details or to apply.

List All
Simple Search
Advanced Search
Featured Programs
Course Search

You searched for outgoing programs that exist in the terms Semester 2, that have the word(s) Italy in the program name, that is in the region of Europe, sorted by Program name in ascending order.

Program Name↑	City	Country	Region
Exchange Program - Bocconi University, Italy (College Specific, Law and Business and Economics) (Exchange)	Milano	Italy	Europe
Exchange Program - Università di Bologna, Italy (Exchange)	Bologna	Italy	Europe
Exchange Program - Università di Siena, Italy (Exchange)	Siena	Italy	Europe

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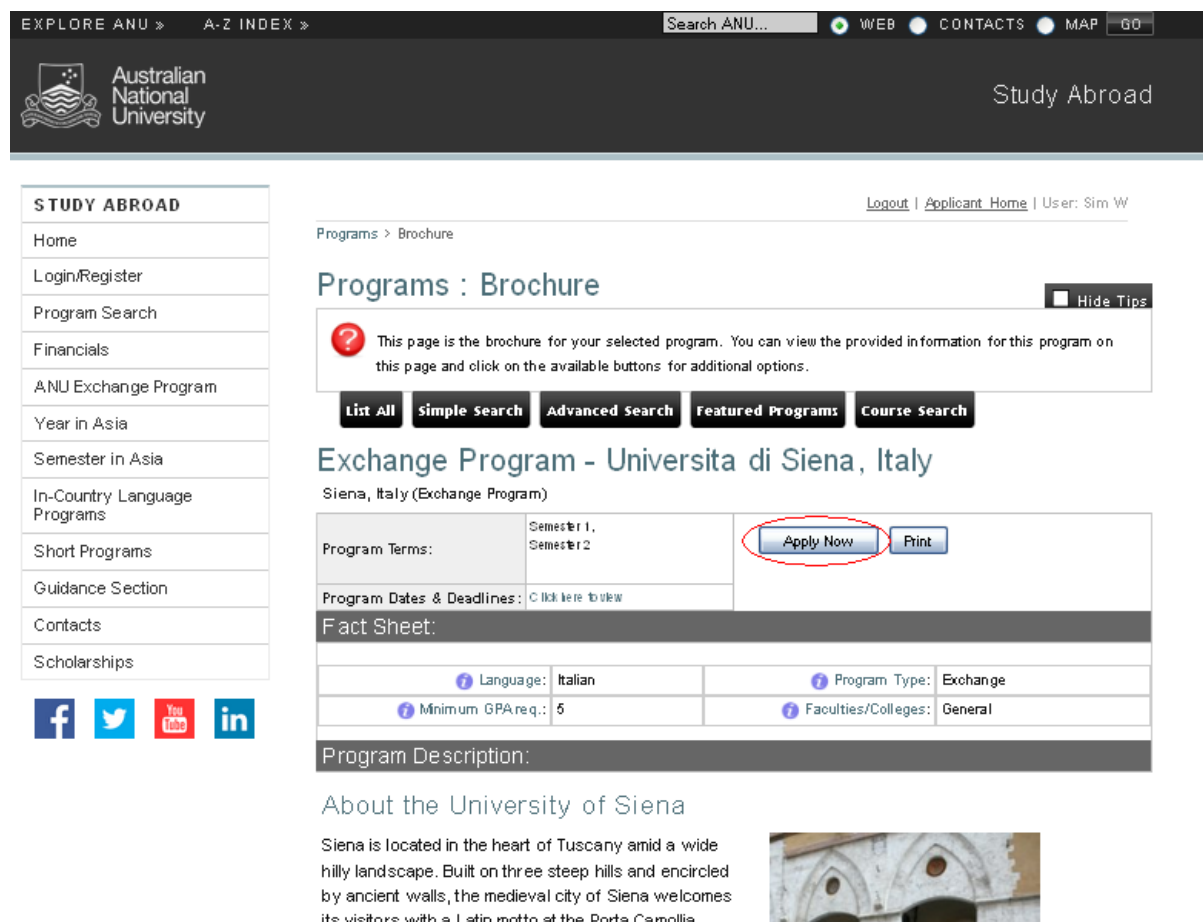
### Description

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.

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## Step 4: Program brochure.



The screenshot shows the Australian National University Study Abroad website. The header includes navigation links like 'EXPLORE ANU', 'A-Z INDEX', and a search bar. The main content area is titled 'Programs : Brochure' and features a 'Hide Tips' button. A message box states: '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.' Below this are buttons for 'List All', 'Simple Search', 'Advanced Search', 'Featured Programs', and 'Course Search'. The featured program is 'Exchange Program - Universita di Siena, Italy'. A table displays program details: 'Program Terms' (Semester 1, Semester 2), 'Program Dates & Deadlines' (Click here to view), 'Language' (Italian), 'Program Type' (Exchange), 'Minimum GPA req.' (5), and 'Faculties/Colleges' (General). The 'Apply Now' button is circled in red. Below the table is a 'Program Description' section titled 'About the University of Siena' with a brief description and an image of the university's architecture.

## 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.

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## Step 1: Select a term.

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Applicant > Available Program Terms

### Applicant : Available Program Terms

☐ Hide Tips


Please select a term for which you intend to apply from the following list. By clicking Apply, you will create an application for the requested term. This is the first step in the application process. The page that follows will provide instructions on how to complete your application.

Available Terms

☒ Semester 2, 2015

< Cancel -
> Reset -
> Apply >

Responsible Officer: Registrar / Page Contact: DRSS Communications

## 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.

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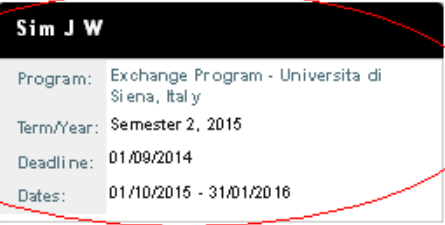
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[Applicant](#) > [Applications](#) > [Application](#) > Program Application Page (Pre-Decision)

### Program Application Page (Pre-Decision)

 Hide Tips



**Sim J W**

Program: Exchange Program - Universita di Siena, Italy

Term/Year: Semester 2, 2015

Deadline: 01/09/2014

Dates: 01/10/2015 - 31/01/2016

**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

**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	Completed
Step 1: Upload Approved Plan	<input type="checkbox"/>
Step 1a: Upload Language Approval	<input type="checkbox"/>
Step 2: Financial Plan and Support	<input type="checkbox"/>
Step 3: Exchange Application	<input type="checkbox"/>

**Signature Documents**

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
-------	-----------

## 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.



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### 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.

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#### Step 4: Read through the “Learning Content”.

Learning Content	
Click the following to view, read, and mark these learning content pages as having been read.	
Title	Completed
Blank Degree Plan (Resource)	<input checked="" type="checkbox"/>
Blank Language Approval Form (Resource)	<input type="checkbox"/>
Exchange Application Process	<input type="checkbox"/>





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Applicant > Applications > Application > Learning Content > Blank Language Approval Form (Resource)

## Blank Language Approval Form (Resource)

Exchange Program - Universita di Siena, Italy( Semester 2, 2015 )

Language Approval Form

Print **Mark as Read**

Responsible Officer: Registrar / Page Contact: DRSS Communications

#### 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.

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## Step 5: Completing “Application Questionnaire(s)”.

**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	Completed
Step 1: Upload Approved Plan	<input checked="" type="checkbox"/> 
Step 1a: Upload Language Approval	<input type="checkbox"/>
Step 2: Financial Plan and Support	<input type="checkbox"/>
Step 3: Exchange Application	<input type="checkbox"/>

### 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.

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## Step 6: Signature documents.

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
<a href="#">Privacy Statement and Consent to Release</a>	<input type="checkbox"/>
<a href="#">Terms and Conditions</a>	<input type="checkbox"/>

Applicant

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Applicant > Applications > Application > Program Application Page (Pre-Decision)

### 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 of the right-hand column (material submissions, signature documents) are required for your application to be considered complete**

Applicant > Applications > ANU Global Programs - Mozilla Firefox

<https://anu-au-sa.terradata.com/index.cfm?FuseAction=Stu...>

#### Privacy Statement and Consent to Release

W. Sim (Exchange Program - Universita di Siena, Italy, Sem...

I understand that:

The Australian National University (ANU) is collecting and assessing my application for the Student Exchange Program.

ANU may disclose the information provided in this application to the relevant authorities in the Student Exchange Program; and

ANU will not otherwise disclose the information.

I understand that by clicking on this agreement, I am accepting the terms and conditions of the program and I agree to provide the information requested.

**Applicant Name:** Sim J W

**Date:** 19/06/2014

[CLICK HERE TO SIGN DIGITALLY](#)

#### Electronic Signature

I understand that I am signing a legal document. By clicking "Accept", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

[Accept](#) [Cancel](#)

#### 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	Completed
Step 1: Upload Approved Plan	<input checked="" type="checkbox"/>
Step 1a: Upload Language Approval	<input type="checkbox"/>
Step 2: Financial Plan and Support	<input type="checkbox"/>
Step 3: Exchange Application	<input type="checkbox"/>

#### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
<a href="#">Privacy Statement and Consent to Release</a>	<input type="checkbox"/>
<a href="#">Terms and Conditions</a>	<input type="checkbox"/>

## 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”.

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## Step 1: Auto-populating tasks.

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Australian  
National  
University

Study Abroad

STUDY ABROAD

Applicant







[Logout](#) | [Applicant Home](#) | User: Sim W

Applicant > Applications > Application > Application Questionnaire Form


### Application Questionnaire Form

Hide Tips


Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time.

Step 3: Exchange Application

Applicant Name:	Sim J W
Program:	Exchange Program - Universita di Siena, Italy in Siena, Italy
Term of Study:	Semester 2, 2015
Load responses from:	<div> Please select one Please select one Exchange Program - Lancaster University, England (Semester 2, 2015) </div>



WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

## 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.

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 Australian National University

Study Abroad

STUDY ABROAD

Applicant


- My Home
- My Inbox
- My Applications


   

[Logout](#) | [Applicant Home](#) | User: Sim W

Applicant > Sim J W - Home Page



### Applicant : Sim J W - Home Page




 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.

[Search Programs](#)

Applications		
▼ Semester 2, 2015		
	Exchange Program - Lancaster University, England (Lancaster) (ID 10105 ranked 1)	Deadline: 01/09/2014 <a href="#">Withdraw</a>
	Exchange Program - Universita di Siena, Italy (Siena) (ID 10103 ranked 2)	Deadline: 01/09/2014 <a href="#">Withdraw</a>
<a href="#">Update Rank</a> (Enter numbers to rank by preference)		

### Profile



Sim J W  
[Redacted]@gmail.com

[Edit Profile](#)

### 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.

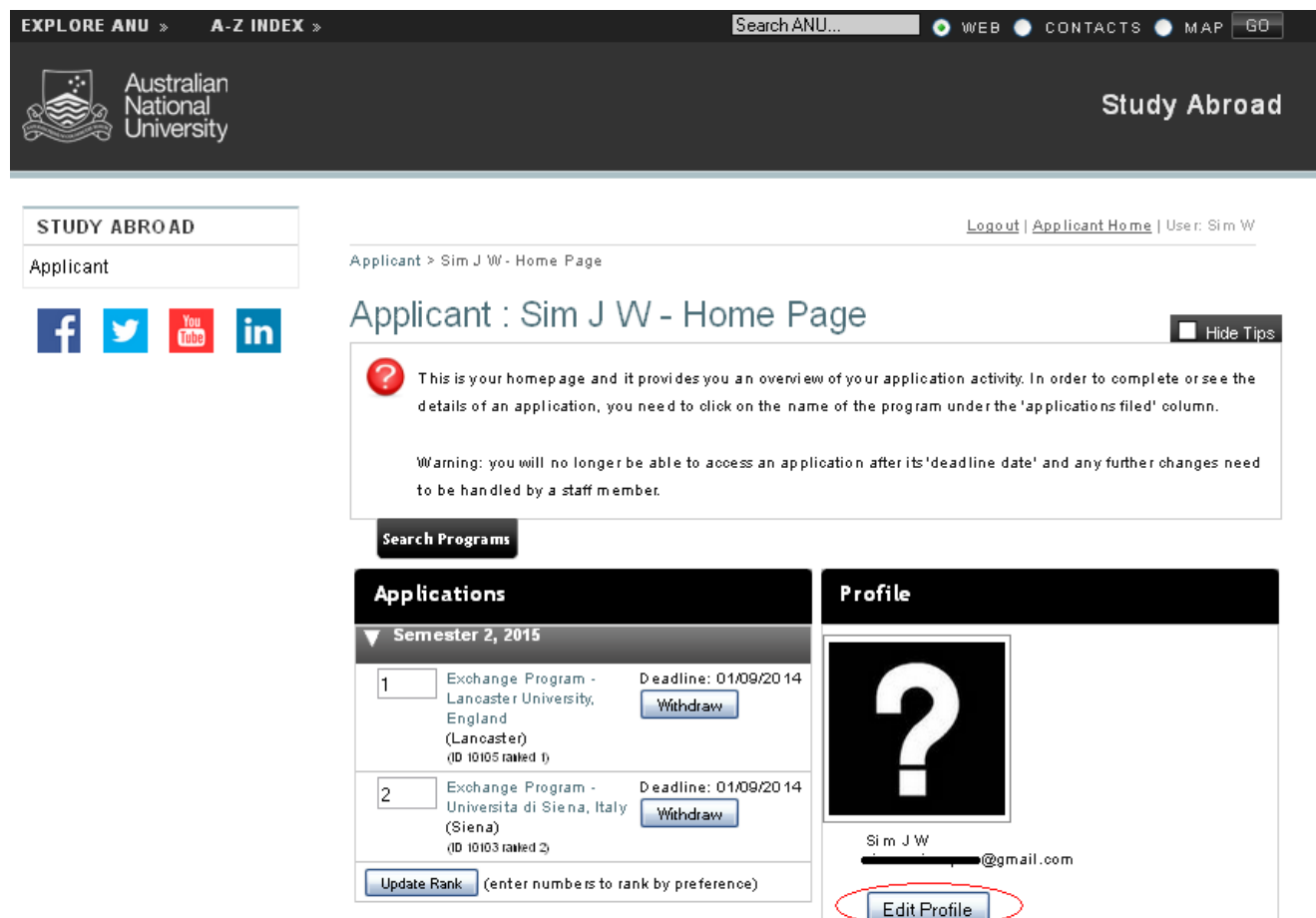
## 6. Updating your details

- 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.



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## Step 1: Navigate to the “Edit Profile” page.



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Australian National University Study Abroad

STUDY ABROAD  
Applicant

Logout | Applicant Home | User: Sim W

Applicant > Sim J W - Home Page

### Applicant : Sim J W - Home Page

Hide Tips


**?** 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.

Search Programs

Applications		
▼ Semester 2, 2015		
1	Exchange Program - Lancaster University, England (Lancaster) (ID 10105 ranked 1)	Deadline: 01/09/20 14 <a href="#">Withdraw</a>
2	Exchange Program - Universita di Siena, Italy (Siena) (ID 10103 ranked 2)	Deadline: 01/09/20 14 <a href="#">Withdraw</a>
<a href="#">Update Rank</a> (enter numbers to rank by preference)		

### Profile



Sim J W  
@gmail.com

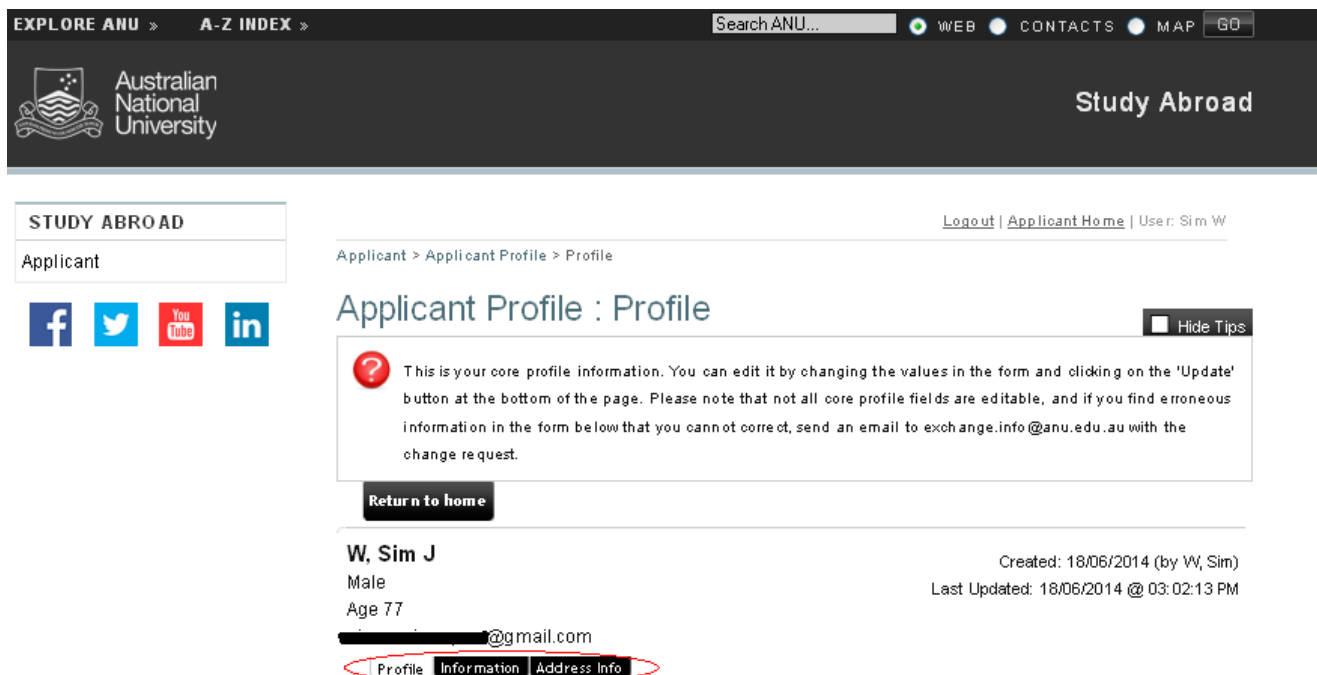
[Edit Profile](#)

## Description

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

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## Step 2: Select relevant tab.



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Australian National University Study Abroad

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Applicant > Applicant Profile > Profile

### Applicant Profile : Profile

Hide Tips

**?** This is your core profile information. You can edit it by changing the values in the form and clicking on the 'Update' button at the bottom of the page. Please note that not all core profile fields are editable, and if you find erroneous information in the form below that you cannot correct, send an email to [exchange.info@anu.edu.au](mailto:exchange.info@anu.edu.au) with the change request.

[Return to home](#)

**W, Sim J**  
Male  
Age 77  
[redacted]@gmail.com

Created: 18/06/2014 (by W, Sim)  
Last Updated: 18/06/2014 @ 03:02:13 PM

Profile Information Address Info

## 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.

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### Step 3: Profile tab.

#### Profile

First Name:	Sim
Middle Name :	J
Last Name:	W
Email Address:	<input type="text" value="sim.w@gmail.com"/>
CC Email Address:	<input type="text"/>
Date of Birth:	04/03/1937
Gender:	Male
Bio:	<div><input type="text"/></div> <div>4000 characters left</div>
ID Photo:	<p>Please submit a photo of yourself here so that we can more easily identify you.</p> <p><input type="button" value="Browse..."/> No file selected.</p>
Password Change Security Questions:	<p>What street did you live on in third grade?</p> <p>What is your oldest sibling's middle name?</p> <p>In what city or town was your first job?</p> <p><input type="button" value="Edit"/></p>

#### Description

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

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## Step 4: Information tab.

### Information

ANU Student ID: **	<input type="text" value="0000000"/>
Nationality on Passport: **	<input type="text" value="Australian"/>
Country of Birth: **	<input type="text" value="Australia"/>
What is your residency status?: **	<input type="text" value="Domestic student"/>
Student Type: **	<input type="text" value="Undergraduate"/>
Under which Academic College(s) are you a student?: **	<div> <div> 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 </div> <div> ↑  ☰  ↓ </div> </div>
<i>i</i> What is your degree program name and academic plan code?: **	<input type="text" value="Science"/>
What are your majors?: **	<input type="text" value="Geology"/>
<i>i</i> Have you undertaken study at any other tertiary institution?: **	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name of Other Tertiary Institution/s (if applicable):	<input type="text" value="University of"/>
<i>i</i> Upload previous transcript(s):	<input type="button" value="Browse..."/> No file selected.

\* Noted



\*\* Required

### 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.

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### 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)