



## Logging in and Applying For a Virtual Study Abroad Program

A Madison College study abroad administrator has created an application for you for a virtual program.

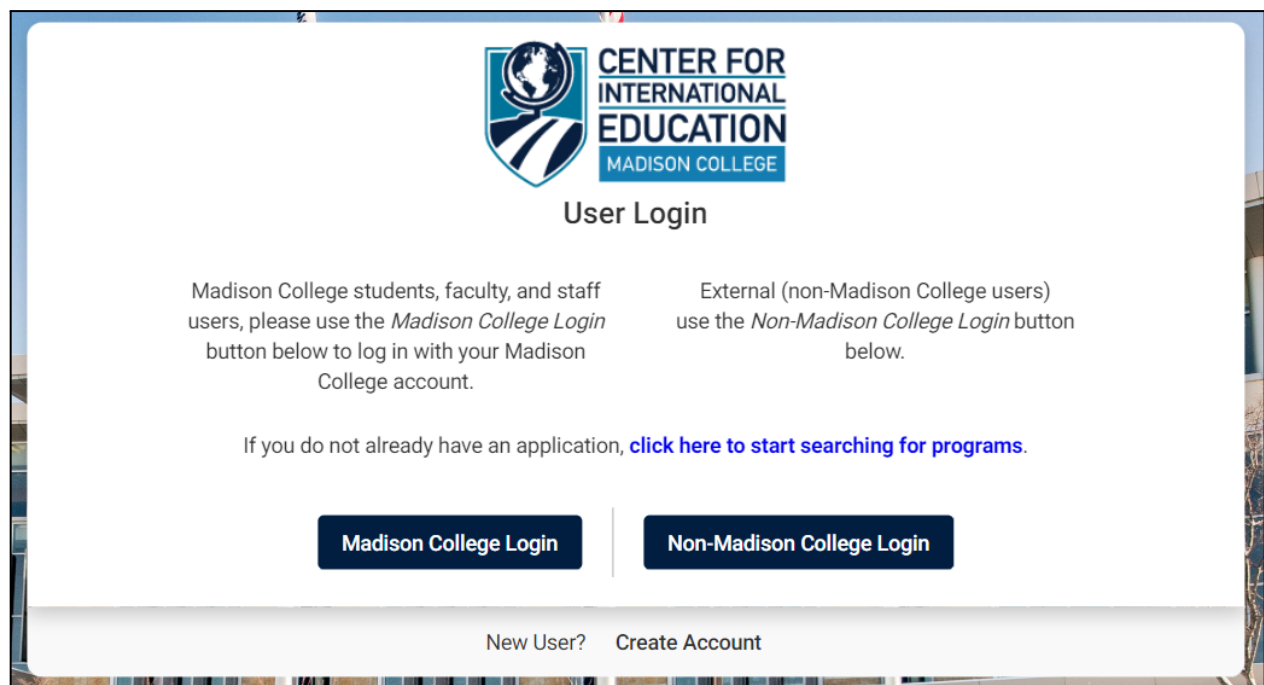
Logging into the site is necessary for you to perform the following tasks:

- To submit an application for a program.
- To request information about programs.
- To check the status of an application.

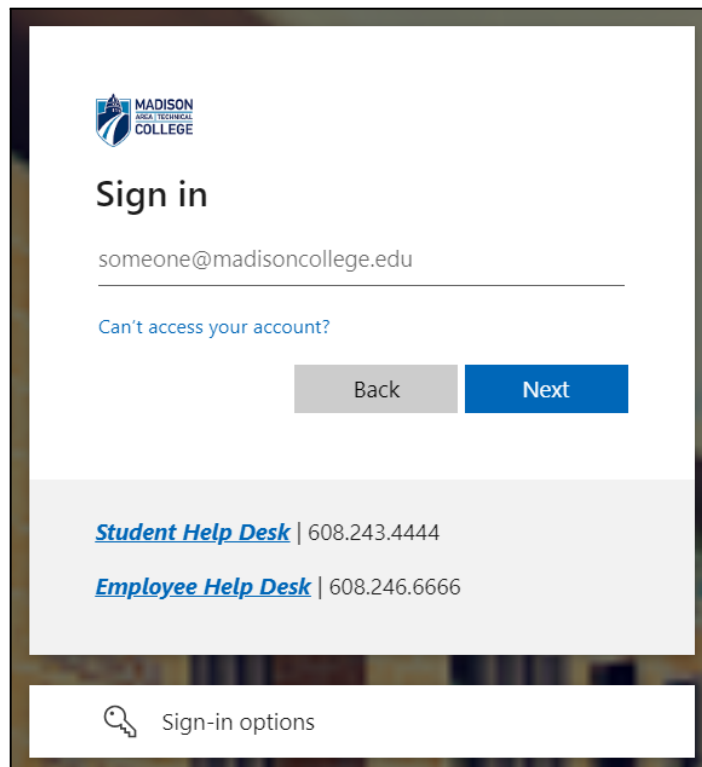
To access your application to your virtual program, complete the following steps:

**Step 1:** Go to [studyabroad.madisoncollege.edu](https://studyabroad.madisoncollege.edu)

**Step 2:** Select “Madison College Login.”

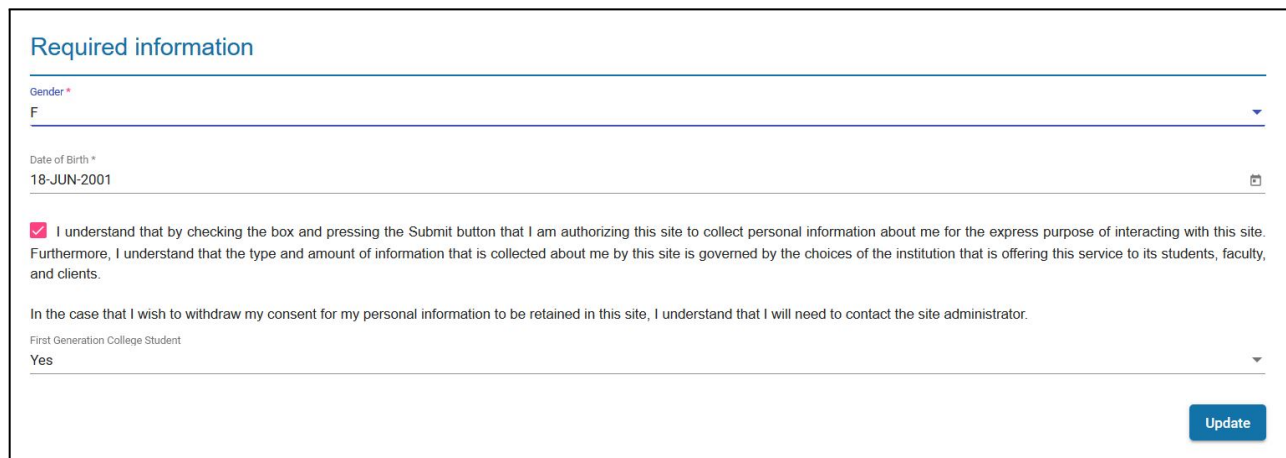


**Step 3:** Sign-in using your Madison College login credentials.



The screenshot shows the login interface for Madison Area Technical College. At the top left is the college's logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "someone@madisoncollege.edu". Below the input field is a link that says "Can't access your account?". There are two buttons: a grey "Back" button and a blue "Next" button. Below these buttons, there are two lines of text: "[Student Help Desk](#) | 608.243.4444" and "[Employee Help Desk](#) | 608.246.6666". At the bottom, there is a section titled "Sign-in options" with a key icon.


**Step 4:** After logging in, you may be asked to enter any Required Information for your profile, including gender, date of birth, address, ethnicity, and citizenship. Click **“Update”** to submit your responses.



The screenshot shows a form titled "Required information". It has two dropdown menus: "Gender \*" with the value "F" and "Date of Birth \*" with the value "18-JUN-2001". Below these is a checkbox that is checked, with the text: "I understand that by checking the box and pressing the Submit button that I am authorizing this site to collect personal information about me for the express purpose of interacting with this site. Furthermore, I understand that the type and amount of information that is collected about me by this site is governed by the choices of the institution that is offering this service to its students, faculty, and clients." Below this is another line of text: "In the case that I wish to withdraw my consent for my personal information to be retained in this site, I understand that I will need to contact the site administrator." Below that is a dropdown menu with the value "First Generation College Student" and the text "Yes". At the bottom right is a blue "Update" button.

**Step 5:** Once you have logged in, you will see your **Applicant Home Page**. This lists your application(s), your profile information, and your messages.

Click on the name of the program related to your application to open it. See screenshot below with an example program name highlighted in yellow:



MADISON  
AREA | TECHNICAL  
COLLEGE

Education Abroad

CENTER FOR INTERNATIONAL EDUCATION

Applicant home

Applications

Profile

Message center


Welcome to your study abroad application portal.

Below, you will find any existing applications.

Welcome to our new interface for applicants! If you have any questions, please email us at [studyabroad@madisoncollege.edu](mailto:studyabroad@madisoncollege.edu).

Find program

Spring, 2024




Spanish Language Virtual Exchange

Deadline: 10/12/2023

0 of 3

Withdraw application

Spring Break, 2024




Gender and Women's Studies in London

Deadline: 11/15/2023

12 of 12

Withdraw application

**Step 6:** Once you click on the virtual program application title that you would like to complete, you will see a page listing the program's name, term/year, deadline, and application instructions on the top half of the page.



TERRADOTTA

[POWERED BY]



**MADISON**  
 AREA TECHNICAL  
 COLLEGE

# Education Abroad

## CENTER FOR INTERNATIONAL EDUCATION

Spanish Language Virtual Exchange - Spring, 2024



Application deadline: 10/12/2023

Decision date: 10/20/2023

[View program](#)



Requirements

Program info

### Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or "Sign" or "Mark as Read" and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In order for your application to be complete, your progress circle needs to be fully closed.
- After all application requirements are complete and your progress circle has been fully closed, you are done with your application.

Upon acceptance, you will log back in to Commit to your application and complete any pre-departure items.

If you have questions as you complete this application, contact us at [studyabroad@madisoncollege.edu](mailto:studyabroad@madisoncollege.edu).

Further down the page, you will also see the different requirements that you need to complete in order to submit your application.

Get Started!

### Online application

- Cancel for Any Reason Insurance Information
- Complete Permissions Form in myMadisonCollege
- Madison Area Technical College Virtual Program Agreement, Code of Conduct, & Release Ag...

### Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification Form	N/A	




**TERRADOTTA**  
 [POWERED BY]

**Step 7:** These requirements can be completed in any order. To complete a requirement, click on the requirement title.

### Online application

 Cancel for Any Reason Insurance Information

 Complete Permissions Form in myMadisonCollege

 Madison Area Technical College Virtual Program Agreement, Code of Conduct, & Release Ag...

**Step 8:** Once you have clicked the title of the requirement, the item's components will then appear. See example below:

### Online application

 Cancel for Any Reason Insurance Information

 Complete Permissions Form in myMadisonCollege

Granting Title IV Permission authorizes Madison College to apply financial aid funds you receive toward payment of any charges billed by Madison College (for example, study abroad payments). In addition, it authorizes Madison College to pay prior year charges of no more than \$200 with Title IV funds.

Here are the steps to find and complete this form. **Once you have completed the form, take a screenshot to confirm completion, and upload that below.**

1. Login to [myMadisonCollege](#).
2. In the top search bar, search for 'Permissions'.
3. Click on the 'Grant Permissions' option in the results.
4. Select the permission form. (e.g. FA\_BKCHARGE, TITLE\_IV)
5. Click 'Next' to continue.
6. Read the Permission Form Agreement carefully, and check the 'Yes I have read the agreement' box.
7. Click Submit to complete the process and grant student permissions.
8. Take a screenshot of the confirmation message to upload below.
  - If you are unsure how to take a screenshot, [here are some quick steps](#).

#### 1) Upload Proof of Completion (REQUIRED)

Once you have completed this form in myMadisonCollege, upload a screenshot of the submission confirmation in the interface below.

Drag/drop file here to upload or click to

**Browse**

**Done**

**Step 9:** If the requirement includes question items, your manually entered responses will be auto-saved periodically. Please note that your application requirement is not considered complete and cannot be reviewed until you click the **“Done”** button at the bottom of the page to finalize your responses.

5) How did you learn about Study Abroad? (REQUIRED)




Study Abroad Advisor

Auto-saved responses a minute ago




Done

**Step 10:** Upon completion of an application item, a check mark will appear beside that submitted item, and then the item will appear in the “Completed Requirements” section at the bottom of your application.

### Online application

-  Cancel for Any Reason Insurance Information
-  Complete Permissions Form in myMadisonCollege
-  Madison Area Technical College Virtual Program Agreement, Code of Conduct, & Release A...

### Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification Form	N/A	
	Complete Permissions Form in myMadisonCollege	07/24/2023	

The progress wheel below your application instructions will also automatically update to show how many requirements you have completed.

## Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or "Sign" or "Mark as Read" and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In order for your application to be complete, your progress circle needs to be fully closed.
- After all application requirements are complete and your progress circle has been fully closed, you are done with your application.

Upon acceptance, you will log back in to Commit to your application and complete any pre-departure items.

If you have questions as you complete this application, contact us at [studyabroad@madisoncollege.edu](mailto:studyabroad@madisoncollege.edu).



**Step 11:** Verify that you have completed all of your requirements by reviewing your progress wheel along with the "Completed Requirements" section at the bottom of your application.

## Instructions

Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or "Sign" or "Mark as Read" and then the next item will automatically open.
- Once you have completed at least one item, a progress circle will appear near the top of the page, tracking your progress towards completion. In order for your application to be complete, your progress circle needs to be fully closed.
- After all application requirements are complete and your progress circle has been fully closed, you are done with your application.

Upon acceptance, you will log back in to Commit to your application and complete any pre-departure items.

If you have questions as you complete this application, contact us at [studyabroad@madisoncollege.edu](mailto:studyabroad@madisoncollege.edu).



## Completed Requirements

Type	Name	Date Submitted	Actions
	Signature Verification Form	N/A	
	Complete Permissions Form in myMadisonCollege	07/24/2023	
	Madison Area Technical College Virtual Program Agreement, Code of Conduct, & Release Agreement	07/24/2023	
	Cancel for Any Reason Insurance Information	07/24/2023	

**Step 12:** Once all items are completed, a “Submit Application” window will appear. Click the “**Submit Your Application**” button to submit all components to the Study Abroad Office.

**Submit Application**

You have completed all the current requirements for this application. It is ready to be submitted to the office.

Submit your application

If you decide to submit your application at a later time, the “**Submit Your Application**” button will remain visible at the top of your application under the “Requirements” tab.

 AREA TECHNICAL COLLEGE

Education Abroad  
CENTER FOR INTERNATIONAL EDUCATION

Spanish Language Virtual Exchange - Spring, 2024



Application deadline: 10/12/2023  
Decision date: 10/20/2023  
View program



Requirements Program info

You have completed all the current requirements for this application. It is ready to be submitted to the office.

Submit your application

**Instructions**  
Complete all elements of the application listed below.

- In order to complete each requirement of the application click "Done" or