



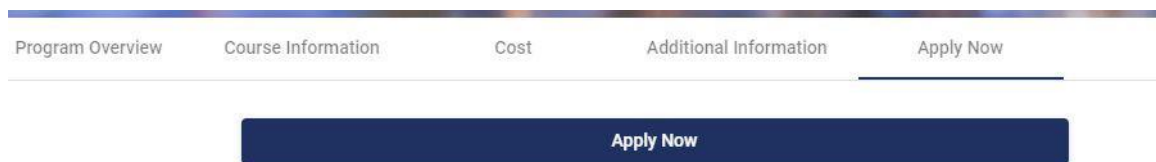
Logging in and Applying For a Program

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.

Step 1: Go to studyabroad.madisoncollege.edu and select the program you want to apply to and click the **Apply Now** button to complete the Madison College application.

NOTE: Some programs may require you to complete a separate application through the partner provider/host institution (e.g. CIEE).



Step 2: Select “I do not have login credentials to this site.”

Please indicate how you will be logging in:

I have a 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 3: Complete the New User Form. Once you submit the form, you will receive an email with next steps.

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: Male Female Other

Choose Institution: or

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.

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.

[Create Account](#)

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



Step 4: Open your email and navigate to the email you have just received from the Madison College study abroad site. Follow the instructions in the email, noting the temporary login information that was provided, and navigate to <https://studyabroad.madisoncollege.edu/index.cfm?FuseAction=Security.Login>

To: web@terradotta.com
From: StudyAbroad@madisoncollege.edu
Subject: Madison College Center for International Education Website: Login Information

Center for International Education - Account Created

Welcome to Madison Area Technical College's Center for International Education!
Following is your temporary login information that will enable you to apply to programs:

User ID: web@terradotta.com
Temp Password: [Book72879pass](#)

Please keep this information in a safe place.

users, login here: <https://studyabroad.madisoncollege.edu/secure/>

General non- login: <https://studyabroad.madisoncollege.edu/index.cfm?FuseAction=Security.Login>

Temporary login information is only valid for 7 day(s). If you do not login within 7 day(s) of receiving this message, you will be asked to request a new temporary password.

Thank you,

Center for International Education User Support

This message was generated automatically by Madison College Study Abroad via Terra Dotta software.

Step 5: Select "I have login credentials to this site that I received by email."

Please indicate how you will be logging in:

- I have a 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: Sign-in using your email and temporary password from the email. You will be prompted to create a new permanent password and provide responses to some security questions. The password you created will be used to login moving forward.

Security : Login (existing user)

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

Please log in:

Username:

Password:

Login

[Forgot your password?](#)



Step 7: 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:

Your Home Page : 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. x

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

Summer, 2021

<input type="checkbox"/>	Dijon, France (n/a) (ID 485032 not ranked)	Deadline: 02/03/2021 Withdraw
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Profile

No Image

Madison College Email Address:

Personal Email:

[View All](#)

[Edit Profile](#)

Messages

[View all Messages](#)

Date/Time	From
08/04/2020	StudyAbroad@madisoncollege.edu
Madison College Center for International Education Website: Login Information	



Step 8: Once you have clicked on the program application you would like to complete, you will see a page listing your program name, term/year, deadline and dates in the top left column. You will also see the different requirements that you need to complete in order to submit your application in the right column.

These are divided into sections such as “Signature Verification(s),” “Material Submission(s),” “Signature Document(s),” “Recommendations,” and “Application Questionnaire(s).”

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, recommendations and questionnaires) are required for your application to be considered complete

Program: Dijon, France
Term/Year: Summer, 2021
Deadline: 02/03/2021
Dates: TBA

Signature Verification	
Title	Received
Signature Verification Form	<input type="checkbox"/>

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
\$500 Deposit	<input type="checkbox"/>
Dijon, France Application	<input type="checkbox"/>
ICISP Founders' Scholarship Application	<input type="checkbox"/>
Transcripts	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Agreement, Code of Conduct, and Release & Waiver of Liability	<input type="checkbox"/>
Cancellation Policy	<input type="checkbox"/>
Consent for Release of Student Information Waiver	<input type="checkbox"/>
Disciplinary Record and Criminal Background Signature Form	<input type="checkbox"/>
Financial Aid	<input type="checkbox"/>

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
Application Essay	<input type="checkbox"/>
Language Course Level	<input type="checkbox"/>
Madison College Student Application	<input type="checkbox"/>
Scholarship Application	<input type="checkbox"/>



Step 9: These requirements can be completed in any order. To complete a requirement, click on the requirement title. See example below of a required essay:

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
Application Essay	<input type="checkbox"/>
Language Course <input type="text" value="Complete Questionnaire"/>	<input type="checkbox"/>
Madison College Student Application	<input type="checkbox"/>
Scholarship Application	<input type="checkbox"/>

Step 10: Once you have clicked the title of the requirement, you will be taken to the screen to complete the requirement. See example below:

Application Questionnaire Form

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

Application Essay

Applicant Name:
Program: Dijon, France in Dijon, France
Term of Study: Summer, 2021

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

Application Essay:

(*) Indicates the question is required.

1. Why do you wish to participate in this education abroad program? (*)

Font - Size - Format -

B I U



Step 11: Use the **Save** button to keep your information until you are ready to submit the requirement. Please note that your application requirement is not considered complete and cannot be reviewed until you click the **Submit** button at the bottom of the page to finalize your responses. Once you submit the requirement, you will return to your Applicant Homepage and a check mark in the box will show that this requirement has been received.

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
Application Essay	<input checked="" type="checkbox"/>
Language Course Level	<input type="checkbox"/>
Madison College Student Application	<input type="checkbox"/>
Scholarship Application	<input type="checkbox"/>

Step 12: Verify that you have completed all of your requirements (a check mark must appear in the box for each of your requirements.)

Material Submissions	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
\$500 Deposit	<input checked="" type="checkbox"/>
Dijon, France Application	<input checked="" type="checkbox"/>
ICISP Founders' Scholarship Application	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Agreement, Code of Conduct, and Release & Waiver of Liability	<input checked="" type="checkbox"/>
Cancellation Policy	<input checked="" type="checkbox"/>
Consent for Release of Student Information Waiver	<input checked="" type="checkbox"/>
Disciplinary Record and Criminal Background Signature Form	<input checked="" type="checkbox"/>
Financial Aid	<input checked="" type="checkbox"/>
Madison College Student Rights and Responsibilities, Code of Conduct, and Alcohol Statement	<input checked="" type="checkbox"/>
Program Information	<input checked="" type="checkbox"/>



Step 13: Click the “**Submit**” button at the top of the page to submit your application to the Study Abroad Office.

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, recommendations and questionnaires) are required for your application to be considered complete ×

[- Submit Application -](#)