

INU Internship at James Madison University

Terra Dotta Log-in and Application Support

Follow the link:

https://jmu-abroad.terradotta.com/index.cfm?FuseAction=Students.Apply&Program_ID=10263

1. Select 'I am not a JMU student and I need to create a username and password' and Click 'Submit.'

Center for Global Engagement - JMU

Incident Report

Announcements

There are no announcements

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

I have a JMU eID and password.

I have login credentials to this site that I received by email.

I am not a JMU student and I need to create a username and password.

Submit

2. Complete the **New User Form** and click 'Create Account'.

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: Male Female Other

Partner Institution:

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

3. An email will be sent to the email address you provided with temporary login credentials. Use the **'General non-JMU eID'** login link within the email to return to the sign-in page.

Be sure to copy your temporary password

4. Select **'I have login credentials to this site that I received by email'** and click **'Submit.'**

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. x

Please indicate how you will be logging in:

I have a JMU eID and password.

I have login credentials to this site that I received by email.

I am not a JMU student and I need to create a username and password.

Submit

5. **Username** = Your email address. **Password** = Temporary Password. Click **'Login.'**

6. **Choose Security Questions** and click **'Update.'**

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. x

Select Password Reset Security Questions

Question #1: Select One: [dropdown]

Correct Response: [text input]

Question #2: Select One: [dropdown]

Correct Response: [text input]

Question #3: Select One: [dropdown]

Correct Response: [text input]

Update

7. **Create a New Password** and click **'Change.'**

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password. x

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: [password input]

(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: [password input]

Change

8. Fill in the 'Required Address' HOME section. You do not have to complete the additional address section. For any question you cannot answer, enter n/a. Click 'Update' at the bottom of the page.

The screenshot shows a form titled "Required Addresses" with a sub-section "Home". The form includes the following fields:

- Address: Three stacked text input boxes.
- City: One text input box.
- Province: One text input box.
- State: One text input box.
- Zip Code (or Postal Code): One text input box.
- Country: A dropdown menu with "Select One:" and a downward arrow.
- Phone: One text input box.
- Fax: One text input box.
- Mobile: One text input box.

9. Select the Term for which you are applying and click 'Apply.'

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

The screenshot shows a form titled "Available Terms". It contains a radio button labeled "Terms" with "Summer, 2019" selected. At the bottom, there are two buttons: "Apply" (highlighted with a red arrow) and "Cancel".

10. Enter Required Applicant Parameters (only fill out the top section) and click 'Save' at the bottom of the page.

The screenshot shows a form titled "Required Parameters:". It includes the following fields:

- Major Career 1 ***: Text input box. Description: "What is your current major?". Example format: "History - BA, Biology - BS, Accounting - BBA".
- Expected Graduation Year ***: Text input box. Description: "Term Year". Example format: "Sum 2017, Sprng 2017, Fall 2017".
- Academic Career 1 ***: Dropdown menu with "Choose One:".
- Academic Career 1 GPA ***: Text input box. Description: "Cumulative GPA at home institution.". Example format: "3.725".
- Citizenship Status ***: Text input box. Description: "If you are a citizen of the United States, please enter 'Native'".

-Major: Enter your major (if you don't have one, enter n/a)

-Expected Grad Year: Enter the year you plan to graduate (if you don't know, enter n/a)

-Academic Career 1: Select Continuing Ed.

-Academic Career 1 GPA: Enter your Grade Point Average (if you don't know, enter n/a)

-Citizenship Status: Enter your Country of Citizenship (if you don't know, enter n/a)

11. Click on the **'INU Internship Application'** link under **Application Questions**. Complete each question item and click **'Submit'** at the bottom of the questionnaire.

When you see the box under the Received column checked off, click **'Submit Application'** at the top of this page.

Program Application Page (Pre-Decision)

This page shows the specific and required items for your chosen study abroad program. Please complete or submit items in the order they appear on the page, as this order will help guide you logically through the application. ✕

 **- Submit Application -**

Jesse Roberts	
Program:	INU Internship Application – JMU
Term/Year:	Summer, 2019
Deadline:	03/15/2019
Dates:	06/30/2019 - 07/28/2019

Application Questions	
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
INU Internship Application	<input type="checkbox"/>

Itinerary	
The following is the current itinerary for your program. To edit an itinerary, please contact the Center for Global Engagement (studyabroad@jmu.edu).	
Harrisonburg, Virginia, United States (North America)	
Start Date:	06/30/2019
End Date:	07/28/2019

