

Office of International Education

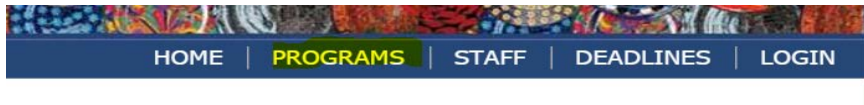
Terra Dotta Study Abroad Registration System homepage:

<https://harpercollege-sa.terradotta.com/>

I. Creating an account:

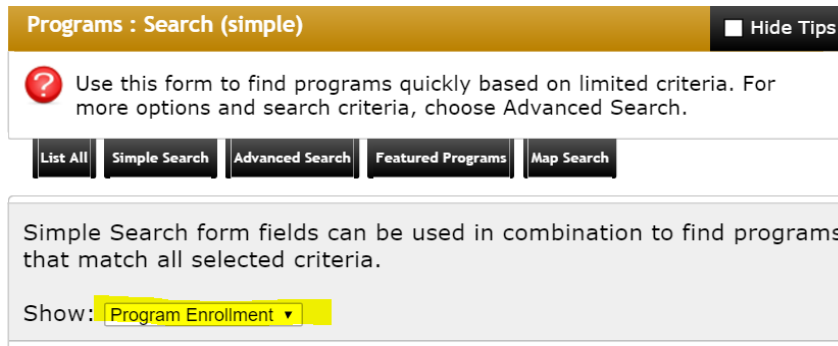
Step 1:

Click on PROGRAMS



Step 2:

Simple Search field: Program Enrollment



Step 3.

Click on “Search”

Step 4.

Choose “Lost Kingdoms of the Ancient Maya”



Step 5.

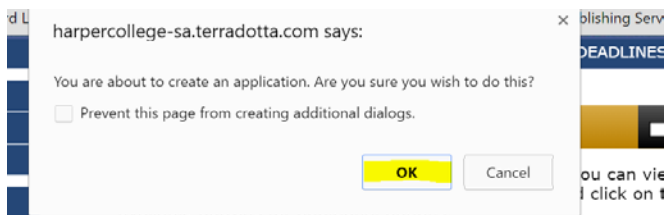
Click on “Apply Now”

Lost Kingdoms of the Ancient Maya				
Program Terms:	Summer	<input type="button" value="Apply Now"/>	<input type="button" value="Request Info"/>	<input type="button" value="Print"/>
Homepage:	Click to visit			
Program Dates & Deadlines:	Click here to view			
Program Description:				

Step 6.

A dialog box will appear: “You are about to create an application. Are you sure you want to do this?”

Click on “OK”




Step 7

You will be asked to indicate how you will be logging in:

Choose “I do not have login credentials for this site.”

Security : User Identification Wizard: Step 1 Hide Tips

 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 login credentials to this site that I received by email.
- I do not have login credentials to this site.

Step 8

You will be asked to indicate which type of user you are:

Choose “I am registered at Harper”

Security : User Identification Wizard: Step 2 Hide Tips

 In order to request login credentials, we will need to know what type of applicant you will be on the site. Select one of the following options and click the 'Submit' button.

Please indicate which type of user you are:

- I am registered at Harper.
- I am registered at a US institution.

Submit

Step 9

Complete the “New User Form”

Click on “Create an account”

New User Form:	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Date of Birth:	<input type="text" value="- Month -"/> <input type="text" value="- Day -"/> <input type="text" value="- Year -"/>
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other

Create Account

An email will be sent to you with your login and password information which will allow you to complete the application for “Lost Kingdoms of the Ancient Maya.”

II. Completing the registration application

There are six items to complete. For three of these items, you only have to read the information and sign digitally acknowledging that you have read the information:

- Acknowledgement of Risk and Responsibility
- Permission for Emergency Treatment
- Release for Multimedia

The remaining three items require additional information:

- Insurance Coverage: You will provide information regarding your insurance coverage
- Medical Release: You will download a form that a medical professional will sign acknowledging your ability to participate fully in the program.
- Passport Information: You will provide information from your passport and upload an image of your passport.

Richard F. Johnson	Application Instructions
Program: Lost Kingdoms of the Ancient Maya	Welcome to the Registration page for the Harper College Continuing Education program, "Lost Kingdoms of the Ancient Maya." Please complete each element contained in this application. This application is separate from the registration and payment process associated with the vendor for this program, Worldstrides. In order to be fully accepted in the program, you must have completed both the Worldstrides registration process and the Harper College Continuing Education registration process.
Term/Year: Summer, 2017	
Deadline: 12/15/2016	
Dates: TBA	
Signature Documents	
Click the following to view and digitally sign Important documents to indicate your agreement and understanding.	
Title	Received
Acknowledgement of Risk and Release of Responsibility	<input type="checkbox"/>
Permission for Emergency Treatment	<input type="checkbox"/>
Release for Multimedia	<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
Insurance Coverage	<input type="checkbox"/>
Medical Release Form	<input type="checkbox"/>
Passport Information	<input type="checkbox"/>