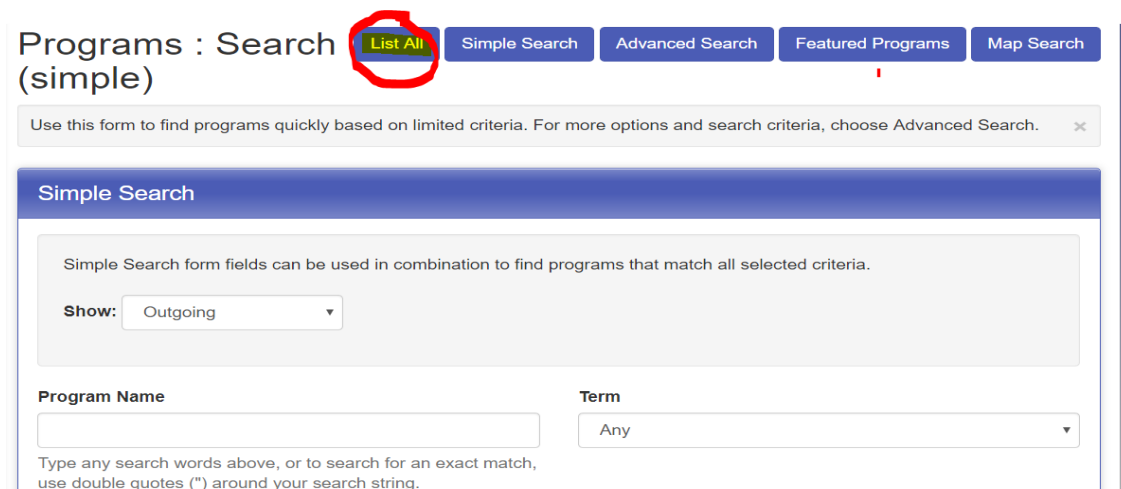


How to register using the Harper College Study Abroad Terra Dotta system

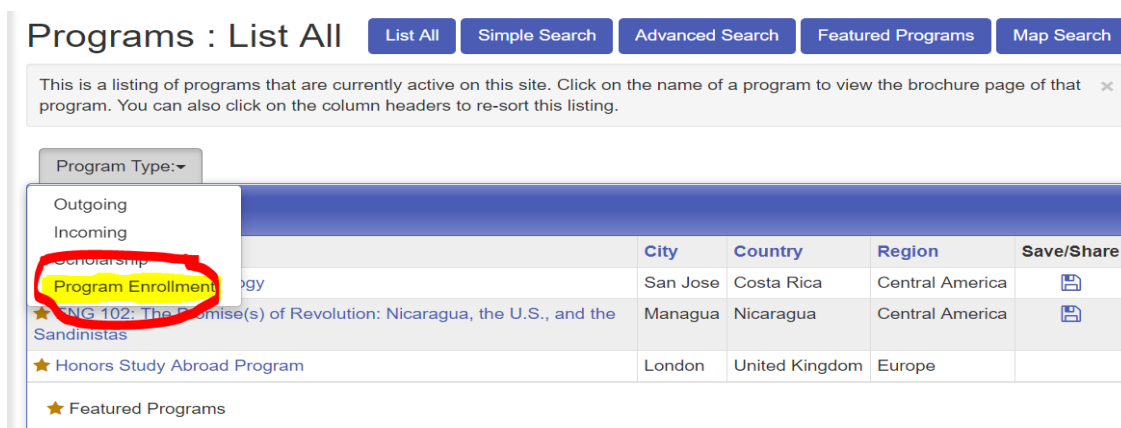
1. To get started, go to <https://harpercollege-sa.terradotta.com/> and click on the **Programs** tab.



2. Click on the **List All** tab.



3. Click on the **Program Type** tab, and scroll down to **Program Enrollment**:



4. Find the program you are interested in, and click on the link to that program.

Programs : List All [List All](#) [Simple Search](#) [Advanced Search](#) [Featured Programs](#) [Map Search](#)

This is a listing of programs that are currently active on this site. Click on the name of a program to view the brochure page of that program. You can also click on the column headers to re-sort this listing. [×](#)

Program Type:▼

Programs
Program Name ↑
★ Lost Kingdoms of the Ancient Maya
★ Featured Programs

5. You will be taken to the home page for that program. Be sure to read the relevant information under the heading *Program Description* on this page. To begin the application/registration process, click on **Apply Now**. If you are a new user (in other words, you have not already created an account), please note that you will have to create an account before you begin the application itself.

Programs : Brochure [List All](#) [Simple Search](#) [Advanced Search](#) [Featured Programs](#) [Map Search](#)

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.

Lost Kingdoms of the Ancient Maya (Program Enrollment Program) ★ Featured [Print](#)

Program Terms: Summer	Apply Now Request Info
Homepage: Click to visit	
Dates / Deadlines	

6. When you click on **Apply Now**, a dialog box will pop up. Click **OK** to create an account.

harpercollege-sa.terradotta.com says:
You are about to create an application. Are you sure you wish to do this?

[OK](#) [Cancel](#)

Lost Kingdoms of the Ancient Maya (Program Enrollment Program) ★ Featured [Print](#)

Program Terms: Summer	Apply Now Request Info
Homepage: Click to visit	
Dates / Deadlines	

7. On the next page, click on ***I don't have login credentials for this site*** to create an account.

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

Submit

8. Then click ***I am a registered Harper student***. You will be instructed to create an account and then start the application.

Security : User Identification Wizard: Step 2

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

9. Now you are ready to create an account. Complete the form and click on ***Create Account***. An email with your login information will be sent to the email address you listed on this form. **Please note that the login credentials you receive are only good for 24 hours.**

Security : Login (new user)

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

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth: - Month - - Day - - Year -

Gender: ☐ Male ☐ Female ☐ Other

Create Account

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

10. To complete the registration application, there are seven items to fill out.

For three of the items under *Application Questionnaire(s)*, you only have to read the information and sign digitally acknowledging that you have read the information (see screenshot below):

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

For the fourth item under Application Questionnaire(s), you will need to read the information, sign the document electronically, and follow up with payment of the registration fee:

- **Registration fee:** There is a \$60 registration fee with Harper College. To pay this fee using a credit card, please use our online system:
<https://quikpayasp.com/harpercollege/qp/login/messageDispatcher.do>
If you wish to pay by check, you will have to visit the Harper College Business Office during normal business hours.

The remaining three items require additional information (see screenshot below under Signature Documents):

- **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.

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

<div>Richard F. Johnson</div> <div>Program: Lost Kingdoms of the Ancient Maya</div> <div>Term/Year: Summer, 2018</div> <div>Deadline: 12/15/2017</div> <div>Dates: 05/21/2018 - 05/30/2018</div>	<div>Application Instructions</div> <div>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 study abroad registration process.</div>										
<div>Itinerary</div> <div>The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.</div> <div>no location</div> <div>Start Date: 05/21/2018</div> <div>End Date: 05/30/2018</div>	<div>Signature Documents</div> <div>Click the following to view and digitally sign important documents to indicate your agreement and understanding.</div> <table><thead><tr><th>Title</th><th>Received</th></tr></thead><tbody><tr><td>Acknowledgement of Risk and Release of Responsibility</td><td><input type="checkbox"/></td></tr><tr><td>Permission for Emergency Treatment</td><td><input type="checkbox"/></td></tr><tr><td>Registration Fee: Continuing Education travel programs</td><td><input type="checkbox"/></td></tr><tr><td>Release for Multimedia</td><td><input type="checkbox"/></td></tr></tbody></table>	Title	Received	Acknowledgement of Risk and Release of Responsibility	<input type="checkbox"/>	Permission for Emergency Treatment	<input type="checkbox"/>	Registration Fee: Continuing Education travel programs	<input type="checkbox"/>	Release for Multimedia	<input type="checkbox"/>
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Release for Multimedia	<input type="checkbox"/>										
	<div>Application Questionnaire(s)</div> <div>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.</div> <table><thead><tr><th>Title</th><th>Received</th></tr></thead><tbody><tr><td>Insurance Coverage</td><td><input type="checkbox"/></td></tr><tr><td>Medical Release Form</td><td><input type="checkbox"/></td></tr><tr><td>Passport Information</td><td><input type="checkbox"/></td></tr></tbody></table>	Title	Received	Insurance Coverage	<input type="checkbox"/>	Medical Release Form	<input type="checkbox"/>	Passport Information	<input type="checkbox"/>		
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