

CREATE A TRAVEL STUDY ACCOUNT

Below are instructions on how to create a Travel Study account. This account is essential in allowing you to apply for your desired travel program, and everything else needed in order for you to have a successful and meaningful travel study experience.

PROGRAM SELECTION PROCESS AND HOW TO APPLY

Steps 1-6 will guide you through the "**Program Selection Process**", and "**How To Apply**".

TRAVEL STUDY ACCOUNT

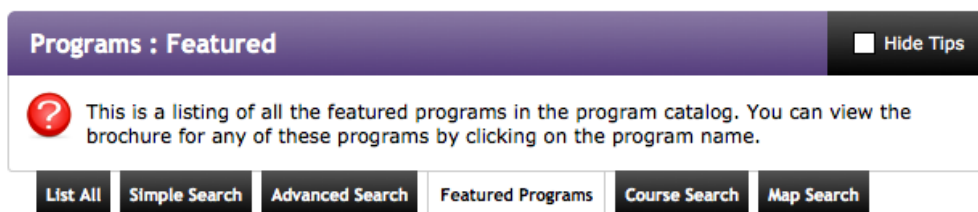
Steps 7-15 will prompt you how to create a "**Travel Study Account**".

PROGRAM SELECTION PROCESS & HOW TO APPLY: STEPS 1-6

1. Click on the "**Programs**" link above in the the top navigation



2. Find a Program by clicking on either "**Featured Programs, Map Search** or **List All**"



3. Click on the "program" that is highlighted in pink

Programs : Featured Hide Tips

This is a listing of all the featured programs in the program catalog. You can view the brochure for any of these programs by clicking on the program name.

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

Featured Program	Description	Save/Share
Barcelona Barcelona, Spain Terms: Spring	Description: <i>The travel study program is a course within the Integrated Learning Department of Otis, and will partner with a group called What is A?, a design collective engaged in arts education for children and youth in Barcelona, Spain. What is A? [...]</i>	
Brazil Rio de Janeiro, Brazil; Sao Paulo, Brazil Terms: Spring	Description: <i>Travel Study: Brazil 2015 will present students with information about and unique experiences within two major urban centers of Brazil: São Paulo, the largest metropolitan area (20 million inhabitants) in the southern hemisphere with its seemingly[...]</i>	

4. You will come the "Brochure" page that shows information regarding the program

5. Click on "Apply Now" before requesting a login.

Barcelona, Spain (Outgoing Program) ★ Featured

Program Terms:	Spring	Apply Now Request Info Print
Program Dates & Deadlines:	Click here to view	Request Advising
Restrictions:	Otis applicants only	
Budget Sheets	Spring	

6. Click the "Ok" button

Outgoing Program

You are about to create an application. Are you sure you wish to do this?

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

NOTE: For additional assistance with this process please contact the Center for International Education, AHMN 215, Ph# 310-665-6994, **Email:** international@otis.edu.

CREATE A TRAVEL STUDY ACCOUNT: STEPS 7-15

7. Select **"I do not have login credentials to this site"** and click the Submit button

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. Select **"I am registered at Otis"** and click Submit

Please indicate which type of user you are:

- I am registered at Otis.

Submit

9. Create an Account by filling out the information on the new page and clicking the Create Account button

Security : Login (new user)

Hide Tips



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

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


10. Be sure to check your email address when coming to this message

An email will be sent shortly with your login information. Once you login, you will be returned to your previous location.

Follow the directions on the email to login to the website.

11. After logging in follow the directions on the next page

Choose Security Questions Hide Tips

 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.

Select Password Reset Security Questions

Question #1:	Select One: <input type="text"/>
Correct Response:	<input type="text"/>
Question #2:	Select One: <input type="text"/>
Correct Response:	<input type="text"/>
Question #3:	Select One: <input type="text"/>
Correct Response:	<input type="text"/>

12. You will be prompted to change your temporary password

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 5 characters

13. Select the available term to begin applying

Available Terms

Spring, 2015

14. Fill out the information on the next page

Applicant Parameters:	
Required Parameters:	
X-Number *	<input type="text"/>
Class Level *	Choose One: <input type="button" value="v"/>
Academic Major *	Choose One: <input type="button" value="v"/>
Cumulative GPA *	<input type="text"/>
Expected Graduation Date *	<input type="text"/> (Format: mm/dd/yyyy)
Are you in good behavioral standing with Otis? *	<input type="radio"/> Yes <input type="radio"/> No

* Required

Required Addresses:	
Current Address	
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code (or Postal Code):	<input type="text"/>
Country:	Select One: <input type="button" value="v"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Mobile:	<input type="text"/>

 >

15. After completing the applicant information you will be taken to **"My Applications"** which indicates you are now logged into your Travel Study account, allowing you to view your program applications.

NOTE: For additional assistance with this process please contact the Center for International Education, AHMN 215, Ph# 310-665-6994, **Email:** international@otis.edu.