Global UGRAD Program

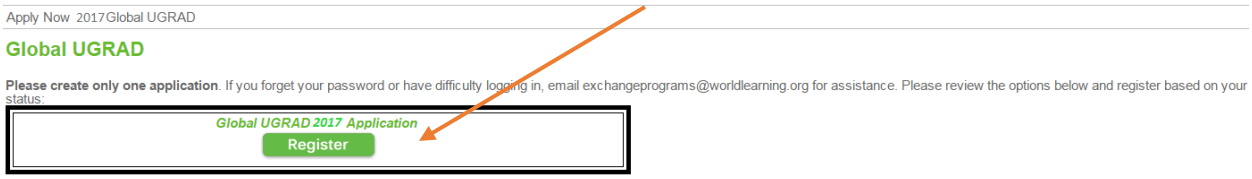
Application Instructions for Global UGRAD 2017-2018 Portal Step-by-Step

I. REGISTERING FOR THE PROGRAM

Google Chrome and Mozilla Firefox work best when completing the UGRAD application. We do NOT recommend using Internet Explorer.

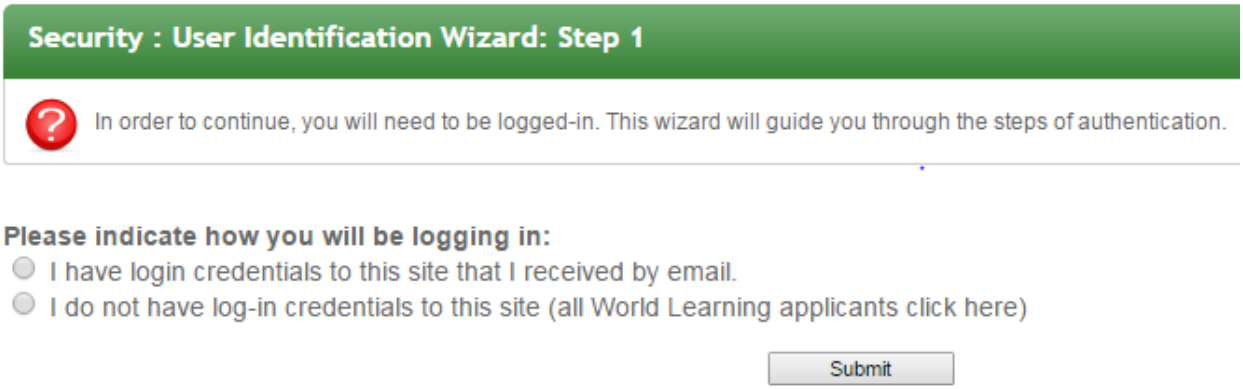
Register for the program using this link: http://exchangeprograms.worldlearning.org/?go=globalUGRAD1718

Select the Global UGRAD 2017 Application and click 'register'.



The site will then ask if you already have login information for the portal.

- If you applied for UGRAD in the past, select the first option: "I have login credentials to this site that I received by email".
- If this is your first time, select the 2nd option: "I **do not** have log-in credentials to this site".



If you **have a login from last year**, please sign in using your existing credentials. Once you do this, select "Academic Year 2017-2018" to begin your new application, and skip to pages 6-8 in this guide for more application tips. **DO NOT** create a new account if you cannot remember your password. (*Note: your username is your email address*.) If you cannot remember your password, request a new password by clicking "Forgot password?".

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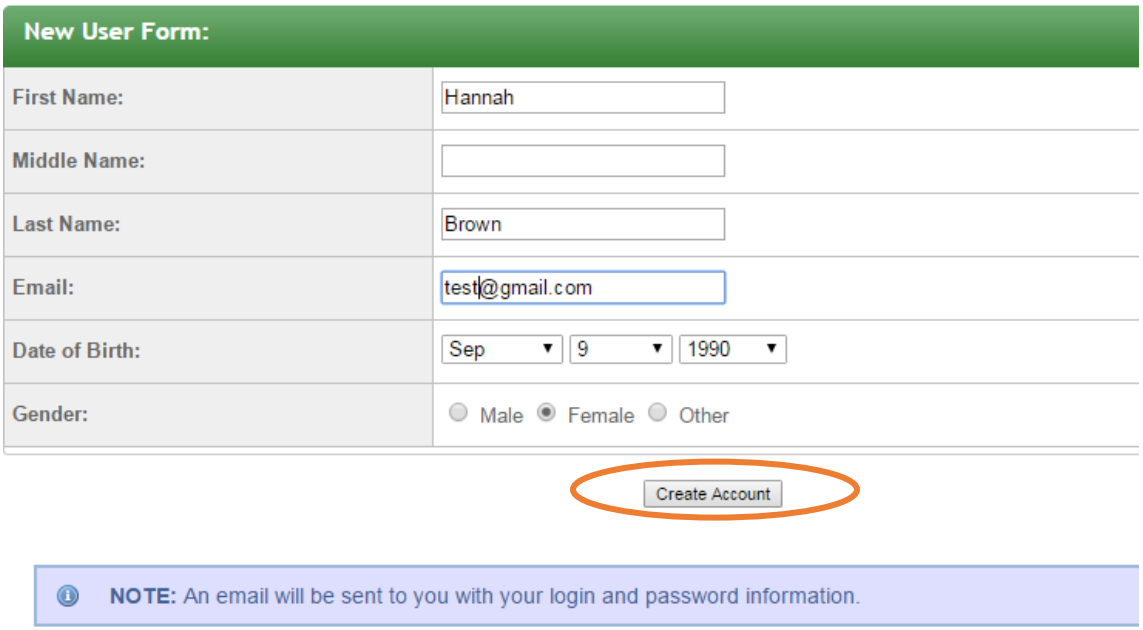
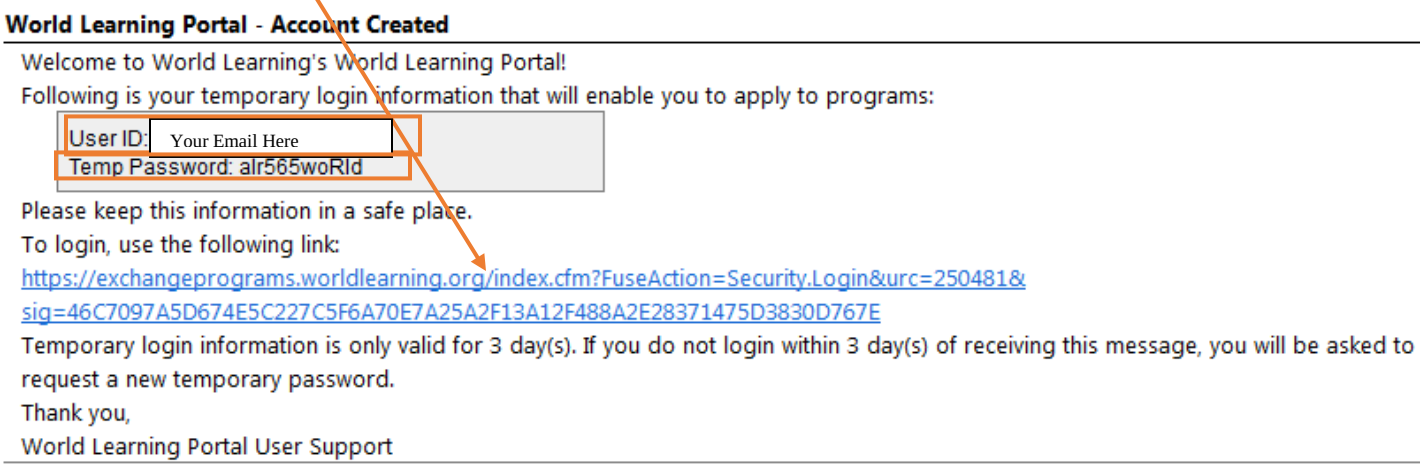
If you are a **new applicant**, after selecting the 2nd option, you will fill out the "New User Form" to register. The email address you use to sign up will be your registration email and user name. Filling in the "New User Form" will generate temporary login credentials for the application site.

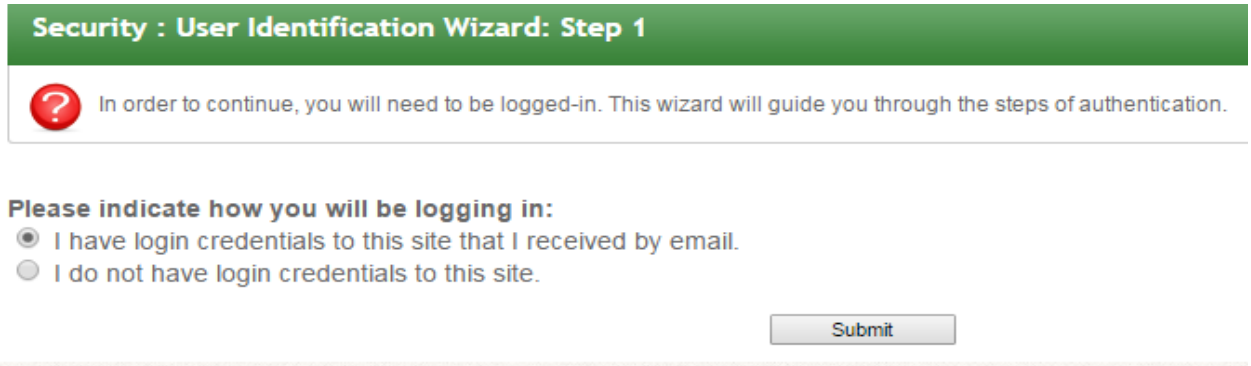


After completing the form and clicking "create account," check your email for your temporary password, and follow the link to sign in.

You MUST follow the link in your email to correctly access the application site for the first time!



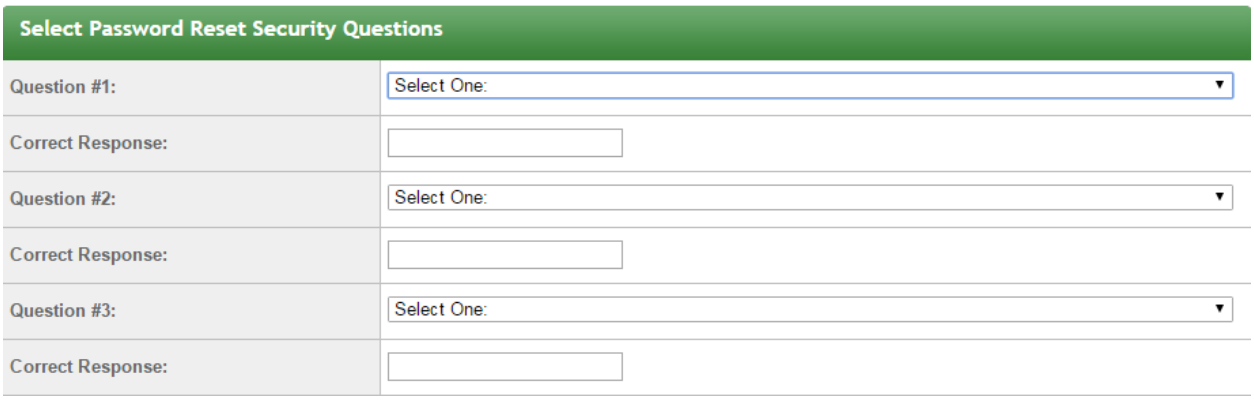
After following the link, you will see the following message. Click "I have login credentials to this site that I received by email" and press "Submit".



Type your user ID (email) into the Username field and use your temporary password to sign in.

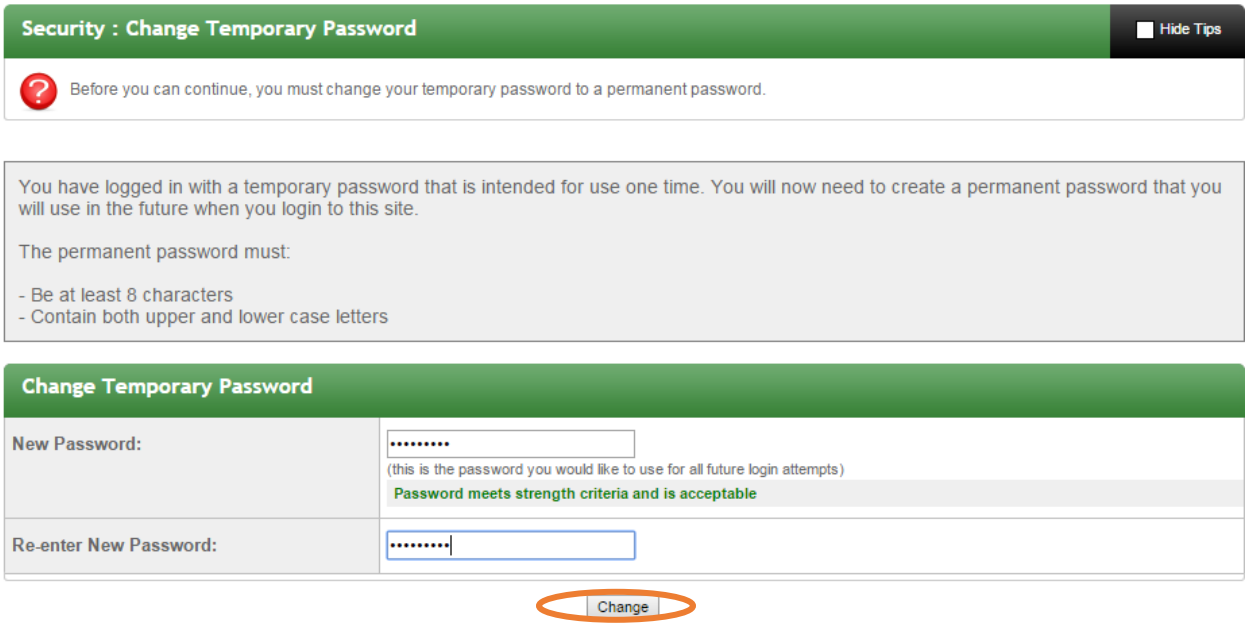
Security Questions

Next you will choose security questions and change your password. Once you have done so, be sure to write down both the answers to your security questions and your new password and keep them somewhere safe for future reference.



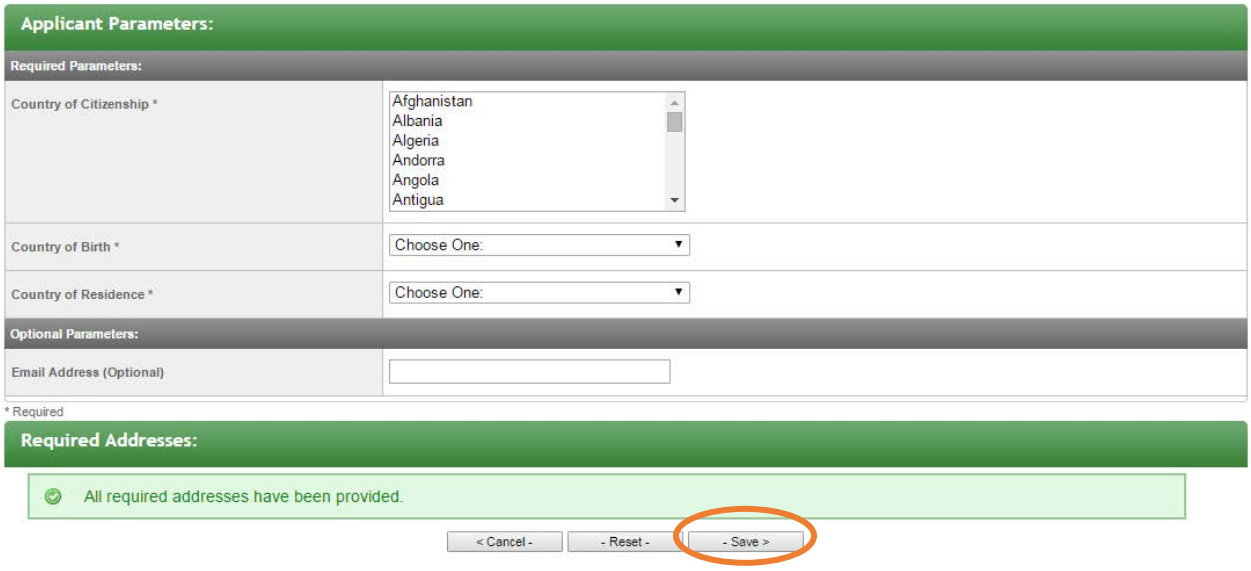
Change Password

Create a new password you will remember and press “Change”.

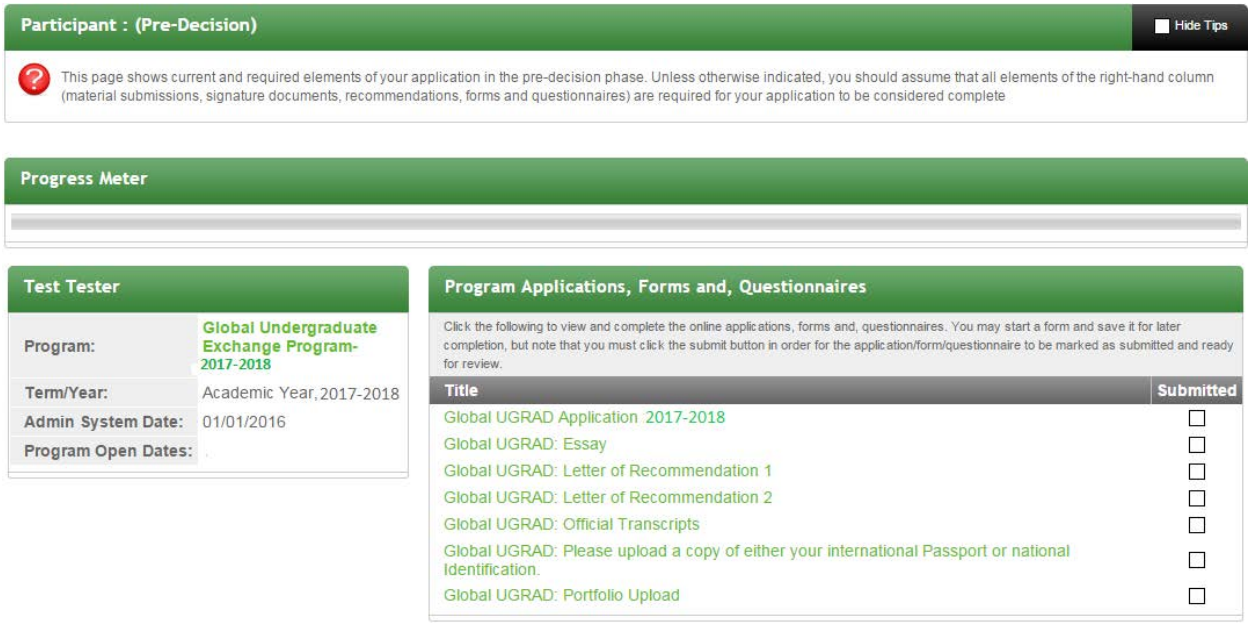


Next, choose Academic Year 2017-2018 and press “Apply”.

Fill in your Applicant Information and press “Save”.

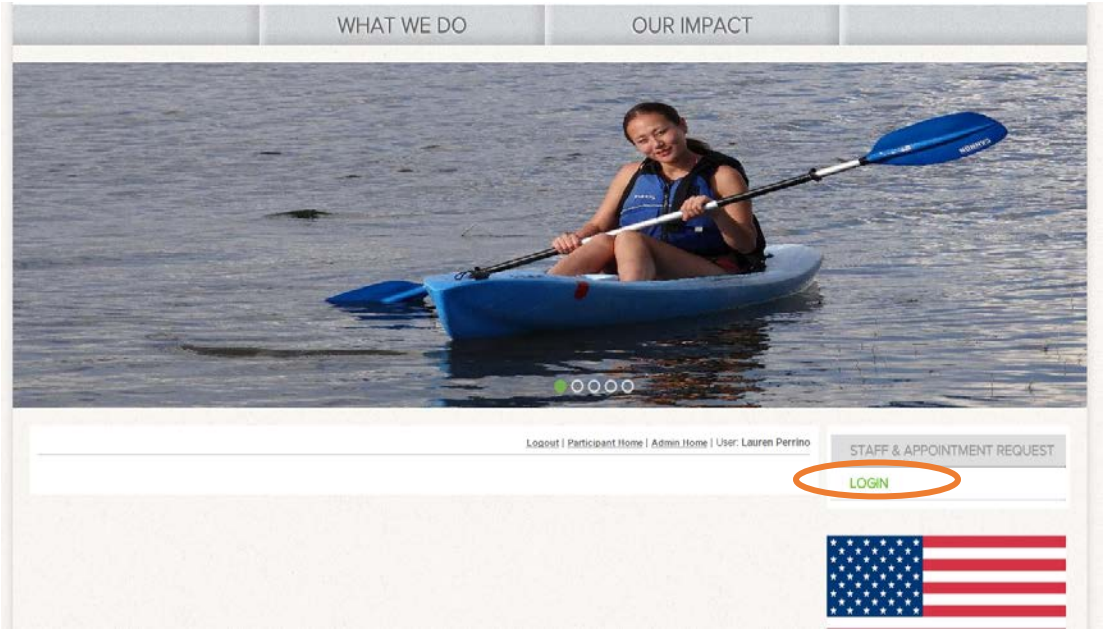


After answering and saving this information, you will be taken directly to your Participant Homepage and may begin to complete your application.

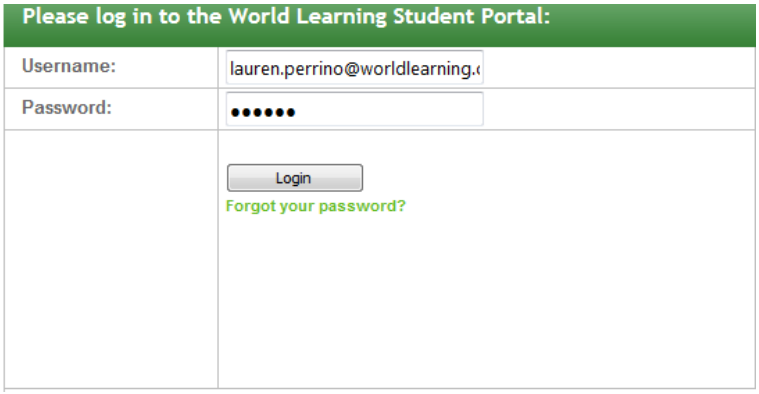


II. LOGGING IN

Now that you have set up your account and changed your password, you may regularly access the Portal at http://exchangeprograms.worldlearning.org/ using your permanent login credentials (registration email and newly-changed password).



III. FORGOTTEN PASSWORD

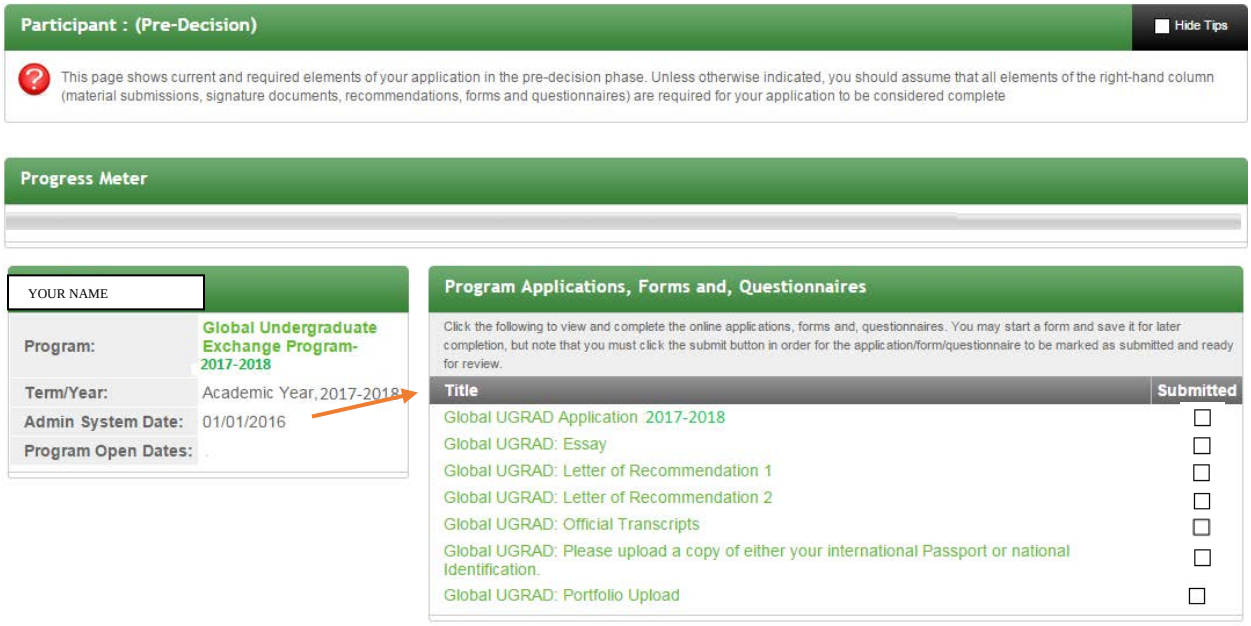


If you forget your password, on the login screen, click "Forgot your password?" and follow the instructions on the next page.

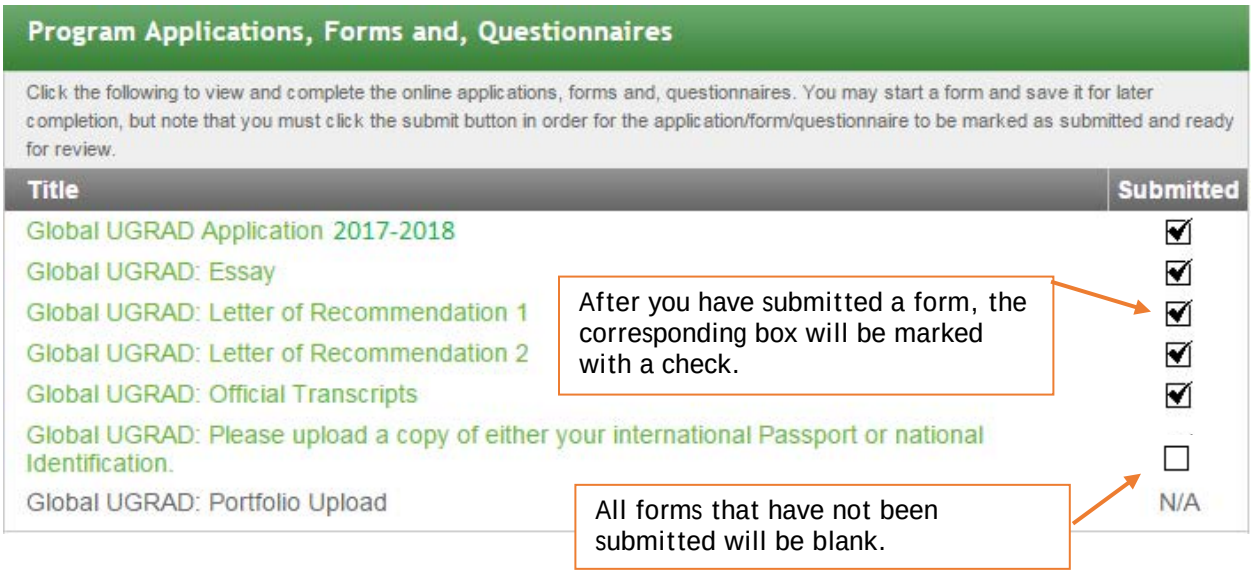
World Learning will send you an email with temporary login credentials (similar to what you received when you initially registered your account) so that you can regain access to the site and reset your password.

IV. PARTICIPANT HOMEPAGE

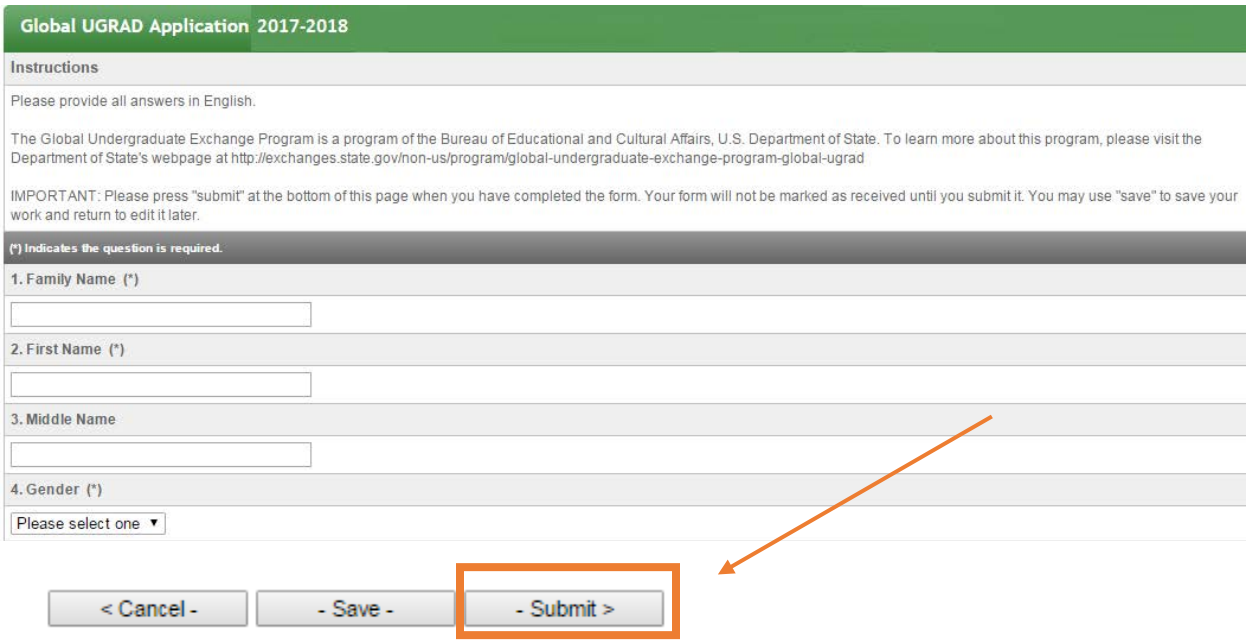
Your Participant Homepage will list all of your required forms. All program forms and upload spots are shown here:



Click on the name of a **form** (in green) to begin answering questions or to upload a document.



Once you have responded to all required questions (marked with *), you must "submit" the form in order for it to be considered complete and ready for review.



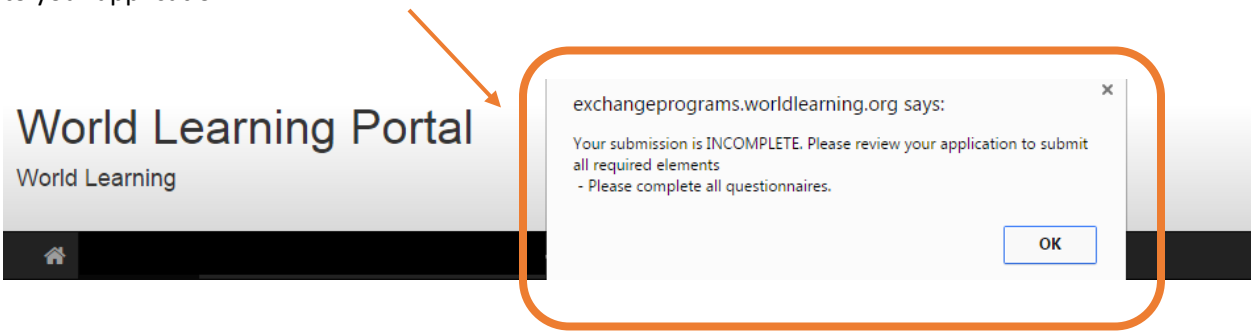
You may press "Save" to save your work and come back later to edit. "Submit" your form when it is complete. You will not be able to edit it after you submit the form.

V. PROGRESS METER

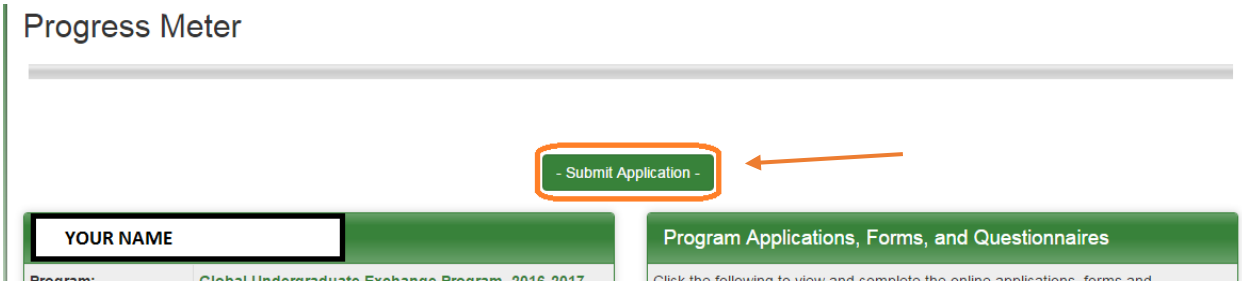
The **Progress Meter** is located toward the top of your home page and will help you gauge the completeness of your application. Once you have **completed** and **submitted** all required parts of your application, the meter will display a message that your application is complete.

VI. SUBMIT APPLICATION

The "Submit Application" button at the top of the page is your final submission button.
If the progress meter is complete and all forms have a check mark, then your application is finished. If you click the **Submit Application** button, an error message will appear if there are missing components to your application.



Once you have **completed** and **submitted** all required parts of your application, click on the "Submit Application" button. You will receive an immediate confirmation message.



You will also receive an automated email within 24 hours after submitting all your forms to confirm that your application is complete.