

Login to GPS

Click on the **Login/Register** Tab. Enter **NetID** and password. Once you have successfully logged in, click on the **Program Admin** tab (on the left Navigation Panel).

- If you do not see **Program Admin** (on the left Navigation bar), please email globalps@princeton.edu to get access to the GPS site as Administrator.
- If you have a problem with your NetID or password, call OIT Help - 609-258-4357.

Complete Checklists

It is recommended that you and your department prepare the following information, prior to creating or updating a program.

Review and Complete Checklist

- ✓ Program Scope/Description
- ✓ Program Type
- ✓ Term(s) and Dates applicable
- ✓ Budget(s) applicable
- ✓ Applicant prerequisites Princeton Non-Princeton (at universities with whom Princeton partners)

Items to Create Prior to Creating or Updating Program

- ✓ Program Description Content
- ✓ Questionnaire form requirements
- ✓ Brochure content
- ✓ List of requirements
- ✓ Reviewer selection and process
- ✓ Recommender process

Prepare to Create or Update a Program

Once you have prepared the items, and put into place the processes, from the previous checklists, you can use the GPS site to create or update the Programs for your department (and add details about partner programs offered through Princeton University). For more information about Program details, see the Quick Reference Guide - **Create and Manage Programs**:

http://gpshelp.princeton.edu/sites/gpshelp/files/createandmanage_programs.pdf

About Programs and Requirements

Your department should assemble the requirements that applicants must complete when they apply for a Program. When you create a program, these details are covered in the GPS process used to create and/or update your Program(s).

New Programs

1. Click on **Create New**
 2. Type in Program Name.
 3. Choose the Program Group and Program Type.
 4. Uncheck a box, as needed, if the program applicants are limited to either Princeton or Non-Princeton.
 5. Add link for website homepage, if available.
 6. Click on **Add**.
- **Note:** Once you complete the program details, click on the checkbox next to **Active** for your brochure to be visible to applicants.

Applicants must provide such details as personal information, budget needs, questionnaires, materials, and documents for prior to and when traveling abroad.

Add New Program Details

It is recommended that you organize and enter new program details using the tabs for Program creation and update in the following order:

1. General
2. Locations
3. Parameters
4. Terms
5. Dates
6. Budget Sheets
7. Brochure
8. Settings
9. Requirements

For information about adding Program details, see the sections, *Access Details* and *Add Program Details*, in the Quick Reference Guide - **Create and Manage Programs**.

Updates to Programs

For instructions about updating program details, refer to the Quick Reference Guide - **Create and Manage Programs**:

http://gpshelp.princeton.edu/sites/gpshelp/files/createandmanage_programs.pdf

Create and Manage Questions

To complete your Program details, you must create applicable questions for applicants. For information and instructions about updating creating new questions and using questions from the question bank, you can refer to the Quick Reference Guide - **Create and Manage Questions**:

<http://gpshelp.princeton.edu/sites/gpshelp/files/createandmanagequestions1.pdf>



Build Questionnaires

Once you have prepared and typed in the questions relevant to your Program and the applicants, you must build a questionnaire that is applied to the term and dates of each Program that your department sponsors. For information about using new questions and existing questions from the question bank, you can refer to the Quick Reference Guide - **Build Questionnaires**:
http://gpshelp.princeton.edu/sites/gpshelp/files/build_questionnaires.pdf

Activate an Updated Questionnaire(s) for the Program Term

The application cycle **determines the term of study** for which your applicants may apply. In order for a questionnaire to appear in your program, you must deploy the questionnaire for an application cycle:

1. Go to **Process Admin -> Application Cycle**.
2. Select the Term Date and Term for which the questionnaire(s) must be available.
3. Click the **Question** tab.
4. Check the questionnaire on the list; click **Update** to make the questionnaire active.

About Recommenders

Once an applicant names a recommender, that person must receive an email notification with a link for submitting their recommendation. For instructions, refer to **Recommender Help**:
http://gpshelp.princeton.edu/sites/gpshelp/files/gps_recommender_help.pdf

About Reviewers

A list of Reviewers must be established for all applications to your department for a specific term. The GPS System Administrator will establish the reviewer lists. The department Administrator determines what information the Reviewers can see.

Establish Reviewers

To request a list of Reviewers for your department applications, you must send information to the GPS System Administrator. For instructions, refer to the Quick Reference Guide – **Establish Reviewers**:
<http://gpshelp.princeton.edu/sites/gpshelp/files/establishreviewerslist.pdf>

Information for Reviewers

The Reviewers for Program applications must follow the processes from your department, as well as those program or location-related. For instructions, refer to **Reviewer Help**:
http://gpshelp.princeton.edu/sites/gpshelp/files/gps_reviewer_help.pdf

How to Review Applications

The applicant review process entails several tasks, as well as a sequence of actions and responses, that must take place during various application phases.

To understand your role as Administrator processing the applications during each phase – including the actions required by you and the applicants – refer to the to the Quick Reference Guide- **Application Review Process**:
http://gpshelp.princeton.edu/sites/gpshelp/files/applicationreview_process.pdf

Manage Queries and Reports

A query is the result you get when looking for a specific group of students or other specified criteria. A report can be created from requesting query results. You can edit, save, share and send communications about queries and reports. For instructions about using new queries and maintaining standard, reusable queries and report, refer to the Quick Reference Guide – **Queries and Reports**:
<http://gpshelp.princeton.edu/sites/gpshelp/files/createqueriesandreports.pdf>

Additional Information

Contact globalps@princeton.edu if you need help with:

- More details about the Administrator processes
- How to address issues you have with the Administrator processes.

To review a Video on the Administrator processes: click on [<LINK>](#). [\[need several\]](#)

Other Help Documents

Both Princeton and Non-Princeton applicants interested in, or applying for, Programs may use the **Student Help**, provided on the GPS Help site.
http://gpshelp.princeton.edu/sites/gpshelp/files/gpsad_minhelp.pdf

You can also refer to an **Overview** of all Administrator processes, provided on the GPS Help site.
http://gpshelp.princeton.edu/sites/gpshelp/files/gpsad_minhelp.pdf

