Log in to GPS at [https://gps.princeton.edu](https://gps.princeton.edu).

Select Non-Princeton Login/Register. If you have logged in before, your username is your Princeton email address including the “@princeton.edu.”

If you have forgotten your password, select “Forgot Your Password” under the login button. The system will send you an email with instructions for resetting your password.

If you have not logged in previously and need login credentials, contact globalps@princeton.edu. You will receive an email from globalps@princeton.edu with login instructions. The login information will expire within 24 hours. The first time you login, you will be prompted to create security questions and complete new user profile questions. You will only need to do this once.

**General Help**

Once you are logged in to your Admin Home on [gps.princeton.edu](https://gps.princeton.edu), you will see the Terra Dotta Support panel in the bottom right of your view. The “Browse Knowledgebase” link will allow you to search for information on many topics.

The following articles may be especially helpful to you:

- Program Builder
- What is a Program Brochure?
- Managing Application Materials
- Managing Questionnaires
- Managing Question Items

In addition to these web resources, please feel free to contact globalps@princeton.edu who will connect you with a project team member best-suited to address your questions.
First Time in GPS?

If you are new to GPS, we recommend that you take a look around!

View Existing Programs

Notice the left navigation menu which will look something like Image A below. Select Program Admin (Image A), then List All (Image B) to see a list of all program groups that have been created in GPS to date (Image C).

Select one of the folders to open it and see a list of all programs in that group. Select the magnifying glass icon in the row of a program you want to preview (Image D).

You will notice that the programs in GPS are at various stages of development. Some have been completely built out while others are just frameworks for their programs.
Create a Program

To get started on creating a program, select **Program Admin** from the left navigation menu, then **List All**. On the **Program Admin** page, select the black button for **New Program**.

![Program Admin](image)

Complete the fields in the Program Description section and select **Add**. The “**Program Builder**” page will then open up.

![Program Builder](image)

Note the black tabs under the name of your program. These tabs will open up pages that allow you to customize your program and application in GPS. Start with the **Locations** and **Terms**. Refer to the Knowledge Base article on Program Builder for detailed instructions on each step in the program builder. Note: you must be logged in to GPS to open this article.
Designing Applications for Your GPS Program

When you have created your program, you can begin to design your application. Open the “Program Builder” for your program. Go to Program Admin > List All, open your program group folder, and select the pencil icon under the actions column for the program you wish to edit.

Select the Requirements tab to add application materials.

➢ Helpful Link: Managing Application Materials (you must be logged in to GPS to access this resource).

Requirements

Select a term. Note what requirements are currently listed. Some requirements have been assigned to all programs in Terra Dotta. If you think they do not apply to your program’s applicants, contact globalps@princeton.edu.

Build a Questionnaire

You may either select an existing questionnaire or build your own unique questionnaire. To build a new questionnaire, you must select questions from the Question Items List and/or add new question items. To review the existing question items, on the left navigation menu, select System Settings > Question Items. Review existing question items. Determine if you need to add question items to the question bank. If so, follow the instructions for adding a new question item.

1. From the left navigation menu, select Process Admin > Questionnaires.
2. View existing questionnaires and determine if any already exist that would meet your needs. If so, skip to Step 4.
3. Select New Questionnaire.
   a) Questionnaire Name—Enter a name for your questionnaire which includes your program or department to make it unique.
   b) Applies to--select the group(s) for which the questionnaire will apply
   c) When to Display—select the point in the application process to display this questionnaire (advising; application process; post decision; while abroad; returnee)
   d) Delivery Date: Enter a date on which you want the questionnaire to appear/be available to applicants
e) **Is this a conditional submission?**—By making a questionnaire conditional for the applicants, it will only appear to the applicant if they fulfill certain conditions. If you make it conditional, a text box appears where you can include the conditional question. This question will be presented to applicants before they submit the questionnaire. You can make the submission option available only to the applicants who respond or do not respond to the question by selecting the appropriate radio button for the option Submission applies to applicants who respond.

f) **Is this an internal-use questionnaire?**—You can also classify the questionnaire to be for internal use only by selecting the appropriate radio button. This means that the questionnaire will never be seen by the applicant. It will be completed and viewed by administrators only.

g) **Does this apply to all terms?**—Is this questionnaire going to be used for your program application for any term (spring, summer, fall, wintersession, etc) or will you need different questionnaires for different terms?

h) **Does this apply to all programs?**

   **CAUTION - ALWAYS SELECT “NO”**. Selecting “yes” will apply this questionnaire to **ALL PROGRAMS** in GPS, **not just your department’s programs or your program group**.

   When you select No, the “Select Applicable Programs” section opens. Carefully select the individual program name(s) or the program group for which this questionnaire applies.

i) **Apply student parameter filters?**—If you choose to Apply Applicant Parameter Filters, you can choose which applicants will see the questionnaire. For example, you could choose to deploy that questionnaire only to applicants who are not a US citizen. You can only filter by one parameter and it must be a single selection, multi-selection, or yes/no parameter.

j) **Allow applicants to copy responses?**—Applicants have the ability to duplicate answers they submitted for questionnaires that are shared between applications if the questionnaire has been configured to allow the applicant to copy responses. The applicant will then have the ability to copy their responses for the same questions across applications.

k) **Allow applicants to edit responses after submission?**—yes/no

l) **Instructions**—Enter instructions for this questionnaire. For essay questions, it is useful to put your program-specific essay instructions in the questionnaire instructions field and have only the one question item in the questionnaire.

m) **Available Questions**—Check the boxes next to the individual question items that should be included in this questionnaire. (Question Items should be made before making a questionnaire.) You may select question items from several different folders.

4. Click **Add** to create the new questionnaire.

   ![Questionnaires: Manage All (Outgoing)](image)

   - Helpful Link: [Managing Questionnaires](#) (you must be logged in to GPS to view this resource).

### Add a New Question

On the left navigation menu, select **System Settings > Question Items.**
1. Select **New Question Item**.

2. Fill in the relevant question details.

   a) **Question Name**: This can be the actual question or, if your question is long, provide an abbreviated version in the question name field and enter the longer question in the instructions field.

   b) **Question Type**: Design your question as needed.

   - **Single selection** - When you select this option, a form appears at the bottom of the page. Type one of the possible answers into the blank field and click Insert. Repeat this for each possible answer. The applicant will be allowed to choose one of the answers that you have in the list box.

   - **Multiple selection** - This works in the same manner as the previous option, but applicants are able to select more than one answer in the list box.
• **Short Description** - The applicant is given a large text field to type in the answer to the question. A short description has a limit of 4,000 characters, roughly the length of a paragraph, and a countdown box so you can see when you are getting close to the end.

• **Field** - A radio button is displayed to choose either text or numeric field. The applicant is given a field with a single line to answer the question. Fields have a 200 character limit, roughly the length of a short sentence.

• **Essay** - The applicant is given a large WYSIWYG field for formatted text. Essay questions are essentially unlimited in length. Applicants can upload documents into this field.

NOTE: *This is the question type to use when requiring applicants to upload documents such as resume, essay, personal statement, etc.*

• **Yes and No** - The applicant is given a choice between yes and no.

• **Yes and No, with explanation for Yes** - The applicant is given a choice between yes and no. If the applicant answers 'yes,' a field will appear where they can type an explanation for their 'yes' answer.

• **Yes and No, with explanation for No** - The applicant is given a choice between yes and no. If the applicant answers 'no,' a field will appear where they can type an explanation for their 'no' answer.

• **Date** -- No option values need to be created. Applicants will be asked to select a date using the calendar widget.

• **Rating** -- No option values need to be created. Applicants will be asked to rate the question's subject with 1 to 5 stars.

  c) **Folder**: File your question into the appropriate folder. For general application questions that others may opt to use, file it in the “General Application Instructions” folder. For questions specific to your program, file it in your department/program folder. Browse other folders for examples.

  d) **Instructions**: You can provide instructions related to the question item in the space provided.

  e) **Response Required**: Select the radio button to indicate if a response is required by the applicant or not.

3. Select **Add** to add your question item to the question bank.

➢ **Helpful Link**: Managing Question Items (you must be logged in to GPS to view this resource).

**Materials**

Materials include signature documents and material submissions. Signature documents are documents the applicant must sign in agreement or acknowledgement of the contents. These documents are considered official signatures by virtue of the applicant logging in to GPS via CAS (for PU students) or via a signature verification form (for non-PU students). Material submissions are documents that the student must physically return to your office.

From the left navigation menu, select **Process Admin > Materials**. You can see the various titles of materials in different phases with the type specified, such as Material Submission (MAT) or Signature Document (SIG). Click the name of the material to view or the pencil icon to edit. The envelope icon present in the Type column for some materials indicates that mailing instructions have been provided for the material.

Note—Resumes, transcripts, essays, and personal statements should be entered via questionnaires rather than as materials.
Add New Application Material

2. Fill in the relevant details for materials.
   a) Material Title—Enter a name for your material, select the type, which type of applicant the material applies to, provide a delivery date, and select a phase during which the material is to be displayed.
   b) Submission Type—Select signature document or material submission.
      a. If you select Material Submission, you may check the box to include mailing instructions.
   c) Applies to—Select the relevant category of applicant
   d) When to Display—Select the relevant application phase
   e) Delivery Date—Enter a date on which you want the material requirement to appear to applicants
   f) Is this a Conditional Submission?—You can make a material conditional for the applicants. This means that the material is available to the applicants only if they fulfill certain conditions. Select the radio button Yes for the option “Is this a conditional submission?” A text box appears where you can include the conditional question. This question is provided to applicants before they submit the material. You can make the submission option available only to the applicants who respond or do not respond to the question by selecting the appropriate radio button for the option. Submission applies to applicants who respond.
   g) Does this apply to all terms?—Is this material going to be used for your program application for any term (spring, summer, fall, winter session, etc) or will you require different materials for different terms?
   h) Does this apply to all programs?
      CAUTION - ALWAYS SELECT “NO”. Selecting “yes” will apply this material to ALL PROGRAMS in GPS, not just your department’s programs or your program group.
      When you select No, the “Select Applicable Programs” section opens. Carefully select the individual program name(s) or the program group for which this material applies.
   i) Apply applicant parameter filters—If you choose to Apply Applicant Parameter Filters, you can choose which applicants will see the material requirement. You can only filter by one parameter and it must be a single selection, multi-selection, or yes/no parameter.
   j) Content/Instructions—You may provide detailed instructions for this material in this text box; you may upload a form that must be printed and completed; or you may insert a link to more extensive applications published on your website.
3. Click Add to create new application material.
About Application Cycles

Once you have created your application materials and questionnaires, you must deploy them to application cycles in order for them to appear in your program application.

1. Select **Process Admin>App Cycles**

2. **Year**—Select the relevant application year. Then select the edit pencil next to the relevant application term.

3. **Dates**
   
   **CAUTION** - **Do not alter the application dates or checkbox in this section.**
   Altering these dates will affect other programs in an active cycle. You can edit the application dates in your individual programs.
4. **Questionnaires** — All GPS questionnaires are listed here. Some questionnaires are checked (meaning they have been deployed to this app cycle) and some are not. Find your questionnaire(s) and check them to make them appear in this app cycle.

   **CAUTION** - Do NOT uncheck any questionnaires that are not yours.

5. **Materials** — All GPS materials are listed here. Some materials are checked (meaning they have been deployed to this app cycle) and some are not. Find your material(s) and check them to make them appear in this app cycle.

   **CAUTION** - Do NOT uncheck any materials that are not yours.
Verify Your Application Components

1. Go to Program Admin > List All. Open the program group folder and select the pencil icon next to your program.
2. Select Requirements. Select the relevant Term/Year.
3. Verify that all of the desired materials and questionnaires are listed as requirements.
### Materials for Outgoing Programs

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<th>Type</th>
<th>Program Specific?</th>
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<tr>
<td>Post-decision</td>
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<td>Both</td>
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<td>University Sponsored International Travel Terms and Conditions</td>
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<tr>
<td>Questionnaires for Outgoing Programs</td>
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<td>Pre-decision (Application)</td>
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