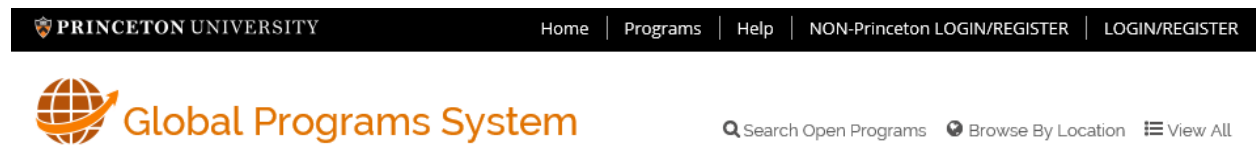


## Student Help

[Login](#) [Search Programs](#) [Save a Program](#) [Program Brochure](#) [Apply/Complete an Application](#) [Withdraw/Reinstate](#)  
[Add Profile](#) [View Profile](#)

### Login

The GPS login screen provides you the ability to register, login and search programs without logging in. You can save or apply for programs if you log into GPS. Otherwise, when you search a program, you can only view a program.



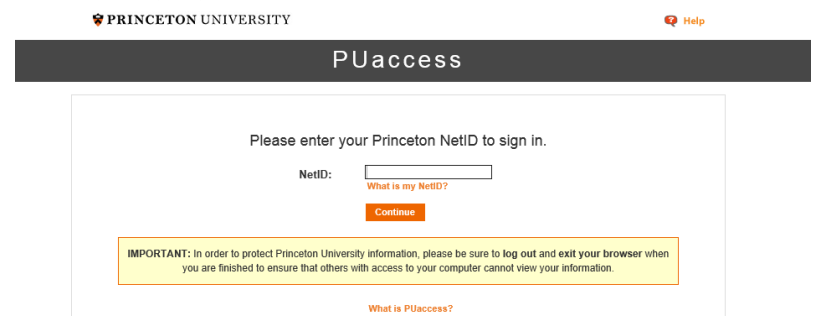
If you want to log in, use the appropriate following instructions.

#### For Princeton Students

1. Select **LOGIN/REGISTER**.
2. Enter your **NetID** and select **Continue**.
3. When prompted, enter your password.

If you have a problem with your NetID or password, call OIT Help - 609-258-4357.

#### GPS Webpage: [globalps@princeton.edu](mailto:globalps@princeton.edu)



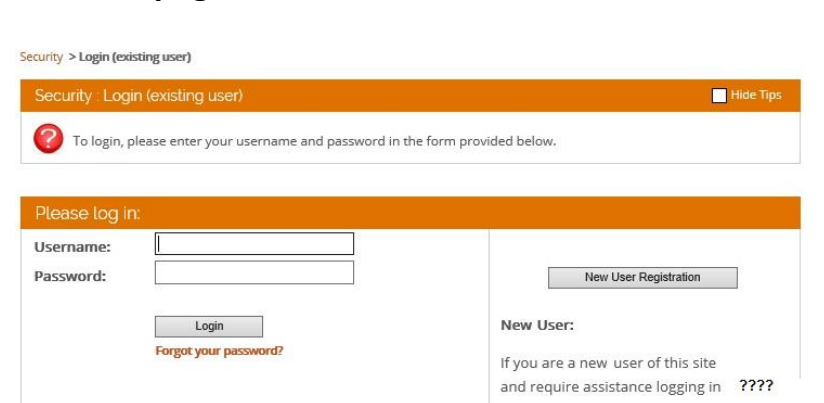
#### For NON-Princeton Students

1. Select **NON-Princeton LOGIN/REGISTER**.
2. Enter your Username and password and select **Login**.

If you forgot your password, select "Forgot Your Password". The system will send you an email with instructions for resetting your password.

If you are a NON-Princeton student, you should have received an ID from the GPS system. Contact [globalps@princeton.edu](mailto:globalps@princeton.edu) if you have a problem with your Id or password.

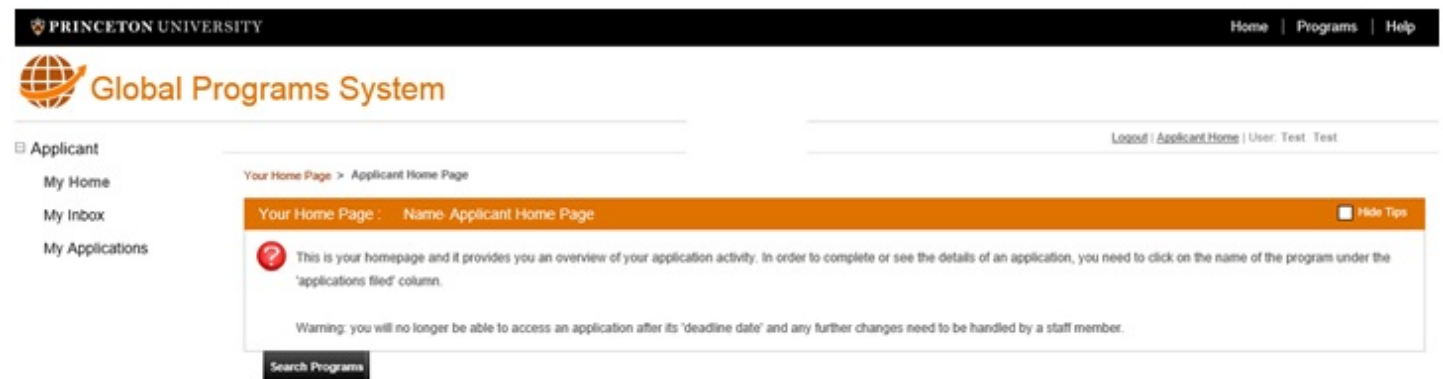
#### GPS Webpage: [globalps@princeton.edu](mailto:globalps@princeton.edu)



## After Successful Login

The first time you login to GPS, you will see a page that prompts you for some information.

## First-time Login: Home Page



PRINCETON UNIVERSITY Home | Programs | Help

Global Programs System

Logout | Applicant Home | User: Test Test

Applicant

- My Home
- My Inbox
- My Applications

Your Home Page > Applicant Home Page

Your Home Page : Name: Applicant Home Page Hide Tips

**?** This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

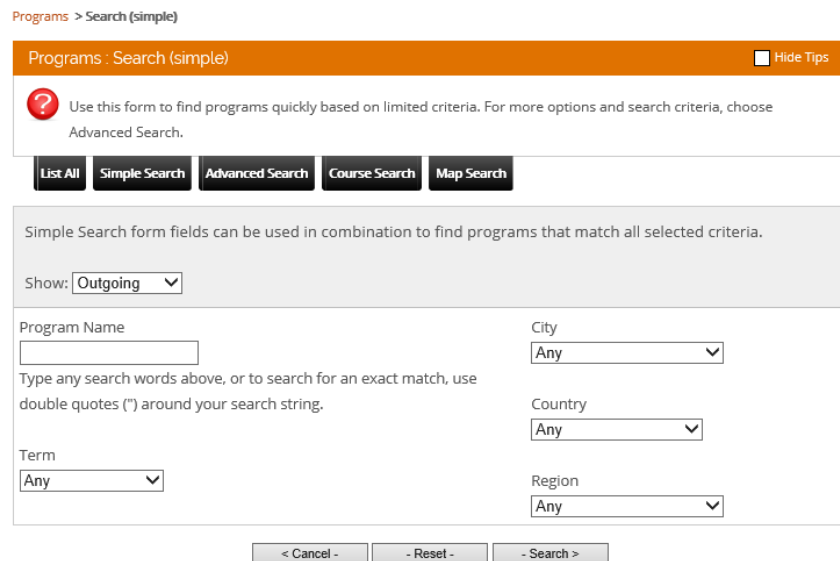
Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

**Search Programs**

## First Time Action: Select a Program

### Search Programs

Once you are logged in, from the GPS Home page, click on the **Search Programs** button. Search selection choices are straight forward. The following screen shows the details for a **Simple Search**.



Programs > Search (simple) Hide Tips

**?** Use this form to find programs quickly based on limited criteria. For more options and search criteria, choose Advanced Search.

**List All** **Simple Search** **Advanced Search** **Course Search** **Map Search**

Simple Search form fields can be used in combination to find programs that match all selected criteria.

Show: **Outgoing**

Program Name

City **Any**

Type any search words above, or to search for an exact match, use double quotes (") around your search string.

Country **Any**

Term **Any**

Region **Any**

**< Cancel -** **- Reset -** **- Search >**

You can also use the tabs to search for a Program in several ways.



**List All** **Simple Search** **Advanced Search** **Course Search** **Map Search**

An **Advanced Search** provides fields for you to refine your selection, as shown below. Your selected criteria displays just above the selected Program name(s), as shown in the following example.

**Location / Term:**

City: Any, Abruzzo, Accra, Acomhoek

Country: Italy, Jamaica, Japan, Jordan

Region: Any, Africa, Asia, Australia/Pacific Islands

Term: Any, Academic Year, Fall, Fall Semester

Partner Institution(s): Any, Institute of Political Science

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**Parameters:**

Dept Offering Program: Slavic Languages and Literatu, Spanish and Portuguese Lang, Study Abroad OIP, Woodrow Wilson School of Pu

Program Type: Any, Fellowship, Internship, Research Project

Language of Instruction: Any, Arabic, Catalan, Chinese

Select the name of the program to see the **Program Brochure** (page).




Programs > Program Search (results)

Programs : Program Search (results)  Hide Tips

Following is the list of programs based on the search criteria. Click any program name to view details or to apply.

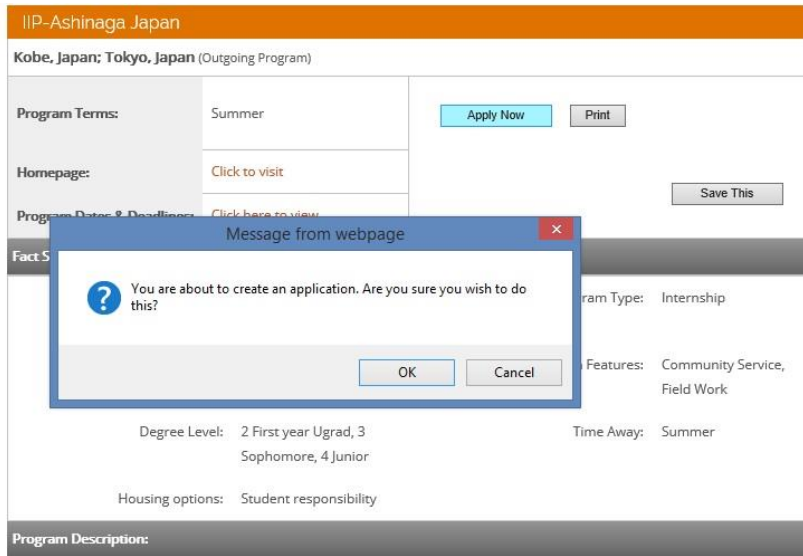
[List All](#) [Simple Search](#) [Advanced Search](#) [Course Search](#) [Map Search](#)

You searched for **Outgoing** programs within **Academic Year** term, having (Dept Offering Program equal to 'Study Abroad OIP'), that is in the country of **Japan**, sorted by **Program Name** in **ascending** order.

Program Name	City	Country	Region	Save/Share
Kyoto Consortium for Japanese Studies	Kyoto	Japan	Asia	
Kyushu University	Fukuoka	Japan	Asia	
University of Tokyo (Exchange)	Kyoto	Japan	Asia	
Waseda University	Tokyo	Japan	Asia	

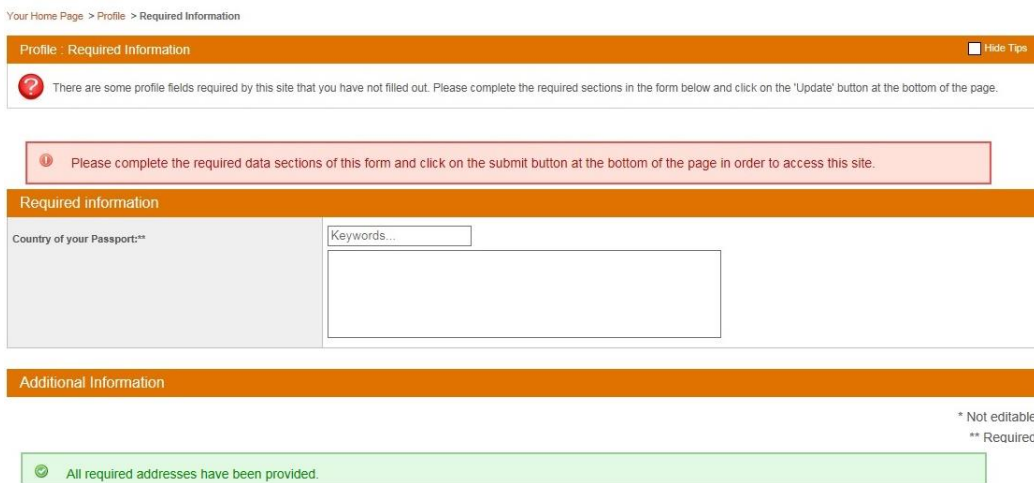
## Add a Profile

Whether or not you are logged in, the first time you select a program, and click **Apply Now**, you will be asked to confirm that you are creating an application.



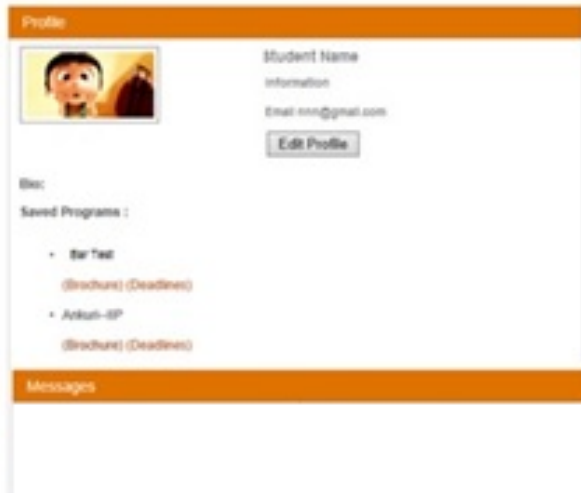
The screenshot shows a web page for the 'IIP-Ashinaga Japan' program, specifically for 'Kobe, Japan; Tokyo, Japan (Outgoing Program)'. The page includes fields for 'Program Terms' (Summer), 'Homepage' (Click to visit), and 'Program Dates & Deadlines' (Click here to view). There are buttons for 'Apply Now', 'Print', and 'Save This'. A modal dialog box titled 'Message from webpage' is overlaid on the page, asking: 'You are about to create an application. Are you sure you wish to do this?' with 'OK' and 'Cancel' buttons. Other visible details include 'Program Type: Internship', 'Features: Community Service, Field Work', 'Time Away: Summer', and 'Degree Level: 2 First year Ugrad, 3 Sophomore, 4 Junior'. 'Housing options: Student responsibility' is also listed.

Follow the directions for adding the required addresses, emergency contacts and then click **Update**.




The screenshot shows the 'Profile: Required Information' page. At the top, there is a breadcrumb trail: 'Your Home Page > Profile > Required Information'. Below the title bar, there is a red warning icon and a message: 'There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page.' Below this is a red box with a message: 'Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.' The main form area is titled 'Required information' and contains a 'Country of your Passport:\*\*' field with a 'Keywords...' input box. Below this is an 'Additional Information' section. At the bottom right, there are legends: '\* Not editable' and '\*\* Required'. A green success message at the bottom states: 'All required addresses have been provided.'

On your profile, you will see those programs you saved, as well as notifications and messages about your submitted applications. You can edit your profile with your image bio at any time by clicking on **Edit Profile**.



## Save a Program

Anytime you are logged in to GPS, once you find a program of interest, you can save that program by clicking on the Save/Share Button  (to the right of the program name).

Program Name ↑	City	Country	Region	Save/Share
Chile Global Seminar	Santiago	Chile	South America	
Japan Global Seminar	Kyoto	Japan	Asia	
A*Star IIM-IIP	Singapore	Singapore	Asia	

From the **Program** search page, you can review the program details, **Save** the program to your profile or **Print** the page. The process for applying for a program is covered next.

**IIP-Ashinaga Japan**

Kobe, Japan; Tokyo, Japan (Outgoing Program)

Program Terms:	Summer	<input type="button" value="Apply Now"/>	<input type="button" value="Print"/>
Homepage:	<a href="#">Click to visit</a>		
Program Dates & Deadlines:	<a href="#">Click here to view</a>	<input type="button" value="Save This"/>	

**Fact Sheet:**

Dept Offering Program:	International Internship Program (IIP)	Program Type:	Internship
Language Prerequisite:	No	Program Features:	Community Service, Field Work
Degree Level:	2 First year Ugrad, 3 Sophomore, 4 Junior	Time Away:	Summer
Housing options:	Student responsibility		

**Program Description:**

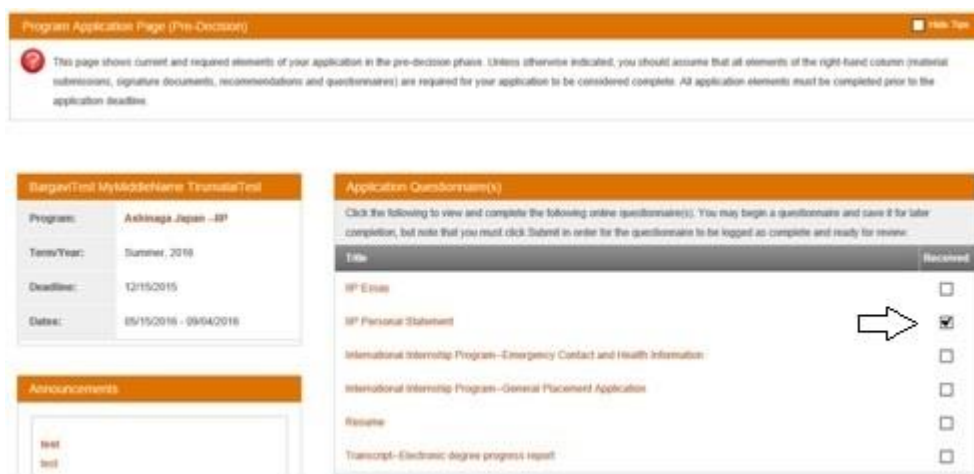
## Complete an Application

To apply for a program, you must fill out the questionnaire(s) and other materials for your selected program, then **Save** or **Submit** (see note below) the questionnaire.

- ❖ If you are a NON-Princeton applicant, you **MUST** send your signature documents to the appropriate sponsoring department.

Under Questionnaires, there may be several items to complete for the program for which you are applying. If you **Save** the questionnaire, you will not see the checkmark; however, you can open that saved questionnaire (or item) to complete later.

- ❖ Note: Once you **Submit** a questionnaire or other requirements, you will see the checked box for that item (as shown).



The screenshot shows the 'Program Application Page (Pre-Decision)'. It includes a warning message: '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. All application elements must be completed prior to the application deadline.'

Application details for 'Ashinaga Japan -JP' are shown:

- Program: Ashinaga Japan -JP
- Term/Year: Summer, 2018
- Deadline: 12/15/2015
- Date: 05/15/2016 - 09/04/2016

The 'Application Questionnaire(s)' section lists the following items with checkboxes in the 'Received' column:

Title	Received
JP Essay	<input type="checkbox"/>
JP Personal Statement	<input checked="" type="checkbox"/>
International Internship Program - Emergency Contact and Health Information	<input type="checkbox"/>
International Internship Program - General Placement Application	<input type="checkbox"/>
Resume	<input type="checkbox"/>
Transcript - Electronic degree progress report	<input type="checkbox"/>

An arrow points to the checked box for 'JP Personal Statement'.

## Withdraw / Reinstate Applications

On your Application Home Page (on the left side), you will see all the applications for which you applied. You can **Withdraw** or **Reinstate** your application at any time, using the buttons in that program section.

If your application is complete, you will see **(Complete Application)** next to the program name on your Home page.

**Applications**

▼ Summer, 2016

<input type="checkbox"/>	Ashinaga Japan -IIP (n/a) (ID 10083 not ranked)	Deadline: 12/15/2015 <a href="#">Withdraw</a>
<b>Update Rank</b> (enter numbers to rank by preference)		
<input type="checkbox"/>	Culture Fund of Zimbabwe Trust-IIP (n/a) (ID 10082)	Deadline: 12/15/2015 <a href="#">Reinstate</a>

▼ Summer, 2015

<input type="checkbox"/>	Child Family Health International-IIP (n/a) (ID 10080 ranked 1)	<b>(Complete Application)</b> Decision: 12/31/2015 <a href="#">Withdraw</a>
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▼ Advising

<a href="#">Advising Application</a> (click to view)	<b>(Complete Application)</b> <a href="#">Withdraw</a>
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\* Indicates application deadline has passed.

**Information Requests:**

05/06/2015 - Requesting Information

## View Saved Programs and Notifications

On the top of your **Home** page, you will see your profile and the list of saved applications.

**Profile**



student Name  
information  
Email nnn@gmail.com  
[Edit Profile](#)

Bio:

Saved Programs :

- Bar Test  
(Brochure) (Deadlines)
- Ankur-IIP  
(Brochure) (Deadlines)

**Messages**

Date/Time	From
05/06/2015	globalps@princeton.edu
Princeton Global Programs System Website: Login Information	
05/06/2015	globalps@princeton.edu
Princeton Global Programs System Website: Login Information	

[View all Messages](#)

You can also check your **Inbox** for Notifications and other messages you receive.

Applicant
Logout | Applicant Home | User

Your Home Page > Inbox > All Messages

**Inbox: All Messages**

This is a listing of all emails sent to you from this website. Click on the subject to view the message. Use the navigation links at the top right of the listing to navigate to older messages

Results 1 - 2 of 2

**My Messages**

Date/Time	From	Subject
05/06/2015 @ 01:39 PM EDT	globalps@princeton.edu	Princeton Global Programs System Website: Login Information
05/06/2015 @ 11:31 AM EDT	globalps@princeton.edu	Princeton Global Programs System Website: Login Information