## Study Abroad Faculty Portal
PROGRAM MANAGEMENT

Beginning in fall 2011, the Office of Study Abroad migrated to an online, database-driven process for managing study abroad programs via the **Study Abroad Faculty Portal**. Within this portal, a Program Management section has been created that will allow program leaders to review applicants and edit their program descriptions.
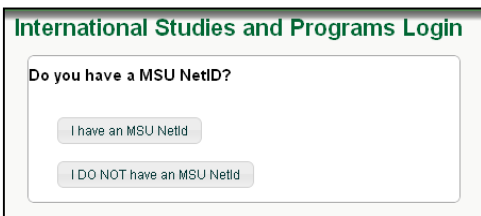
Getting Started

To begin using the Faculty Portal, open a Web browser and go to the following address: https://osa.isp.msu.edu/.

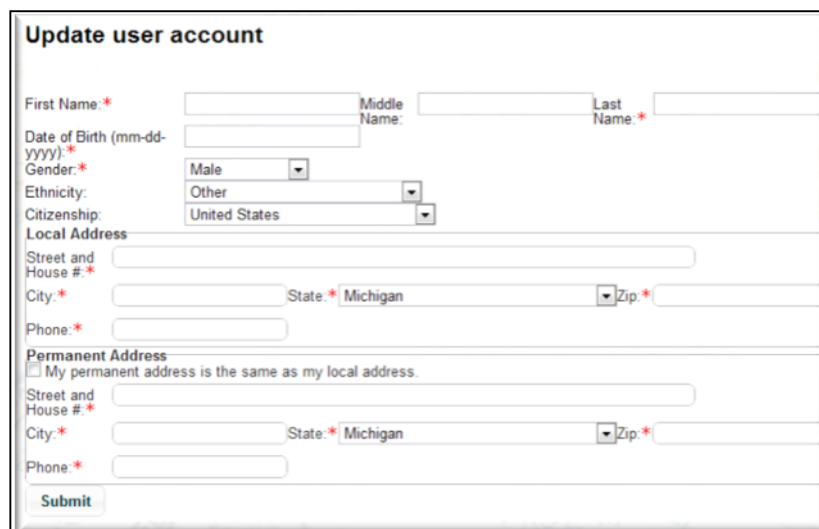On the left-hand side of the page, click on the "Please Log In."
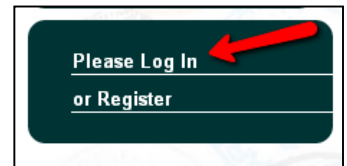
You will then be asked for your MSU NetID where you will log-in as you would to other MSU systems such as EBS.


First Time Registration

If you have never logged in to our server before, you will be asked to fill out user account information. Please fill out the form completely.   If you wish you can use your office information for your local and permanent address.

Once logged in, you will be returned to the "Welcome" page and given more options within the "Main Menu".

To access the Faculty Portal, click on the "Faculty/Staff" link at the bottom of the list.
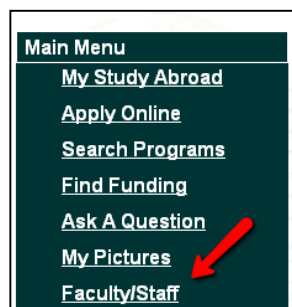
The site should return a menu of your available options, similar to the one below.

To access the resources available, click on the "Program Management" button. The program management page lists out all the sessions you are listed as a leader for and gives two options:

1. Review Applicants (review and accept students who have applied to this session)

2. Edit Program Profile (edit marketing materials for the program)

1. Review Applicants

This page lists the available applicants. It gives you the option to send an email, download the student list, and see the overall status of your requests.

☐ To email students, select the checkbox next to their name and click on "Email"

☐ To download a participant list, click on "Download"

☐ To review an applicant, click on "View Application"

Please note: Students "Awaiting Judicial Clearance" indicates that their judicial record is being reviewed as part of the normal procedures. It is not an indication of student conduct issues.

Session Applicants

Session: Business Studies at Aalto University School of Economics
Term: Fall 2011

🔻 Download

Search: [_____]

Status	Name	E-mail	Pid	Application Date	Cell Phone	Action
☐	Carey, Elizabeth	careyel1@msu.edu	A39128636	2010-12-27 01:00:04		🔲 View Application
☐	Howland, Kelsy	howlandk@msu.edu	A39601689	2010-12-27 21:48:53		🔲 View Application
☐	Huynh, Steven	huynhste@msu.edu	A41582506	2011-01-10 20:51:25		🔲 View Application
☐	Oliver, Samantha	oliver13@msu.edu	A41091355	2011-01-10 20:02:56		🔲 View Application

First Previous 1 Next Last

📧 Email

Totals	
Accept:	0
Conditional Accept:	0
Wait List:	0
Deny:	0
Pending:	4

View Application

Click on the "View Application" button to access a summary of the student, their essay (where applicable), and their unofficial transcript for MSU. When you are ready to make a decision about the current applicant, click on the "Make Decision" button.
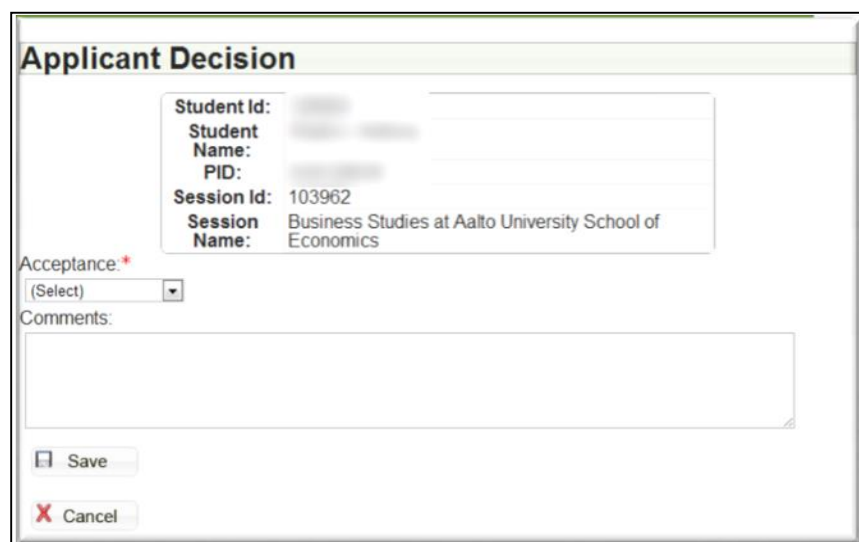
Student Summary

Student Id:
PID:
Student Name:
Student Type:
Non-MSU:
Date Of Birth:
Age at Application:
Gender:
Ethnicity:
Citizenship:
Academic Major:
Department:
College:
Honors College:
Student Level:
Student Class:
University:
Session Id:
Session Name:
Semester:
Coordinator:
Assistant:
Status:
Session Dates:
Countries:
Current GPA:
Credits:
Expecting Aid:
FAFSA On File:

MSU E-mail:
Non-MSU E-mail:
Receive E-mail:
Work Phone:
Cell Phone:
Restrict All:
Local Address:
Local Phone:
Permanent Address:
Permanent Phone:
Emergency Contact:
Emergency Home Phone:
Emergency Work Phone:
Emergency Cell Phone:
Emergency E-mail:
Emergency Contact2:
Emergency Home Phone2:
Emergency Work Phone2:
Emergency Cell Phone2:
Emergency E-mail2:
Reference 1 Name:
Reference 1 Phone:
Reference 2 Name:
Reference 2 Phone:
Release to Parent:
Release to:
OSA Housing:
Abroad Address:
Abroad Phone:

📄 View Essay   📄 View Transcript   🔵 Make Decision   ❌ Close

Make Decision

To make a decision on an applicant, simply fill out the form. Start by selecting your "Decision" as the questions may change based on that choice. When complete, click on "Save".

2. Program Profile Edit

This option will allow updating of both the Web and the printed flyer (info sheet) for your individual program. All edits will be done directly online and can be previewed immediately. Once finalized and approved, flyers will be available for printing directly from the Program Profile page.

For the initial round of editing, information based on last year's program has been preloaded into each profile. To edit, simply click on each section to make changes. Categories with an * asterisk are required.

You can preview the flyer or Web content, at any time, by clicking on "Preview Flyer" or "Preview Web Page" at the bottom.

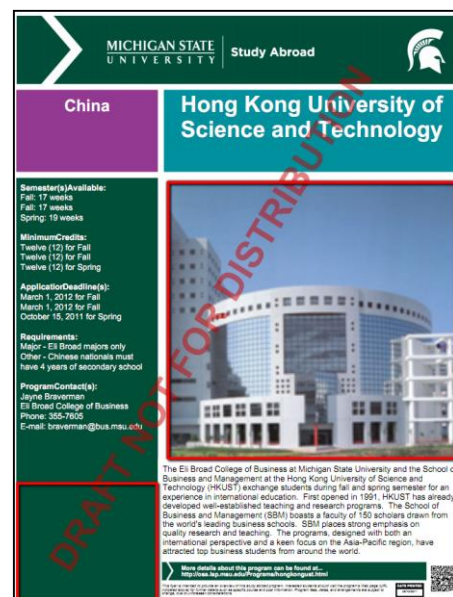Information requested for the **Flyer** includes:

Program Overview: A brief introduction about the program that will be displayed on the printed flyer. This content should be below 200 words and avoid any extra spaces. Due to technical limitations, **bold**, *italic*, ^{superscript}, $_{subscript}$ and other special formatting cannot be used for the flyer.

Items contained in the left-hand column of the flyer include the semester available, credits, courses, deadlines, requirements, cost, and lead contacts. This information is pulled directly from the session information. If edits need to be made in this section, contact your Study Abroad Coordinator.

Flyer Pictures: One photo is required for the main image. An additional "optional" image also be uploaded and will be placed in the lower left-hand corner of the flyer. Because the main image is large, it is important that you use a high-quality photo (low resolution photos will be out of focus).

Information requested for the **Web** includes:

Program Description: A continuation of the "Program Overview" for the website that adds detail, including information about the location.   There is no word limit on this section. Bullet points and other special formatting can be used here.

Academics: A description of the academic content and materials covered on the program. Include course topics, class information, field trips etc. This text will be displayed on the website and does not have a word limit.

Requirements: A detailed description/explanation of requirements and/or preferences for the program. This text will be displayed on the website and does not have a word limit. (NOTE: Requirements listed in the left-hand column of the printed flyer, must be edited by your Study Abroad Coordinator.)

Housing: Description about the housing arrangements and where students will live during the program. This text will be displayed on the website and does not have a word limit.

Biography (optional): This section offers the opportunity to include information about the program leader(s) experience. There is no word limit and will be available via the website only.

When the text is finalized and ready to be made public, click "**Request Publishing**" to send a notice to the Office of Study Abroad. Your Study Abroad Coordinator and the OSA Communication Manager will review the request. If clarification is needed on any new content, you will be contacted prior to publishing. If there are no changes or concerns, the information will be approved and made public without consultation.

NOTE: While edits will continue to be requested approximately a year prior to departure, you may make changes to this information throughout the year as necessary.