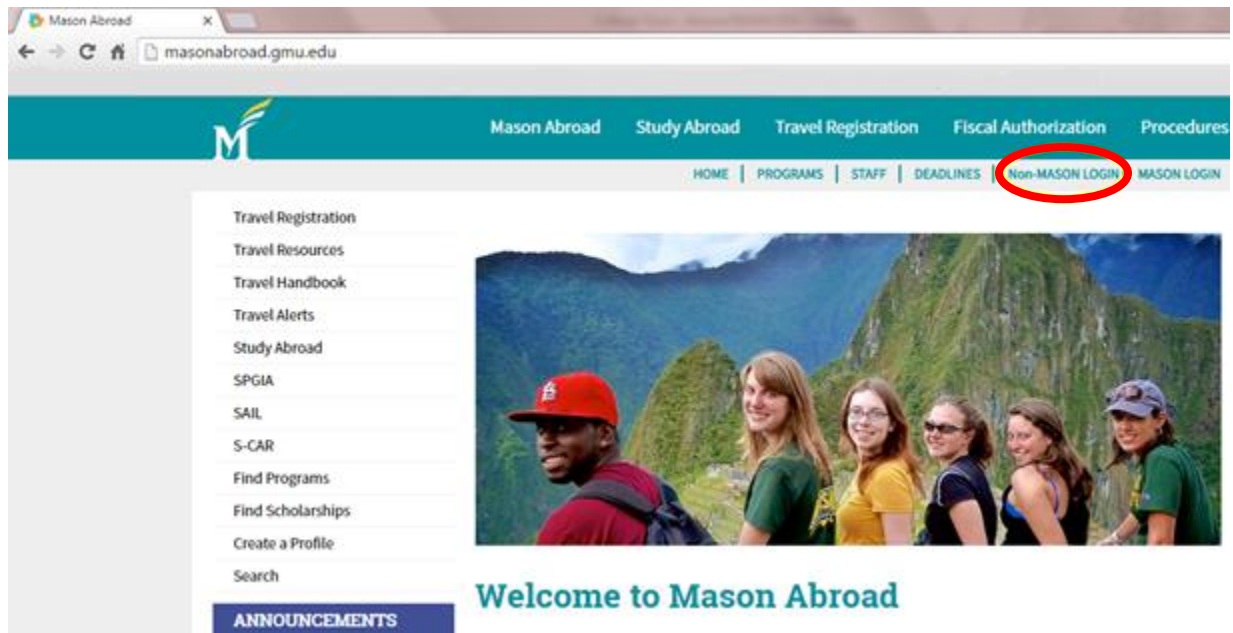
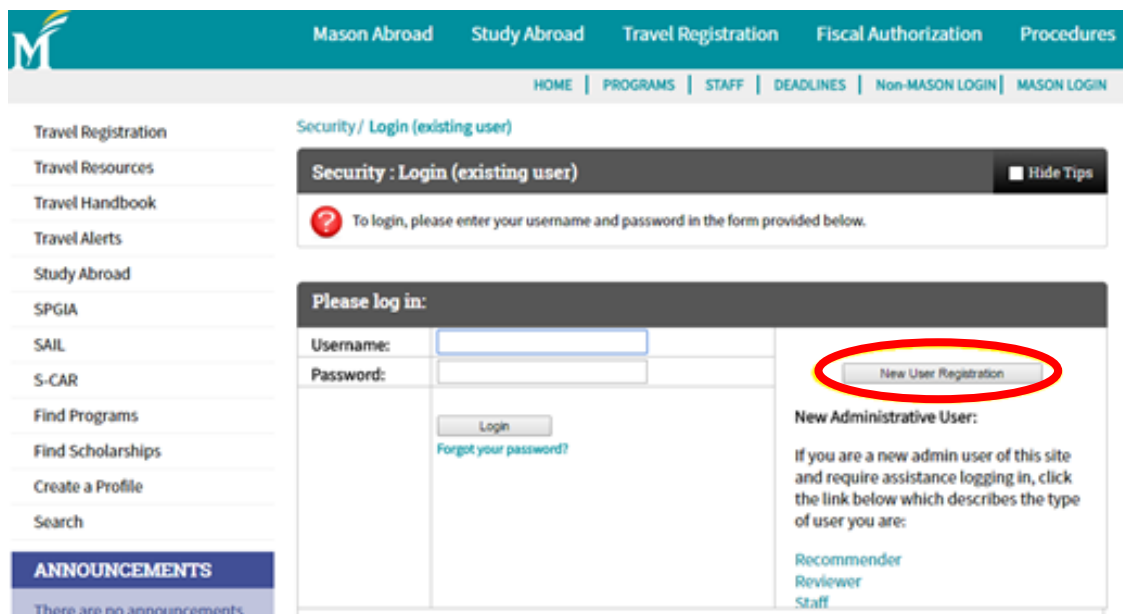


## Creating an Account for Mason Cultural Tours

1. Open a web browser and go to “masonabroad.gmu.edu”. Click “Non-MASON LOGIN”.



2. Select the “New User Registration” button.



3. Select “I do not have login credentials to this site” and press “Submit”.

Mason Abroad Study Abroad Travel Registration Fiscal Authorization Procedures

HOME PROGRAMS STAFF DEADLINES Non-MASON LOGIN MASON LOGIN

Travel Registration  
Travel Resources  
Travel Handbook  
Travel Alerts  
Study Abroad  
SPGIA  
SAIL  
S-CAR  
Find Programs  
Find Scholarships  
Create a Profile  
Search

ANNOUNCEMENTS

Security / User Identification Wizard: Step 1

Security : User Identification Wizard: Step 1 Hide Tips

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:

☐ I have a G# username and password.

☐ I have login credentials to this site that I received by email.

☒ I do not have login credentials to this site.

Submit

4. Select “I am registered at a US institution” and press “Submit”.

Mason Abroad Study Abroad Travel Registration Fiscal Authorization Procedures

HOME PROGRAMS STAFF DEADLINES Non-MASON LOGIN MASON LOGIN

Travel Registration  
Travel Resources  
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SPGIA  
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Find Programs  
Find Scholarships  
Create a Profile  
Search

ANNOUNCEMENTS

Security / User Identification Wizard: Step 2

Security : User Identification Wizard: Step 2 Hide Tips

In order to request login credentials, we will need to know what type of applicant you will be on the site. Select one of the following options and click the 'Submit' button.

Please indicate which type of user you are:

☒ I am registered at a US institution.

☐ I am a non-US applicant interested in the following program: -select program-

Submit

5. Fill out the fields in the New User Form. Under “Choose Institution” select your State/Territory. If you are not affiliated with a higher education institution, select “--- Other/Not Found ---”.

Mason Abroad Study Abroad Travel Registration Fiscal Authorization Procedures

HOME PROGRAMS STAFF DEADLINES Non-MASON LOGIN MASON LOGIN

Travel Registration  
Travel Resources  
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S-CAR  
Find Programs  
Find Scholarships  
Create a Profile  
Search

ANNOUNCEMENTS

There are no announcements.

View All

Security / Login (new user)

Security : Login (new user) Hide Tips

To create an account, please fill in the form provided below.

New User Form:

First Name:

Middle Name:

Last Name:

Email:

Date of Birth:

Gender: ☒ Male ☐ Female ☐ Other

Choose Institution:  or

Your Institution:

ADVANCED TECHNOLOGY INSTITUTE (VIRGINIA BEACH)  
ALLIANCE TRACTOR TRAILER TRAINING (WYTHEVILLE)  
AMERICA'S COMPUTER TRAINING SOURCE (VIRGINIA BEACH)  
ANA VISAGE ACADEMY (GREAT FALLS)  
ANTHONY'S BARBER STYLING COLLEGE (NEWPORT NEWS)  
APPALACHIAN SCHOOL OF LAW (GRUNDY)

6. Enter “N/A” in “Your Institution” and press “Create Account”.

Security / Login (new user)

Security : Login (new user) Hide Tips

To create an account, please fill in the form provided below.

**New User Form:**

First Name: John

Middle Name: James

Last Name: Doe

Email: johnjamesdoe@gmail.com

Date of Birth: Jan 1 1950

Gender: ☒ Male ☐ Female ☐ Other

Choose Institution: State/Territory or Country

Your Institution: N/A Return to list

Create Account

7. The system ([goabroad@gmu.edu](mailto:goabroad@gmu.edu)) will email you your login information with a temporary password. Once you have received this email follow the link in the email or return to “masonabroad.gmu.edu” and click “Non-MASON LOGIN”. Enter your username (your email) and password (the temporary password provided to you in the email). Click login.

#### Security / Login (existing user)

Security : Login (existing user) Hide Tips

To login, please enter your username and password in the form provided below.

**Please log in:**

Username: jamesjohndoe@gmail.com

Password: .....

Login Forgot your password?

New User Registration

**New Administrative User:**

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

[Recommender](#)

[Reviewer](#)

[Staff](#)

8. Once you login, the system will prompt you to “Select Password Reset Security Questions”. Once you have selected the three questions and chosen an answer for each, press “Update”.

HOME | PROGRAMS | STAFF | DEADLINES

Logout | Applicant Home | User:

Travel Registration  
Travel Resources  
Travel Handbook  
Travel Alerts  
Study Abroad  
SPGIA  
SAIL  
S-CAR  
Find Programs  
Find Scholarships  
Create a Profile  
Search

**ANNOUNCEMENTS**  
There are no announcements

Security / Choose Security Questions

**Choose Security Questions** ☐ Hide Tips

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset request.

**Select Password Reset Security Questions**

Question #1:

Correct Response:

Question #2:

Correct Response:

Question #3:

Correct Response:

9. You will then be prompted to change your temporary password to a permanent one. Once you have selected your new password, press “Change”.

Security / Change Temporary Password

**Security : Change Temporary Password** ☐ Hide Tips

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

**Change Temporary Password**

New Password:   
(this is the password you would like to use for all future login attempts)  
Password meets strength criteria and is acceptable

Re-enter New Password:


10. Fill in the profile information and press “Update” when finished. A pop-up will come up that says “masonabroad.gmu.edu says: Profile information has been updated.” Click “OK”.

11. You will be brought to your application homepage. At this time, you will be able to apply to programs. Click “View Programs”.

[Logout](#) | [Applicant Home](#) | User:

[Your Home Page / John James Doe](#) - [Applicant Home Page](#)

**Your Home Page : John James Doe** - **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](#)

No applications on file. [View Programs](#)

To apply for a program click 'Apply' in the program brochure. You can search for programs using the search link provided on the navigation menu.

**Profile**



John James Doe  
N/A  
johnjamesdoe@gmail.com

[Edit Profile](#)


Preferred Name:  
[\(View All\)](#)

12. You will be directed to a search. Under “Program Name”, type in “Mason Cultural Tours” and click “Search”.

[Logout](#) | [Applicant Home](#) | User:

[Programs / Search \(simple\)](#)

**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](#) [Map Search](#)

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

Show: Outgoing

**Program Name**

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

Term  
Any






City  
Any

Country  
Any

Region  
Any

[< Cancel](#) [Reset](#) [Search >](#)


13. A list of available programs will populate for you to select from. Choose any of the programs with “Mason Cultural Tour” before the name. For example, “Mason Cultural Tour: Best of Portugal”.

Program Name	City	Country	Region	Save/Share
Cross-Cultural Psychology in Morocco	Casablanca	Morocco	Africa	 
	Fes	Morocco	Africa	
	Marrakesh	Morocco	Africa	
	Rabat	Morocco	Africa	
	Tangier	Morocco	Africa	
London Theatre Tour	London	United Kingdom	Europe	 
<u>Mason Cultural Tour: Best of Portugal</u>	Cascais	Portugal	Europe	
	Coimbra	Portugal	Europe	
	Lisbon	Portugal	Europe	
	Porto	Portugal	Europe	
<u>Mason Cultural Tour: Cuba Cruise</u>	Cienfuegos	Cuba	West Indies	
	Havana	Cuba	West Indies	
	Maria La Gorda	Cuba	West Indies	
	Montego Bay	Jamaica	West Indies	
<u>Mason Cultural Tour: Imperial Cities</u>	Budapest	Hungary	Europe	
	Prague	Czech Republic	Europe	
	Vienna	Austria	Europe	
<u>Mason Cultural Tour: Peru</u>	Agua Calientes	Peru	South America	
	Cusco	Peru	South America	
	Lima	Peru	South America	
	Ollantaytambo	Peru	South America	
	Puno	Peru	South America	
<u>Mason Cultural Tour: Treasures of Classical Greece</u>	Athens	Greece	Europe	
	Delphi	Greece	Europe	
	Kalambaka	Greece	Europe	
	Nauplia	Greece	Europe	
	Olympia	Greece	Europe	

14. You will be brought to the Program Brochure page for the tour on which you clicked. Select “Apply Now”.

#### Programs / Brochure

**Programs : Brochure**
☐ Hide Tips

 This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.

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

**Mason Cultural Tour: Best of Portugal**

Cascais, Portugal; Coimbra, Portugal; Lisbon, Portugal; Porto, Portugal (Outgoing Program)

Program Terms: Travel Tour

**Dates / Deadlines:**

Term	Year	App Deadline	Decision Date	Start Date	End Date
Travel Tour	2017	09/11/2016 **	Rolling Admission	03/10/2017	03/19/2017

\*\* Indicates rolling admission application process. Applicants will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

**Fact Sheet:**

Click “OK” on the popup that says “masonabroad.gmu.edu says: You are about to create an application. Are you sure you wish to do this?”

15. Under “Available Terms”, select the appropriate travel tour year and press “Apply.”

Logout | Applicant Home | User:

Your Home Page / Available Program Terms

Your Home Page : Available Program Terms Hide Tips

? To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

☒ Travel Tour, 2017

<Cancel - -Reset- - Apply >

16. You will be brought to the Program Application Page (Pre-Decision). Once you have paid your \$550 deposit (under “Material Submissions”) and signed the “Acknowledgement of Risk and Medical Consent” document (under “Signature Documents”), you will be considered a registered participant. These two items must be completed by the application deadline. Registrations are considered on a first-come, first-served basis. Please note, payments are processed manually and will not show as checked off immediately after you pay. Please allow 1-2 business days for processing.

Program:	Mason Cultural Tour: Best of Portugal
Term/Year:	Travel Tour, 2017
Deadline:	09/11/2016
Dates:	03/11/2017 - 03/18/2017

### Application Instructions

Thank you for starting your registration for this Mason Cultural Tour program! Once you have paid your \$550 deposit and signed the Acknowledgement of Risk and Medical Consent document, you will be considered a registered participant. These two items must be completed by the application deadline. Registrations are considered on a first-come, first-served basis.

After these two items have been processed, your status will be changed from "Under Review" to "Registration Complete". In the "Registration Complete" phase, you will be required to submit additional items to prepare you for the tour such as Medical Information, Passport Information, and the payment of your Final Balance. You will see these items once you have entered the next phase.

If you have any questions please don't hesitate to contact your Program Manager.

### Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
Mason Cultural Tour Deposit	<input type="checkbox"/>

### Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
Acknowledgement of Risk and Medical Consent	<input type="checkbox"/>

**If you have additional questions about the application process or the program, please contact the Program Manager, Rita Rowand, at [rrowand1@gmu.edu](mailto:rrowand1@gmu.edu) or 703-993-5146 or the Mason Study Abroad Office at 703-993-2154.**