

Managing Program Enrollments

To check Student Materials:

1. Go to the EA home page studyabroad.unm.edu

Study Abroad | The University of New Mexico

UNM A-Z myUNM Directory Help more Search

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Welcome
Login to the Study Abroad Portal

Getting Started Resources and Information Independent and Non-UNM Participants Faculty & Advisors GEO Units
FAQ Contact Us Login to Study Abroad Portal Funding and Scholarships

Welcome to Education Abroad

The University of New Mexico strongly endorses the nationally recognized need to promote global awareness of and sensitivity to multicultural issues in today's interdependent world. We invite you to browse this website for information regarding education abroad as well as available study, research, and internship programs. Once you've read through the information, we invite you to get in contact with us. Thank you for visiting today.

If you are interested in the National Student Exchange program

10 Steps to Study Abroad

Program Search

LoboAchieve

Funding and Scholarships

2. Click the "Login" button.

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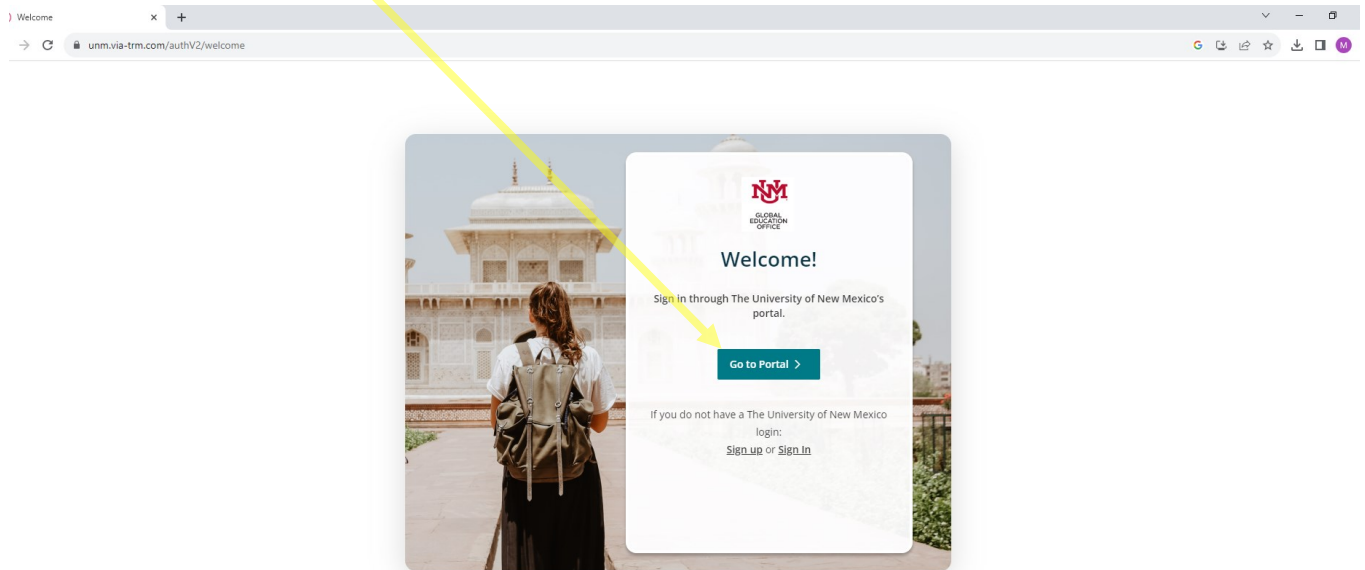
10 Steps to Study Abroad

Program Search

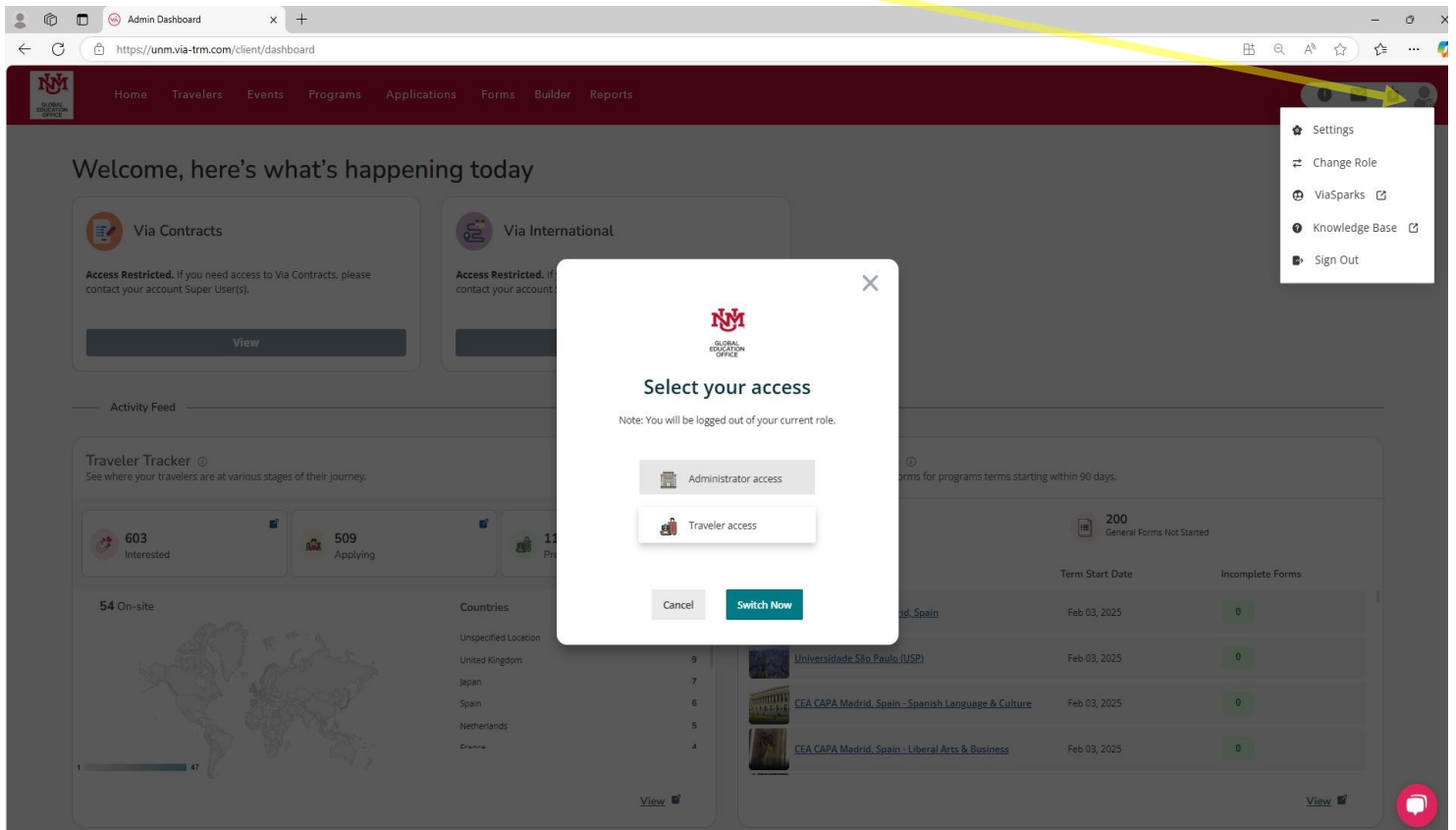
LoboAchieve

Funding and Scholarships

3. Login with your UNM NetID and password.

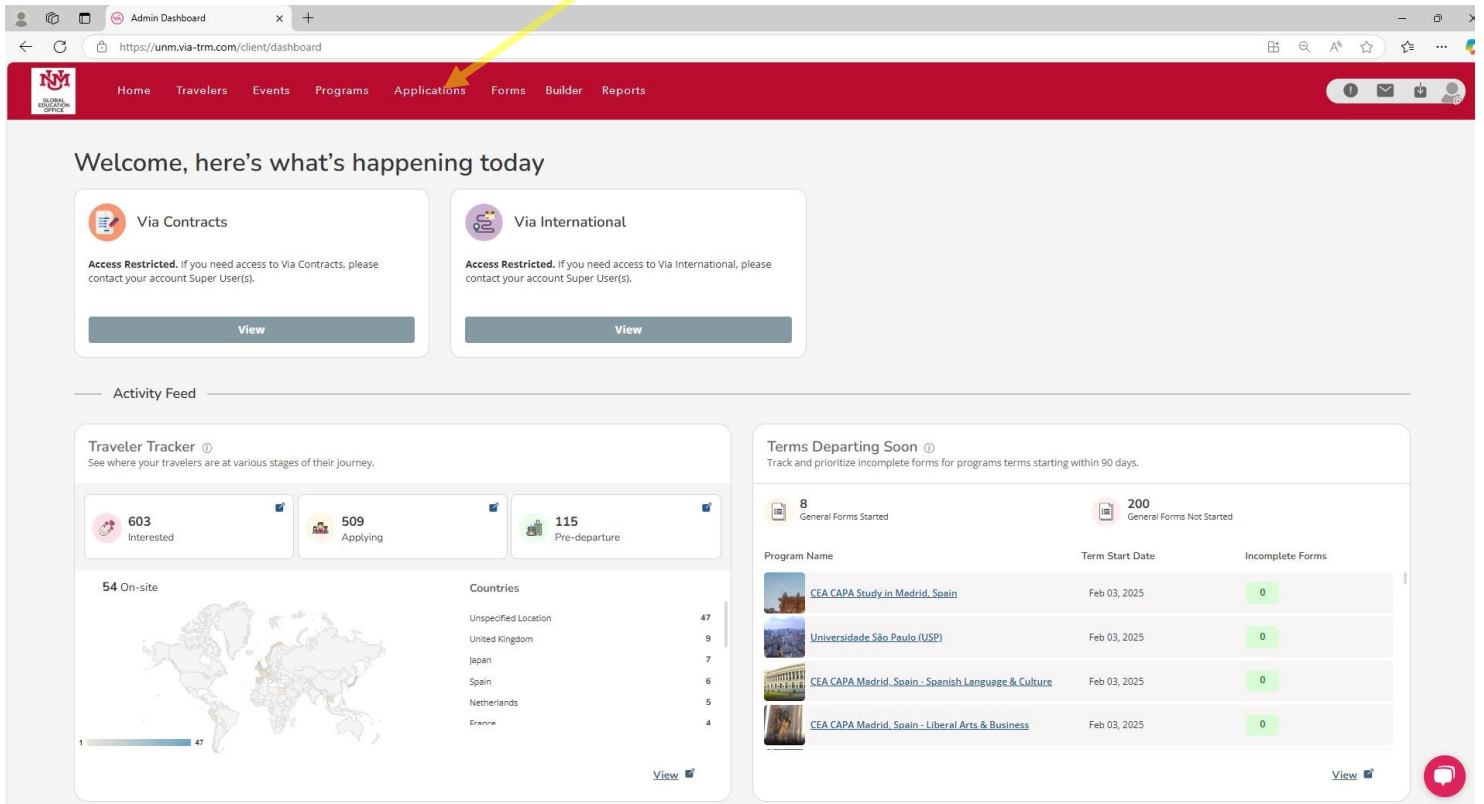


4. Once you login, a home page will appear. Be sure you are on the Administrative home page. If not, click on the white icon at the top right of the page, then select the 'person' icon. Here, choose 'Administrative.' Please note that the selected option is highlighted in a light grey.

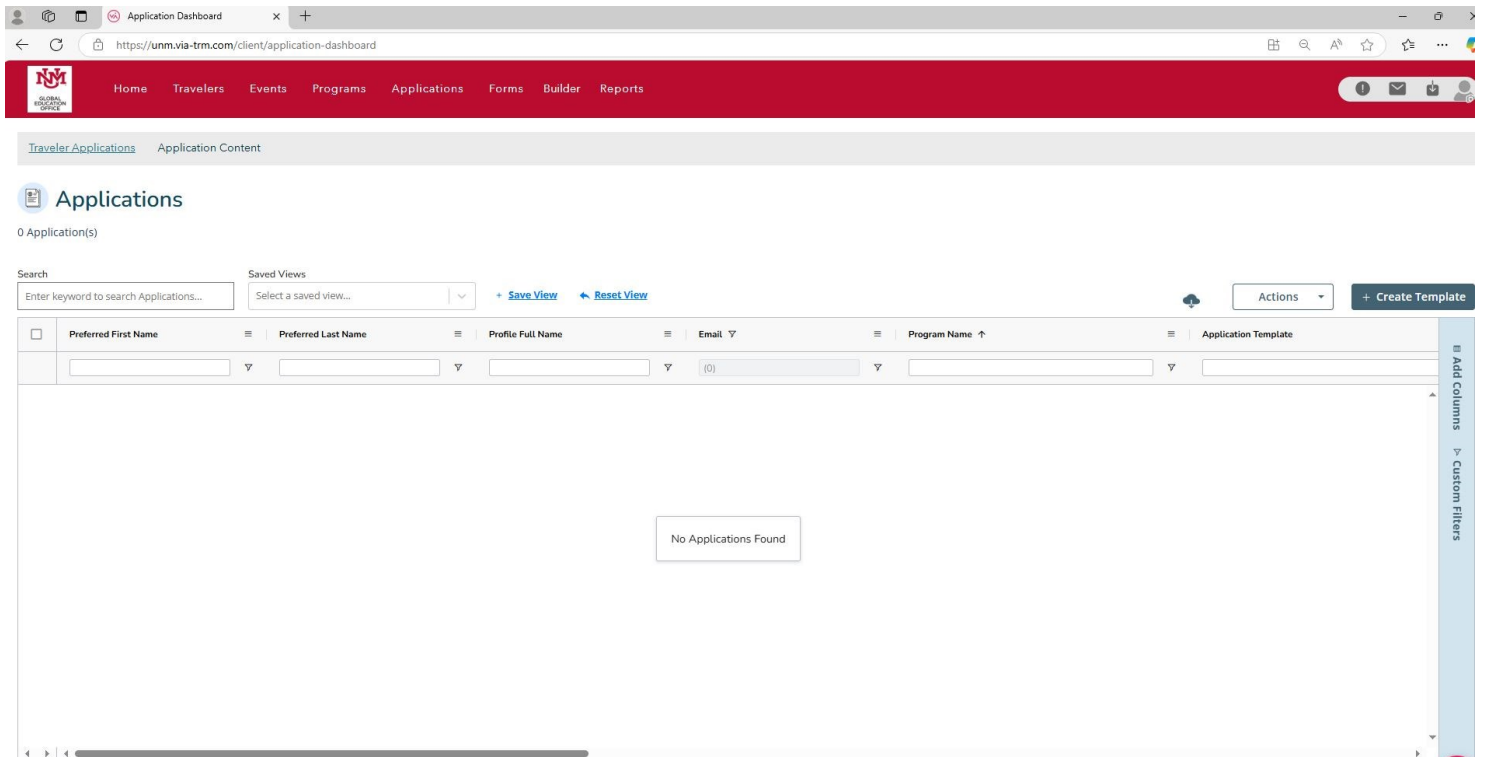


5. On the home page, you'll find the key navigational options on the very top bar of the page. For reviewing applicants for your, click on the 'Applications' square. This action will prompt a search function to appear, allowing you to filter applications by Travelers for upcoming, onsite, and past terms in the 'Application Dashboard'.

You can search by student name, email or by the name of your program.



6. This action leads to the page where you can search for students. It should look like this with 'Add Columns' and 'Custom Filters' provided to the far right for search preferences:



7. The column to the far right of filters under 'Add Columns' has a lot of useful information about the students. The most important tabs for you are Application Status, Term Name, & Program Name.

Application Dashboard

Home Travelers Events Programs Applications Forms Builder Reports

Traveler Applications Application Content

Applications

0 Application(s)

Search: Enter keyword to search Applications... Saved Views: Select a saved view... + Save View Reset View

Actions + Create Template

Search...

- Application ID
- Via TRM User ID
- Preferred First Name
- Preferred Last Name
- Profile First Name
- Profile Last Name
- Profile Full Name
- Email
- Profile Date of Birth
- Age Group
- SSO/Non-SSO
- Program ID
- Program Name
- Program Type
- Application Template
- Application Tag
- Application Status
- Tracking Step
- Application Deadline
- Term Name
- Term Tags
- Term Timing
- Term Start Date
- Term End Date
- Term Status

Rows: 0 of 3,001 Total Rows: 3,001 Filtered: 0

8. After searching for a student's name under 'Profile Full Name', the corresponding application should appear. To access the "Travelers" tab, a click on either the "Name" or "Email" will work. Similarly, clicking on the "Program Name" ought to open the brochure containing the program overview. A click on "Import Application Template" should initiate a new tab displaying the student's application.

Application Dashboard

Home Travelers Events Programs Applications Forms Builder Reports

Traveler Applications Application Content

Applications

9 Application(s)

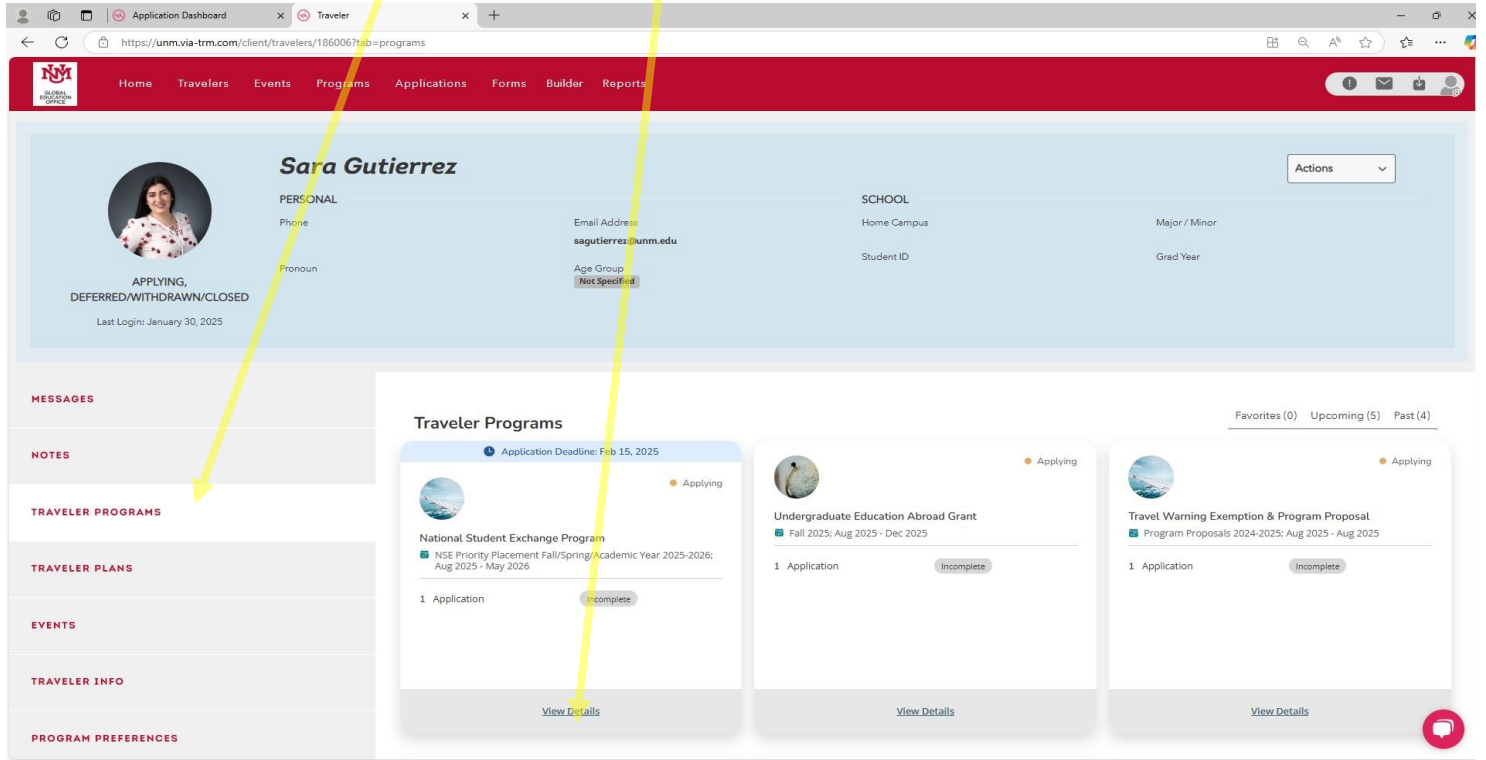
Search: Enter keyword to search Applications... Saved Views: Select a saved view... + Save View Reset View

Actions + Create Template

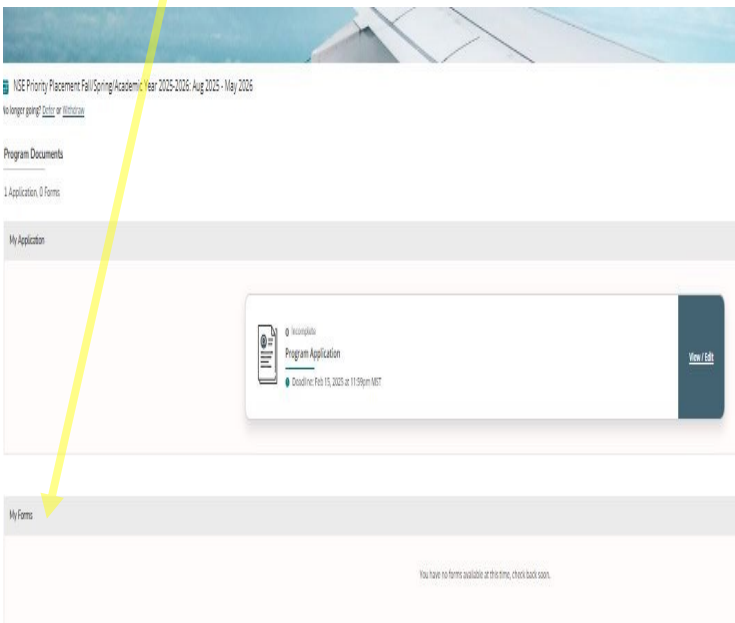
<input type="checkbox"/>	Profile Full Name	Email	Program Name	Application Template	Application Status	Tracking Step	Application
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Brazil Field Experience-Sustainability, Networks & Worldview	TEST- Group-Led International Program Application	Accepted	Deferred/Withdrawn/Closed	Apr 15.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Experience Spanish Popular Culture in Valencia, Spain	Group-Led International Program Application v1	Incomplete	Deferred/Withdrawn/Closed	Nov 10.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	National Student Exchange Program	National Student Exchange Application	Incomplete	Applying	Feb 15.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Program Proposal	Program Proposal	Incomplete	Deferred/Withdrawn/Closed	Dec 31.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Travel Warning Exemption & Program Proposal	Travel Warning Exemption & Program Proposal	Incomplete	Applying	Dec 31.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Undergraduate Education Abroad Grant	Undergraduate Education Abroad Grant	Incomplete	Applying	Apr 15.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	Undergraduate Education Abroad Grant	Undergraduate Education Abroad Grant	Transferred	Deferred/Withdrawn/Closed	Oct 15.
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	UNM Education Abroad Incident Report	UNM Education Abroad Incident Report Form	Incomplete	Applying	
<input type="checkbox"/>	Sara Gutierrez	sagutierrez@unm.edu	World Affairs Delegation: Harvard World Model United Nation	Health & Safety Only Group-Led International Program Ap	Withdrawn	Deferred/Withdrawn/Closed	Feb 04.

Rows: 9 of 3,001 Total Rows: 3,001 Filtered: 9

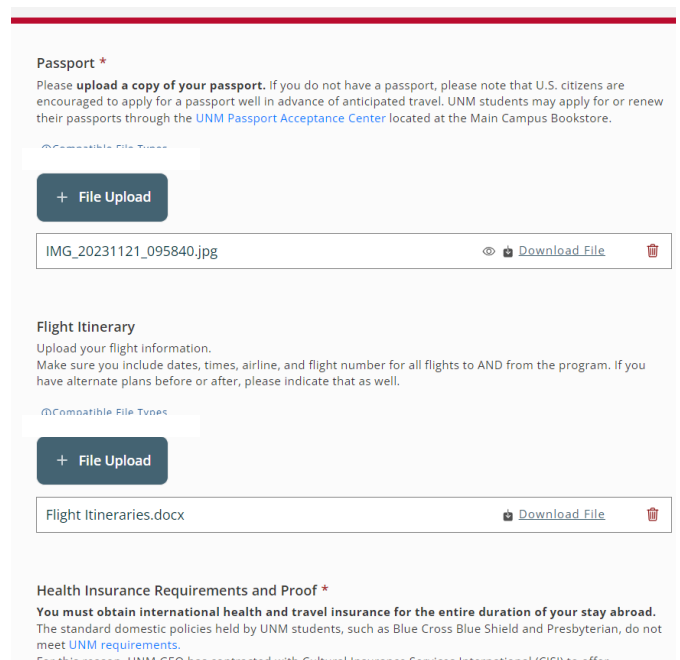
9.a. Within the 'Travelers Programs' tab, you'll find all programs for which students initiated applications. Clicking 'View Details' opens a new tab displaying the application and submitted forms, as seen in example 9.b. Some programs have forms filled within the application itself, visible by clicking on the application and scrolling down, as illustrated in example 9.c.



9.b. If using the GEO system for application and forms, all submitted documents can be viewed under the 'My Forms' tab, while the application itself is accessible through the 'My Applications' tab.



9.c. If no forms are found under the 'My Forms' tab, and the application is accepted, they will be located alongside the application form, accessible through the 'My Applications' tab.



10. Another useful tab is "Traveler Information". This tab has all of the student's basic information. For example: emergency contact, addresses, phone numbers, majors, GPA, etc.

The screenshot displays a web application interface for NISM (Northern Illinois State University) Traveler Information. The browser address bar shows the URL: <https://unm.via-trm.com/client/travelers/186006?tab=profile>. The navigation menu includes Home, Travelers, Events, Programs, Applications, Forms, Builder, and Reports. The profile header for Sara Gutierrez includes a profile picture, name, and status: "APPLYING, DEFERRED/WITHDRAWN/CLOSED" with a last login of January 30, 2025. The profile is divided into two main sections: PERSONAL and SCHOOL. The PERSONAL section lists fields for Phone, Email Address (sagutierrez@unm.edu), and Age Group (Not Specified). The SCHOOL section lists Home Campus, Student ID, Major/Minor, and Grad Year. A left sidebar contains a menu with options: MESSAGES, NOTES, TRAVELER PROGRAMS, TRAVELER PLANS, EVENTS, TRAVELER INFO, and PROGRAM PREFERENCES. The main content area is titled "Traveler Information" and features a "Save" button. Below the title are several expandable sections: Personal Information, Academic Information, Contact Information, Emergency Contact, Passport & Visa Status, and Custom Fields. A red chat icon is visible in the bottom right corner.

11. If you're utilizing the system for only **Health & Safety Materials**, you can filter the application forms by selecting this criteria in the participant **application template**, which will appear like so:

The screenshot shows the 'Applications' dashboard in a web browser. The page title is 'Applications' and it shows '5 Application(s)'. There is a search bar and a 'Saved Views' dropdown. Below is a table with columns: Profile Full Name, Email, Program Name, Application Template, Application Status, Tracking Step, and Application Deadline. A dropdown menu is open over the 'Application Template' column, showing a search bar and a list of filters. The filter 'Health & Safety Only Group-Led International Program' is selected. The table contains five rows of application data for Sara Gutierrez.

Profile Full Name	Email	Program Name	Application Template	Application Status	Tracking Step	Application Deadline
Sara Gutierrez	sagutierrez@unm.edu	Travel Warning Exemption & Program Proposal	Travel Warning Exemption & Program Proposal	ying		Dec 31, 2025 at 11:59 PM MST
Sara Gutierrez	sagutierrez@unm.edu	Undergraduate Education Abroad Grant	Undergraduate Education Abroad Grant	ying		Apr 15, 2025 at 11:59 PM MDT
Sara Gutierrez	sagutierrez@unm.edu	Undergraduate Education Abroad Grant	Undergraduate Education Abroad Grant	rrred/Withdrawn/Closed		Oct 15, 2024 at 11:59 PM MDT
Sara Gutierrez	sagutierrez@unm.edu	UNM Education Abroad Incident Report	UNM Education Abroad Incident Report Form	ying		
Sara Gutierrez	sagutierrez@unm.edu	World Affairs Delegation: Harvard World Model United Nations	Health & Safety Only Group-Led International Program	rrred/Withdrawn/Closed		Feb 04, 2024 at 11:59 PM MST

This will bring you to a **display page** that looks like this:

The screenshot shows the 'Application Review Mode' page. The page title is 'Application Review Mode'. The application is for 'Health & Safety Only Group-Led International Program App' with the subtitle 'World Affairs Delegation: Harvard World Model United Nations'. The current status is 'Withdrawn'. The page contains a form with the following fields: First Name (Sara), Last Name (Gutierrez), Email (sagutierrez@unm.edu), and Student ID (Enter Student ID). There is also a question 'Have you ever traveled outside of the United States?' with radio buttons for 'Yes' and 'No'. On the right side, there is a sidebar with 'Administrative Review' actions, 'Application Tags', 'Internal Notes', 'Internal Rating' (5 stars), 'Traveler Application Status' (Withdrawn), 'Reason' (Other), and 'Other Reason' (Test app). A 'Save' button is at the bottom right.

In the 'Traveler Application Status' section, you can accept students. Initially listed as 'Pending' upon application, you can navigate to 'My Applications,' choose 'View,' scroll down, select 'Accepted' under 'Traveler Application Status,' and click 'Save.' An automatic email will be sent to inform the students of their official acceptance.

Review Mode

out to "Global Education Office".

Internal Rating

★ ★ ★ ★ ★

Traveler Application Status

Accepted

Save

Tab Descriptions:

Messages: If you wish to make an announcement, request documents, or contact a student for a specific reason, you can do so by clicking on the "Messages" option.

Traveler Programs: The 'Traveler Programs' tab is where you can access the application status of your students, as well as access the applications themselves if applicable.

The header section features a user profile on the left with a circular photo of a woman, the text "APPLYING, DEFERRED/WITHDRAWN/CLOSED", and "Last Login: November 27, 2023". To the right are two tabs: "PERSONAL" and "SCHOOL".

PERSONAL	SCHOOL
Phone	Home Campus
Email Address	Major/ Minor
sagutierrez@unm.edu	
Premoun	Student ID
	Grad Year

- MESSAGES
- NOTES
- TRAVELER PROGRAMS
- EVENTS
- TRAVELER INFO
- PROGRAM PREFERENCES

A message composition form with a "Subject Line" input field, a "New Message..." input field, and a "Send" button. A user profile icon is visible on the left side of the form.

8 MESSAGES (7 NEW) 2 RECIPIENTS MARK ALL AS READ

Traveler Info: if you want student information, such as Banner ID number, major and minor information, GPA, year in school, addresses or phone numbers, that information is here.

Events: if the traveler has registered for or attended any events, that information is located here