

# Faculty-led Program Proposal

## Procedure for faculty new to Via TRM

Questions? Contact Inés Maxit, [maxitie@sfasu.edu](mailto:maxitie@sfasu.edu), 936.468.2961

### Glossary

**Via TRM:** Study Abroad Software that hosts study abroad programs, applications, payments and the faculty-led program application process. This platform is designed for students, please keep this in mind.

**Traveler:** VIA TRM users

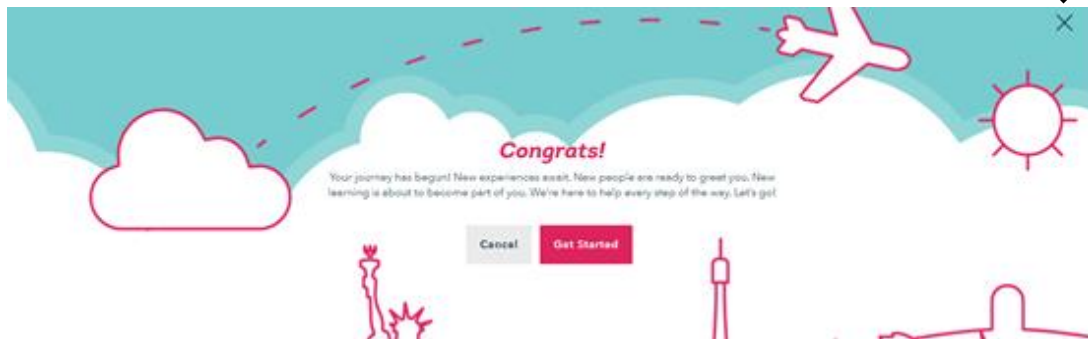
**SFA Faculty-led Program (only for faculty):** the program linked to the faculty led program proposal process

**Registration of Intent:** the name of your application

**Profile:** dashboard

### Steps

- 1- Log in [Via TRM](#) with your SFA credentials.
- 2- Travelers are asked to create a *Profile*. You can answer the questions just to understand what your students will go through or just click the X on the right corner.



- 3- Go to *Programs* in the purple ribbon on the top and search for **SFA Faculty-led (only for faculty leaders)** using the two filters shown below (*Program type* and *Provider*).
- 4- Once you find the program, click on it and you will open the program page. Read the information on faculty-led programs and apply (the application's name is *Registration of Intent*).
- 5- You may be asked on which term you want to travel, please select what applies.

- 6- The application asks for basic program questions. Some fields are already populated by Banner (you will notice a lock icon). When done, click *Submit*.
- 7- Allow 1-2 Business days after you applied. You will receive an email letting you know that your application status has been changed to *Committed*. Log in Via TRM.
- 8- Go to the *Profile* tab in the purple ribbon on the top. The profile is like your “dashboard”.
- 9- Please click on the *Forms* tab on the menu on the left. The *Faculty Led Program Proposal Package* will be available there. Additional program information may be added here (airfare, student information, etc.) allowing you to have all program information in one place.



## Veronica Mars

### EVENTS

0 - Attended

### PREDEPARTURE

Last Login: April 30, 2021

### MESSAGES

#### TRAVELER INFO

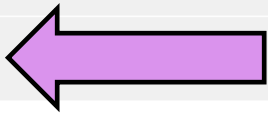
#### PROGRAM PREFERENCES

#### EVENTS

#### MY PROGRAMS

#### APPLICATIONS

#### FORMS



Subject Line

New Message...



Inés Maxit, April 16, 2021

SFA Study Ab  
Hi Veronica,  
Congratulatio

Attachments: 0



Inés Maxit, April 16, 2021

SFA Study Ab  
Hi Veronica,  
Congratulatio