TerraDotta Online Application Instructions (Step-by-Step)

On your program’s brochure page, click ‘Apply Now’ in the top right corner of the page.

Select ‘I do not have log-in instructions to this site’.

Select ‘I am registered at HWS’.
Complete the new user form. A username and temp password will be e-mailed to you. If you do not receive an e-mail, please check your spam filter or junk box. You may need to check antispam.hws.edu

Click on the link in the e-mail

Please indicate how you will be logging in:

- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

You are now able to select that you have login credentials to this site.
Use your new login credentials from the email to sign in to your account.

Select the term for which you would like to apply and click on the Apply button.

The system will ask you to set your security questions and then ask you to reset your password. You will then be able to access your application.

Follow the instructions and click the blue links to read about the application components and submit your materials to the CGE electronically.

**Note for HWS students:** Once you log in and access your application, you’ll see a requirement called a **signature verification form** which is used to verify your identity. Since we are gradually phasing in the online process, our first round of applicants will need to sign this form and bring it to the CGE office along with a copy of their valid photo ID. Once this form is turned in, the signature verification requirement will disappear from your application and you will be able to digitally sign your application documents (also called ‘signature material items').

**Questions? E-mail** mandela@hws.edu