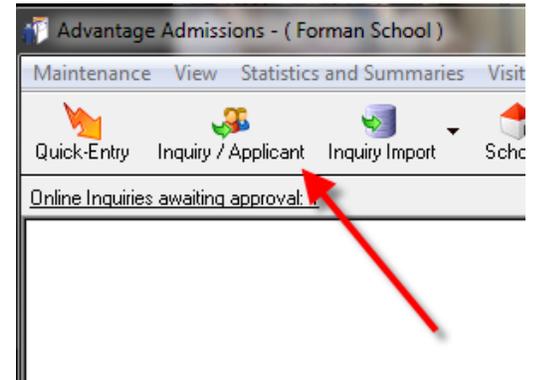
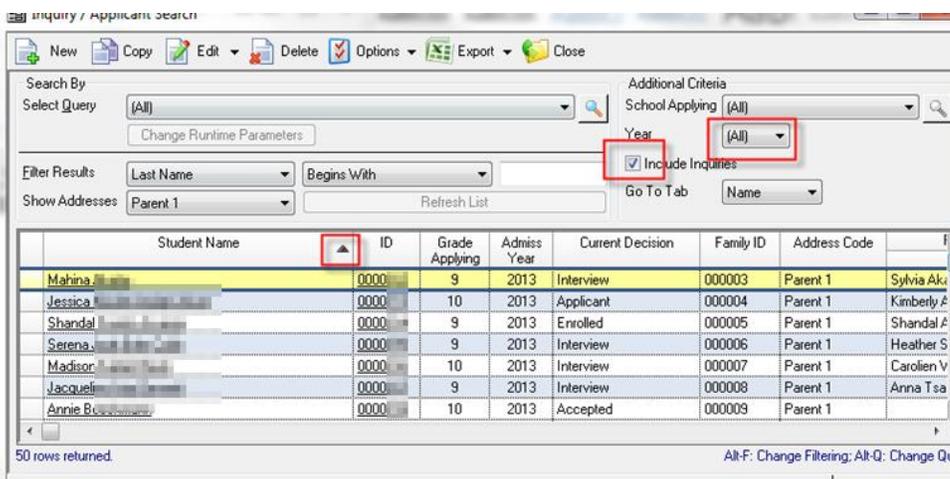


How do I to add Accepted applicants to Senior Systems Admissions so I can publish contracts

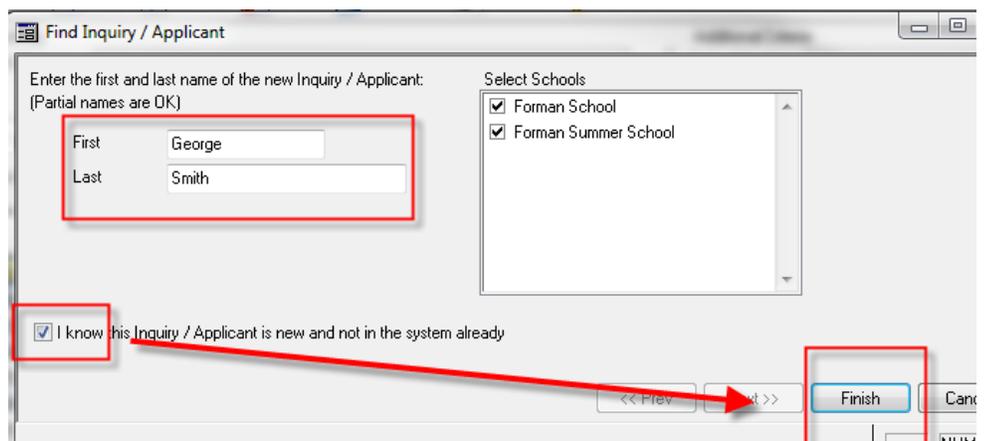
1. Enter the Inquiry/Applicant search window



2. You may want to check the box to include inquiries, choose all years, and sort by student name to see if the Accepted applicant is already in there. If yes, then, Edit the record, and add the accepted decision



3. If the applicant is not there, click on 'New' (in upper left corner in above image). Since you know the person is new, you can type the first name, last name, check off that you know and click 'Finish'.



Inquiry / Applicant Maintenance - George Morata Smith (Inquiry)

Name | Address | Info | Decision | Checklist | Visit | Test Scores | Fin Aid | Connection | Track | Media | Custom | Mailings | Comments

Name
 First George Middle [redacted] Last [redacted] Suffix [redacted]

I.D. 00001004 [redacted] Assign Preferred George Sort Key [redacted], GEORGE [redacted] Full Names

Current School
 School [redacted] Grade [redacted] From [redacted] To [redacted]

Biographical
 Gender [redacted] D.O.B [redacted] Age [redacted]
 SSN [redacted]

Referral/Source
 Lead Source [redacted] Fac/Staff Child [redacted]
 Description [redacted]
 Referral [redacted]

Applying For
 School Forman School Board/Day [redacted]
 Grade 9 Admiss Yr 2015 Grad Yr 2019
 Repeating Midyear
 Type [redacted] Group [redacted]

Interests

OK Cancel Pr

4. On the Name tab, add in the middle name, click on Assign (for ID) populate Applying for – school and grade)

5. Move to Address tab. If you know the applicant is a sibling, click on family tab magnifying glass

Inquiry / Applicant Maintenance - George Morata Smith (Inquiry)

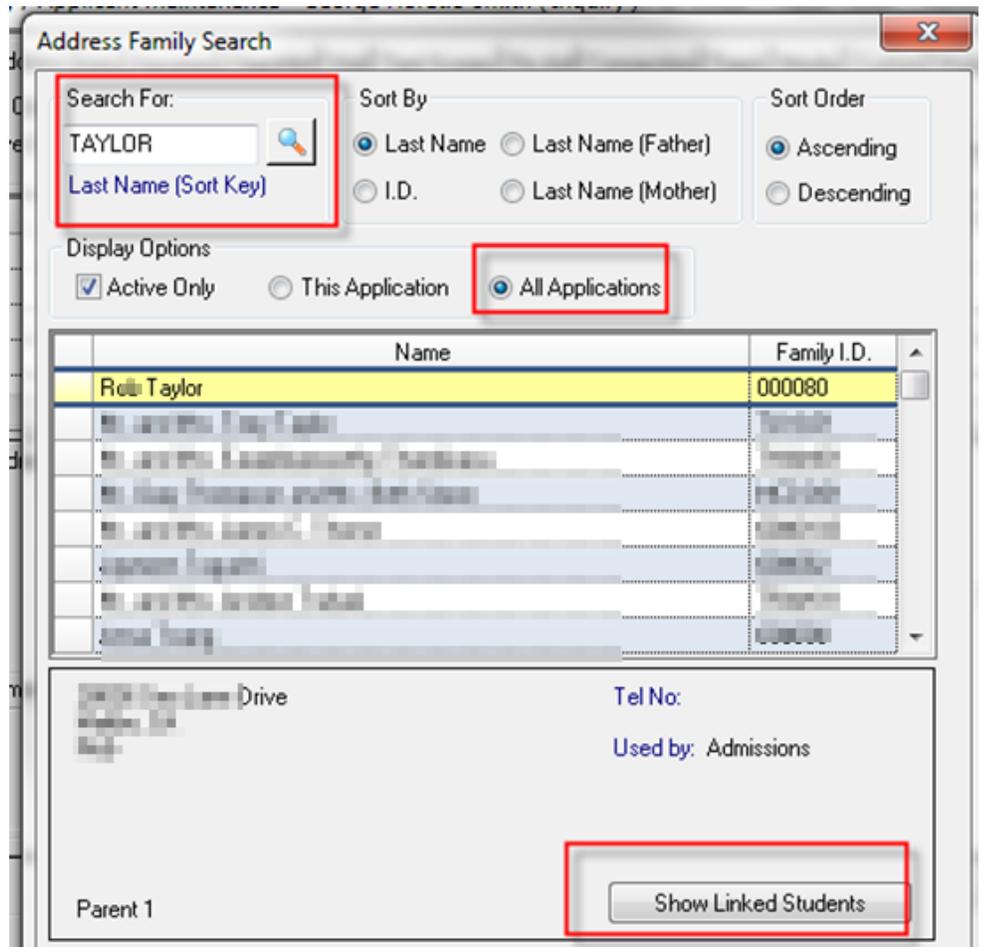
Name | Address | Info | Decision | Checklist | Visit | Test Scores | Fin Aid | Connection | Track | Media | Custom | Mailings | Comments

Display Options
 Active Only All Applications This Application

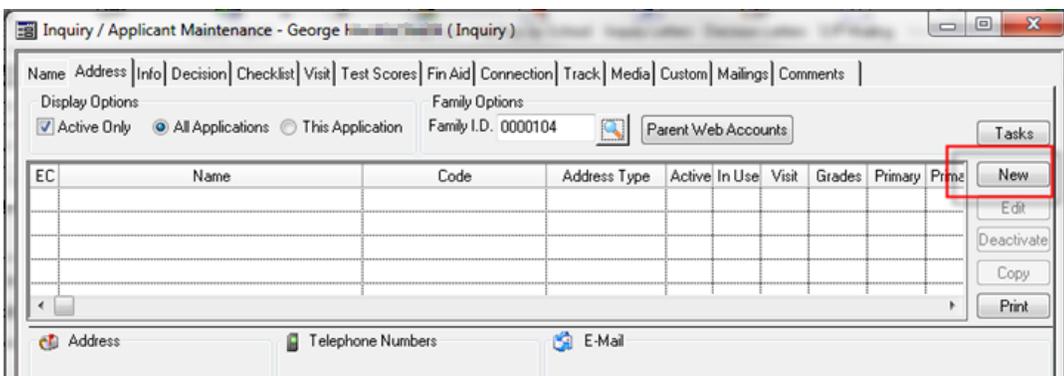
Family Options
 Family I.D. 00001004 [redacted] Parent Web Accounts

EC	Name	Code	Address Type	Active	In Use	Visit	Gr

6. Search for the last name, and click on magnifying glass (Do not hit 'Enter'). If you see the sibling family, then double click on the line with family, to link to the existing addresses. Use the 'Show Linked Students' to help do the detective family. And click on 'All Applications' to include Registrar. Below, the question would be – which Taylor family:

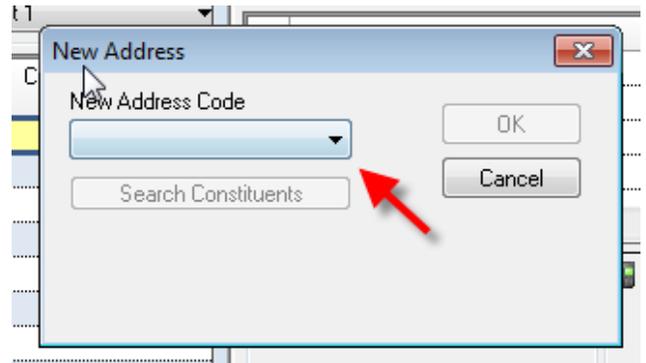


With an existing family, you would now be done with the Address tab.



7. For a new family, no sibling, you have to put in an address, choose new

8. In the dropdown, pick 'Parent 1', which is the primary household.



Parent/Guardian | Address | General | Comments

Father / Name 1

Title Mr. [v]
First Joe
Middle
Last Smith
Suffix [v]
Preferred Joe
Relation Father [v]
SSN

Mother / Name 2

Title Ms. [v]
First Jane
Middle
Last Smith
Suffix [v]
Preferred Jane
Relation Mother [v]
SSN

Full Name
Mr. and Ms. Joe Smith [v] Custody

9. Type in names, father on the left, mother on the right

10. Type in minimal address info, but DEFINITELY type in email addresses

Address Maintenance - (New)

Parent/Guardian | Address | General | Comments

Mailing Address

Name Mr. and Ms. Joe Smith [v] DNP
Line 1 5 Oak St. [v]
Line 2
Line 3
City/St/Zip Litchfield CT 12345 [v]
Country [v] Region [v]
Sort Key SMITH, JOE
Reporting City/Town Litchfield

Telephone Numbers

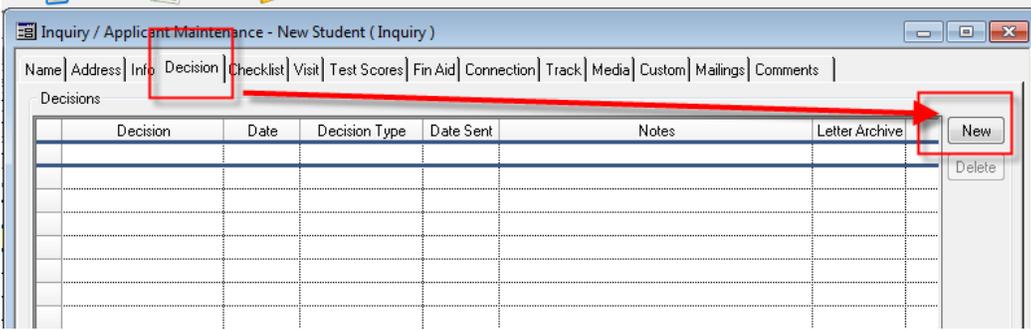
Tel. No.
Fax No.

E-Mails

Father / Name 1 E-Mail fathersmith@gmail.com
 Send Household E-Mails Swap E-M
Mother / Name 2 E-Mail mothersmith@yahoo.com
 Send Household E-Mails

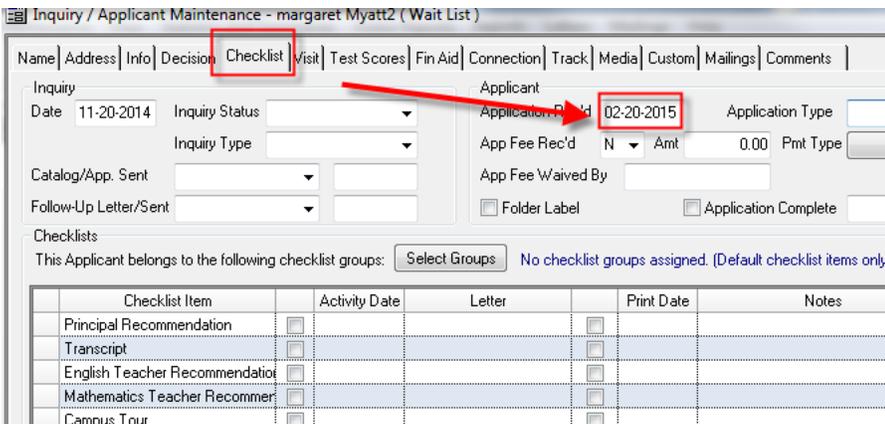
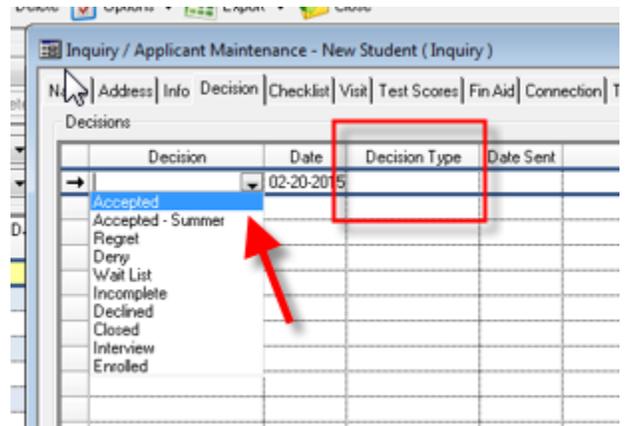
Bill Codes

A/R [v] Send Grades
Loans [v] Send Grades (Summer School)
 Attend Visit



11. Click on the Decisions tab, and then choose New

12. Choose 'Accepted' in Decision, today's date will appear, but you may override. If you choose to do Decision letters here, click into "Decision Type" and choose Accepted. Leave Date Sent blank, the system will insert that when you run Decision Letters.



13. Now move to Checklist tab. You must put in an application received date. If you don't, it won't show in Enrollment Management. Then click OK and all is saved and ready for Enrollment Management.