SOCIALWORKCAS
the centralized application service for social work

Thank you for exploring the opportunity to participate in the Social Work Centralized Application Service (SocialWorkCAS). This checklist will guide you through the initial steps of training and program enrollment. Although this is not an exhaustive list of activities, this brief guide will help you get started in the process.

Contacts
- ☐ Identify primary contact in admissions who will serve as lead for SocialWorkCAS
- ☐ Designate back-end admissions users for your program:
  - ✓ *Admissions personnel*
  - ✓ *Academic program reviewers*
- ☐ Identify the technical point person(s) at your program who will:
  - ✓ *Set-up data feeds and oversee system integration.*
  - ✓ *Determine if admissions data will be imported into the existing Student Information System and/or Customer Relationship Management System.*

Training and Configuration
- ☐ Decide your application "go live" and close dates
- ☐ Contact Educational Testing Service to request your program-specific SocialWorkCAS GRE code to automate the feed (1-866-473-4373)
- ☐ Attend WebAdMIT Level 1 Training, http://elearning.easygenerator.com/2567be59-4299-474d-98ea-6cd71551cf76/
  - ✓ *The course will teach you what WebAdMIT is, and how to use all of its basic features. By the end of the course, you'll be ready to use the software to evaluate your applicants.*
- ☐ Attend Configuration Training
  - ✓ *This training will help you navigate through the CAS Configuration Portal, which is the tool you will use to set up your programs on your CAS application and configure your program requirements, settings and branding.*
- ☐ Attend WebAdMIT Level 2 Training
  - ✓ *The course will teach you more advanced functionalities of WebAdMIT. By the end of the course, you'll be enabled to leverage tools to gain additional efficiencies and enhance admissions management capabilities.*
- ☐ Attend Services, Support, and Resources Training
  - ✓ *This training will help you learn more about available resources to help guide you through enrollment and beyond.*
- ☐ Configure and customize your program pages
- ☐ IT test Customer Export Layout of the fields your school will integrate with other institution systems

Marketing
- ☐ Promote participation in SocialWorkCAS:
  - ✓ *Provide link on necessary collateral, email communications, websites, etc.*