

The Eight-Step SocialWorkCAS Program Onboarding Process

To get started with SocialWorkCAS, social work programs go through a one-time, eight-step onboarding process. The process will guide programs in determining primary contacts, setting up application content, and understanding how to view applications.

STEP 1: Fill out the participation agreement.

Return the completed and signed participation agreement to SocialWorkCAS to begin the onboarding and set-up process.

STEP 2: Identify your primary contact(s).

Identify the primary faculty members and staff contacts at your institution with whom SocialWorkCAS should share important information and updates about the application.

STEP 3: Inform colleagues about SocialWorkCAS.

Notify your faculty members and staff about the move to SocialWorkCAS to help acclimate them to the new application process.

STEP 4: Contact IT staff about integration.

Speak with your local IT staff about integrating SocialWorkCAS data from WebAdMIT into any local student records systems used at your institution. Provide them with the Custom Export Layout document SocialWorkCAS will make available later in the process.

STEP 5: Learn about WebAdMIT.

Complete the virtual, self-paced WebAdMIT basic training course (takes approximately 1 hour), to learn about the basic features of WebAdMIT.

STEP 6: Review Before Configuration materials.

Review the "Before Configuration" material to determine important factors and supplemental requirements for your program, such as the following:

- Deadline date
- Application banner image
- Application homepage text
- Letters of reference required
- Supplemental application questions
- Prerequisite courses
- Additional documents required

STEP 7: Complete Configuration training.

Review the SocialWorkCAS Configuration manual and complete the virtual, self-paced WebAdMIT Configuration Portal training course to learn how to configure your application. Access is granted to the configuration portal once the self-paced training is completed.

STEP 8: Market your participation.

Share your participation in SocialWorkCAS on your program's website and in communication with prospective applicants and applicant feeder organizations (e.g., military academies, undergraduate institutions). Language and suggestions will be provided during the onboarding process.

Need assistance? The SocialWorkCAS team is available to help throughout the onboarding process. E-mail questions to socialworkcas@cswe.org.

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