How to Plan – Quadrant 4 Build

July 5 – August 2

1. Identify who will configure your Q4(s)
    a. Make sure your campus trainers have the right individual (and contact info) listed on our master contact list
2. Schedule time for your personal training
    a. Move through Stage 1 Training that focuses on the Configuration Portal
3. Schedule time to configure your Q4(s) in the Configuration Portal in July
4. Bookmark Configuration Portal Best Practices and the Configuration Portal Help Center
5. Check with your marketing team on image / branding guidelines
    a. See our IU Branding Guideline document (coming soon)
6. Prep your Home Page intro text in Word (see Best Practices)
    a. Plain text required - copy and paste to Notepad then to Configuration tool
7. What other application materials do you collect?
    a. If nothing – then leave all pages unchecked and you just populate your Home page Introduction / welcome.
    b. Program Level Questions (cannot ask any questions Q1 – Q3 – that list is coming soon)
        i. You do not need to add terms – this is collected when they select your plan / term on "Add a Program" page
    c. Recommendations (5 versions to choose from – can mix match too – coming soon)
        i. IU Graduate CAS will not ask for Recommendations at the CAS level
        ii. Only Program Evaluations (Recommendations)
    d. Document uploads (if "required" vs. "optional" they cannot upload a new version after the application has been submitted)
        i. Prep your instructional text
        ii. Document Upload options (you select what you want applicants to upload and how many):
            1. CV / Resume
            2. License(s)
            3. Observation Hours
            4. Other
            5. Personal Statement
            6. Publication
            7. Shadowing/ Healthcare Hours
            8. Test Score Report
            9. Work Sample
            10. Writing Sample
            11. Certificates

   iii. Unofficial Transcripts are collected in Q2 – you cannot also collect them in Q4

  e. IU did not subscribe to the Prerequisite option

8. Submit for approval "Activate"

For help in the Configuration Portal contact the Client Support Specialist Team - available Monday – Friday from 9 AM to 5 PM ET.

- Email: webadmitsupport@liaisonedu.com
- Phone: 857-304-2020