# DICAS Cycle Transition Tips

This handout provides tips and guidance for programs using DICAS in the previous cycle and moving to the next cycle.

## Important DICAS Dates

- DICAS **2023-2024** closure date is July 14, 2024 (Note: DICAS is closed for maintenance July 14-18th)
- DICAS **2024-2025** open date is August 5, 2024
  - DICAS Configuration Portal is now open for the 2024-2025 cycle. If you wish to have your application live on August 5th, you must submit your application for review and approval by July 15, 2024.
  - After July 15, 2024, you may submit your application anytime for review and approval and your application will be live for applicants two weeks after submission so check your preferred application open date before submitting for review.

## Tips For Programs Using DICAS From One Cycle to the Next

- Reviewer accounts carry over from one cycle to the next but work groups and program assignments will need to be re-assigned to reviewers. See Creating and Managing Users - Liaison (liaisonedu.com)
- The Configuration portal for the 2024-2025 application is now open.
  - Log into the WebAdMIT Prelaunch to access the CAS Configuration Portal for configuring your programs
    - Use the same log in and password you used to configure your application in the previous cycle.
    - If you are using the DICAS platform for the first time, click "First Time Here? Set up your account".

## Program Configuration Tips

- Letter of Reference/Recommendations and Personal Statements are NOT part of the bulk application quadrants 1-3 (Q 1-3). If your program requests either of these or both as part of your application, they must be requested in your Q4.
- Once your program configuration is reviewed and moved to the live environment, you can only make changes to your branding page and application due date.
- Check all links on your branding page to ensure they are working and going directly to the page intended.
- Be sure to update previously listed dates that reflect the 2023-2024 cycle.
- If including an email address when linking to an email address use mailto: and then insert your email address. For example, mailto:education@eatright.org.
- Use the Quick Start Guide available here: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page
- Use previously recorded trainings provided to guide you along the way. All are available at the DICAs Training webpage or at http://academy.liaisonedu.com/inquiryform