**DICAS**
Dietetics Inclusive Centralized Application Service

# Utilizing WebAdMIT Tips Sheet
**(For the most up-to-date how-to information, visit the [WebAdMIT Help Center](#).)**

## Logging into WebAdMIT Production
**(This is where you view applications)**

1. Go to WebAdMIT: [https://cas.webadmit.org/](https://cas.webadmit.org/).
2. Enter your email address associated with your WebAdMIT account.
3. Enter your password.
    a. If you have never logged into Prelaunch WebAdMIT before and this is your first Prelaunch WebAdMIT account, click the link that says "First time here? Set up your account". Once you create a password, it will be the same for all cycles.
4. Select **Remember me?** if you want your browser to remember your login credentials. This feature is dependent on your browser and its settings.
5. Click Log In.

**Note:** you can only make changes to the branding page and your application due date once in WebAdMIT production.

***Need extra help?*** Visit the **Accessing WebAdMIT** how-to article in the Help Center.

## Adding a Reviewer in WebAdMIT

1. Log into WebAdMIT.
2. Using the Menu Bar, open the Management panel, then click **Admissions Users**.
3. Click **New User**.
4. Enter the new user's information. The only required fields are **First Name, Last Name,** and **Email**.
5. Identify the user's role, if applicable.
    a. The **Title/position** field does not provide any additional functionality but may be useful for internal reporting.
    b. The **Primary User** checkbox has no current functionality.
    c. The **Institution Manager** checkbox gives additional management functionality in WebAdMIT. Review the **Institution Manager Role** section for more details.
6. Select a Work Group, as this is what controls what permissions the user will have. The WebAdMIT Administrators Work Group, available by default, gives the user full access to all management functions in WebAdMIT.

7. Select the program(s) the user needs access to under **Program Assignments**; this is what controls which groups of applicants the user will see. You can batch check/uncheck all programs. Additionally, you can select **Make this item available for all new programs that are added to WebAdMIT**; this will automatically activate any programs added mid-cycle through the Configuration Portal.

8. Click **Submit** to save or click **Return to Admissions Users** to discard the changes.

**Note:** When adding reviewers, they will receive an email notification with the link to the portal to register and log in. If the reviewer is already a WebAdMIT user and DICAS is being added to their existing account, they will not receive an email notification.

***Need extra help?*** Visit the **Managing Users** how-to article in the Help Center.

# Accessing the application PDF in WebAdMIT

Individual application information is found on the Applicant Details page which consists of categorized, collapsible panels. The **Documents** panel displays the applicant's documents transmitted from the CAS. Documents uploaded by local program staff also appear here under "Admissions Uploaded Documents". Documents sources can include:

- **Applications:** this section contains a full PDF of the application.
- **Transcripts:** transcripts and foreign evaluations appear when they are received and processed for a submitted applicant.
- **Applicant Uploaded Documents Application Level:** documents submitted by the applicants that were requested on the core application.
- **Applicant Uploaded Documents Program Level:** documents submitted by the applicants that were requested by the program through the Configuration Portal.

**Note:** The number in parentheses on each subpanel indicates how many of each document type are available.



***Need extra help?*** Visit the **Reviewing the Applicant Details Page** how-to article in the Help Center.

## Filtering Applicants

- **Run quick, basic searches** on your applicants, such as searching by their name or grouping applicants by program.
- **Build lists** that filter applicants by single or multiple criteria, including program specific questions (e.g., applicants that applied to a certain track, who are complete with a certain GPA, etc.).

*Need extra help?* Visit the **Searching For Your Applicants** articles in the Help Center.

## Using Local Statuses & Decision Codes

- Local Statuses allow you to track applicants through each stage of your admissions review cycle.
- They are customizable and help you better understand where your applicants are in your admissions review process.
- Decision Codes are standard CAS-wide codes used for categorization and reporting of applicants. Decision codes are optional but can only be used by attaching to a Local Status.

*Need extra help?* Visit the **Local Statuses Best Practices** articles in the Help Center.

## Exporting Applicant Data

- **Create customized data files through the Export Manager.** You can include only the information that you want, in the order you want it.
- **Bulk download applicant files through the PDF Manager**. Bulk downloads can include the full application PDF, transcripts, letters of recommendation, etc.
- **Pull pre-built reports on your applicants and admissions users through the Report Manager**. Reports can also help you compare your applicant pool to the entire CAS applicant pool.

- **Configure and schedule Secure File Transfer Protocol (SFTP) deliveries** to your Student Information System (SIS).

**Note:** SFTP allows you to transfer export and report files from WebAdMIT to your institution's servers, such as a Student Information System (SIS), Slate, TargetX, or EMP. You can set up your file transfer (i.e., scheduled job) through two features in WebAdMIT: the **Destination Manager** and **Schedule Manager**.

*Need extra help?* Visit the **Extracting Data from WebAdMIT** articles in the Help Center.

For questions, contact DICAS customer support or at 857-304-2020.