DICAS
Dietetics Inclusive Centralized Application Service

Phase 1: Get Familiar with CAS

Step	Item	Description	Due Date	Format	Notes
1.1	Complete On-demand Course: Introduction to CAS: Your Admissions Management Solution	This course provides an overview of the CAS service, including the benefits available to you and your applicants.	5/27/2022	Self Service: Video Course	Complete at your own pace Covers change management and transition Approx 1 hour to complete
1.2	Attend Webinar: Introduction to DICAS	This webinar covers what a CAS is, how it works, and how it relates to WebAdMIT.	**6/1/2022, 12:00-1:00pm CT**	Live Webinar-DICAS	Register via this link

Phase 2: Learn How to Configure Programs

Step	Item	Description	Due Date	Format	Notes
2.1	Review Quick Start Guide: Configuration Portal	This guide outlines the 4 phases of program configuration.	7/1/2022	Self Service: Reading	
2.2	Complete Configuration Quick Start Guide Phase 1: Steps 1-3	These steps task you to gather application requirements, review the application, and review transcript/coursework verification options.	7/13/2022	Self Service: Reading	
2.3	Complete On-demand Course: CAS Configuration Portal Training	This course provides an overview of the CAS Configuration tool, allowing you to configure the program(s) your applicants apply to.	7/13/2022	Self Service: Video Course	Complete at your own pace Approx 1 hour to complete SKIP: Page 4, "Configuring Fee Waiver Questions" and "Configuring Change Fee Rules" - not relevant to DICAS
2.4	Attend Webinar: Configuring Your Programs for DICAS	This webinar shows you how set up and customize your program's homepage for the Applicant Portal (DICAS application).	**7/13/2022, 12:00-1:00pm CT**	Live Webinar-DICAS	Register via this link

Phase 3: Core WebAdMIT Training

Step	Item	Description	Due Date	Format	Notes
3.1	Complete On-demand Course: Best Practices in Implementing a Centralized Application Service	This course guides you through improving your admissions process using WebAdMIT.	7/29/2022	Self Service: Video Course	Complete at your own pace Recommended to complete the entire course Approx 1 hour to complete
3.2	Attend Webinar: Manage Your Applicant Pool More Efficiently: 4 WebAdMIT Features You Should be Using	This webinar covers four core features in WebAdMIT used to build application review workflows.	8/5/2022	Self Service: Recorded Webinar	Multiple videos on this page could be useful to users Recommended to view the 6th title mentioned on the page which is 1 hour and 10 minutes in length
3.3	Complete On-demand Course: WebAdMIT Level 1 Training	This course provides an overview of the fundamental functionality to get you up and running in WebAdMIT.	8/12/2022	Self Service: Video Course	Complete at your own pace More in dpeth use of the tool Approx 60-90 minutes to complete

Step	Item	Description	Due Date	Format	Notes
3.4	Attend Webinars: Various Topic-specific Public WebAdMIT Webinars	Liaison Academy hosts at least four WebAdMIT webinars each month. Choose from webinars to learn more about key functions that may be of interest.	8/31/2022	Live Webinars-General (varied times)	**Must first register:** be sure to indicate that you ARE a WebAdMIT user on registration page Trainings are ongoing and more are offered each month Attend any trainings that fit your needs
3.5	Review: Topic-specific WebAdMIT How-To Guides	These guides provide additional documentation on WebAdMIT features and functionality.	9/9/2022	Self Service: Reading	
3.6	Review & Distribute User Guide: WebAdMIT Quick Start Guide for Reviewers and Interviewers	This guide provides essential information to acquaint admissions reviewers and/or interviewers on your team with WebAdMIT.	9/9/2022	Self Service: Reading	

Phase 4: Advanced WebAdMIT Training

Step	Item	Description	Due Date	Format	Notes
4.1	Complete On-demand Course: WebAdMIT Level 2 Training	This course builds off the Level 1 training and explores the more advanced features in the software, allowing you to maximize the use of the product.	12/16/2022	Self Service: Video Course	Complete at your own pace More advanced usage of WebAdMIT once applicants begin to submit Approx 90 minutes to complete