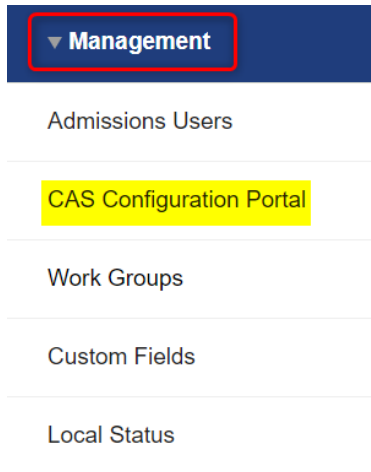




Starting after **11:00 am CT on Wednesday, April 5th, 2023**, Dietetic Internship (DI) programs with open positions who wish to collect applications during the second-round application time frame can log into the Production CAS Configuration Portal to extend their deadline, allowing new applicants to apply.

To adjust your deadline,

Step 1: Log into WebAdMIT Production to access the CAS Configuration Portal under the Management tab located on the left-hand side of your dashboard.



Step 2: Hover your mouse of the program Closed status and click where it says “Details” for the program you wish to extend the deadline for.

| PROGRAM | WEBADMIT NAME | OPEN DATE | DEADLINE | STATUS | LAST UPDATE | |
|--------------------|---------------|------------|------------|----------|-------------|-----------------------------|
| Sample Program | N/A | 06/25/2019 | 06/25/2020 | Approved | 01/27/2017 | » |
| Sample Program 123 | N/A | 10/01/2017 | 08/17/2018 | Closed | 09/11/2018 | » |
| New Program | N/A | 09/04/2019 | | | | » ACTIVATE DELETE DETAILS |

Step 3: Scroll to the bottom of the following page and select “edit”. Then, under the field “Default Deadline”, click on the calendar to update this field and click SAVE. You may change the deadline to any date you wish before July 14th, 2023.

Organization: Healthcare System Program Id: * required

Status: draft Unique ID:

Program Code: Program Code

Program Name: Dietetic Internship WA Display Name: WebAdmit Name

City: San Diego State: California Zipcode: 92161

Open Date: 10/04/2022 Default Deadline: 02/15/2023

Start Term: Fall Display Deadline as: Add Multiple Deadlines

Start Year: 2023 Same Deadline

Different Date

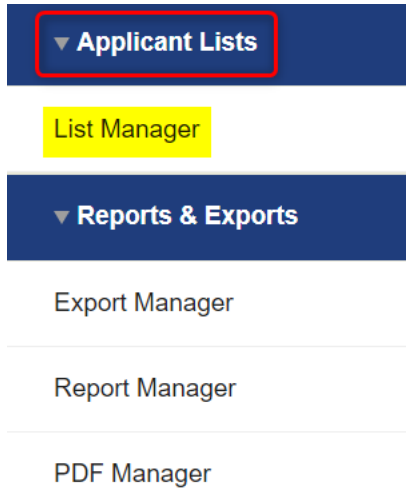
Rolling

Additional Information

To View Newly Submitted Applications:

Now that you have updated your application deadline date, to differentiate between your round 1 and round 2 applicants you will want to create a New Field List using the List Manager tool. The easiest option is to filter by the date the applicant submitted to your program. Any date on or after April 5th, 2023, will yield a list of your second-round applicants.

Step 1: Click on the List Manager under the header Applicant Lists.



Step 2: Under List Manager, Click on New Field List



Step 3:

- i. Name your list
- ii. Indicate whether or not you want the list to appear on your toolbar
- iii. Add access to user work groups if desired
- iv. To sort second round applicants, enter the start date for the start of the second-round application process which is April 5th (04/05/2023)

New Applicant Field List

This list, named , and appear on the toolbar.

These settings can be seen by myself and the following work groups

Included applicants will match of the following rules:

- equals
- does not equal
- less than
- less than or equal to
- greater than
- greater than or equal to
- within ... last days
- is null
- is not null

The DICAS 2022-2023 application cycle, including the second-round application process will close on July 14th, 2023. The 2023-2024 DICAS cycle will open on July 21st, 2023.