



Dear User,

The Configuration Portal for the PharmCAS 2020-2021 application cycle is now live!

### **ACCESSING THE PORTAL**

This message was sent to the primary PharmCAS contact at each institution. All primary users must log into the [Prelaunch WebAdMIT environment](#) to access the Configuration Portal and update their Program Pages for the 2020-2021 PharmCAS cycle by **June 19, 2020**.

Use the [Prelaunch WebAdMIT link for Configuration Portal updates only](#). Any other changes or updates made in Prelaunch WebAdMIT will **not** be pulled into the live WebAdMIT environment, such as new user accounts and workgroups. Only use this special URL until configuration period closes. Once the 2020-2021 application is live, access WebAdMIT through the usual [URL](#).

**Prelaunch WebAdMIT URL:** <https://prelaunch.webadmit.org/>

**Username:** {Your email address}

**Password:** Your password is the same as your regular WebAdMIT password. If you never logged into WebAdMIT before and this is your first WebAdMIT account, you must contact WebAdMIT Support via phone to set up a Prelaunch password. They can be reached Monday-Friday, 9AM-5PM EST at 857-304-2020.

### **To access the Configuration Management Portal:**

- Log into the [Prelaunch WebAdMIT](#) using your standard WebAdMIT account.
- Select the "Management" panel located on the left-hand toolbar.
- Click "CAS Configuration Portal" to open the Configuration Portal in a new tab. If nothing happens when clicking the link, please ensure you have any popup blockers disabled as the configuration portal opens in a new window.

### **WHICH PARTS OF THE APPLICATION CAN BE CONFIGURED?**

Schools can customize the design of the program home page and application in several ways:

- [Program branding](#) - Brand your page with an image and color scheme (recommended);
- [Instructional text](#) - Add instructional text to the home page to guide applicants (required);
- [Questions](#) - Enter custom (program-specific) questions for applicants (optional);
- [Documents](#) - Identify document upload requirements for your program (optional);
- [Prerequisites](#) - List prerequisite courses, so applicants can match their coursework to them (optional).

Completed Program Materials pages for the 2019-2020 cycle will automatically roll over into the 2020-2021 cycle and be available for editing. Regardless of whether information has changed, carefully review your Program Materials page for accuracy before submitting it.

### **MINIMIZE THE APPLICATION BURDEN ON APPLICANTS**

As you update your Program Materials page, please consider how your school might reduce potential barriers for applicants. Below are a few options to consider.

- Course Prerequisite Matching
  - Consider disabling (turning off) the "course prerequisite" feature, so that applicants are not required to match their classes to each course prerequisite.
  - If enabled, limit the number of course prerequisites that applicants must match.
- Document Upload Tool
  - Consider eliminating or reducing document upload requirements or making them optional.
- Custom Questions
  - Considering eliminating any custom questions that are not essential to your local admissions review process or predictive of success in the program.
  - If the school has a custom essay, consider reducing the character limit.

### **TRAINING RESOURCES**

- To help guide you in this process with best practices and a summary of all newly enhanced features, we encourage you to review the [2020-2021 PharmCAS Configuration Portal Guide](#).
- The [Configuration Portal Help Center](#) is a searchable manual with step-by-step instructions in creating and customizing your programs.
- Review the [Configuration Portal on-demand course](#) with videos on specific portions of the Configuration Portal; this is also accessible under the Help panel in WebAdMIT by selecting Training Resources.

### **DEADLINE**

PharmCAS programs have until **June 19, 2020** to complete program configurations. All configurations must be completed and approved prior to this date in order to be included in the 2020-2021 PharmCAS application cycle. The PharmCAS application opens to applicants on July 14, 2020.

Please contact us with additional questions or concerns at any time. We are always happy to help!

Best,

***Nicole Iarossi***

Client Success Manager, Liaison

[niarossi@liaisonedu.com](mailto:niarossi@liaisonedu.com)

***Katie Bruce***

Director of Application Services and Student Programs, AACCP

[kbruce@aacp.org](mailto:kbruce@aacp.org)