

## What is the Configuration Portal?

The Configuration Portal allows each program to add customizations to the ADEA PASS® (ADEA Postdoctoral Application Support Service) application. You will be able to provide information about your program, as well as collect additional information from applicants.

## Why should you use the Configuration Portal?

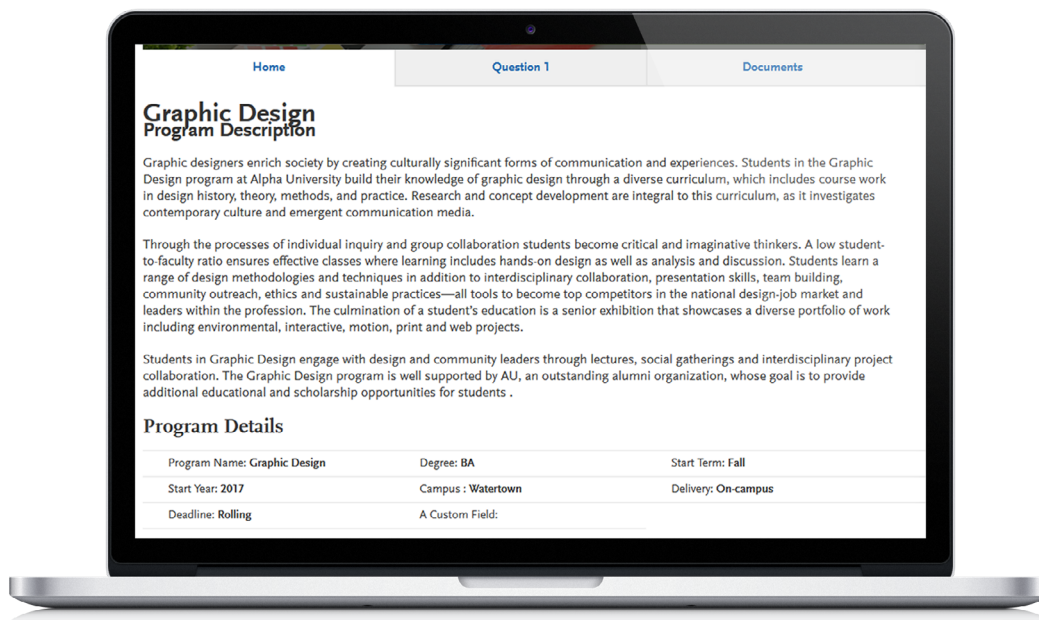
Information you collect using the Configuration Portal will be available in WebAdMIT and can be included in lists, reports, and exports. This information is only available to your program.

## When can I make changes to the Configuration Portal?

Changes can only be made to the Configuration Portal in March. You will be allotted approximately 4 weeks to complete your configurations. Changes cannot be made during the open application cycle.

## Will my profile appear blank to applicants if I choose not to utilize the Configuration Portal?

No, ADEA PASS has loaded a standard profile and turned-on documents for the personal statement for every program that opted not to utilize this feature.



## Program Homepage and Text

Applicants must view your program homepage before they submit their application, even if you decide to turn off the other features.

This program at **Watertown University** begins in January. We will accept students in this application cycle for our [January 2020](#) start class only.

Please refer to our [website](#) for information on our supplemental application, acceptance of GRE scores, and our application review and decision timeline. Our admissions team can be reached at [info@liaison-intl.com](mailto:info@liaison-intl.com) for more information.

This program prepares students for managerial positions in various types of health care organizations.

This program supports the development of: •problem solving •decision-making •conflict-resolution skills Applicants for admission to the program must hold a baccalaureate degree from an accredited institution.

Please visit our [university site](#) for more information.

## Questions

Applicants provide a lot of information in the application for all programs; however, there might be additional details that your programs would like to collect.

Examples:

- ❓ Make the CBSE results exportable by building them into this section.
- ❓ What aspects of our program motivated your application to our program?
- ❓ What makes you smile?
- ❓ If you previously applied to this program, indicate the prior cycle and explain how you have enhanced your application.

### WebAdMIT Support:

The Client Support Specialist Team is available Monday – Friday from 9 AM to 5 PM ET.

Email: [webadmitsupport@liaisonedu.com](mailto:webadmitsupport@liaisonedu.com)

Phone: 857-304-2020

### ADEA PASS Support:

Email: [adeapass@adea.org](mailto:adeapass@adea.org)

## Branding

You can brand your program with an image of your choice. Images should be 270px (tall) x 900px (wide), file size 250kb or less and .jpeg, .tiff or .png files.



## Documents

This section will allow you to collect documents from applicants that are not collected by ADEA PASS and include them in the application.

Examples:

- ✔ Personal Statement
- ✔ Unofficial CBSE Score Report
- ✔ Unofficial GRE Score Report
- ✔ Other Documents:
- ✔ Upload a copy of your diploma from those who have received their DMD/DDS degree and or a residency certificate.
- ✔ Upload published papers, articles, abstracts, posters, or a document including links to online materials representing your professional work.
- ✔ Upload additional documents deemed relevant to the application process.