IU Graduate CAS Workflow

How to Get Access to WebAdMIT

To request access to WebAdMIT, complete the Access Request form.

1. Complete the required training based on your selected Work Group (see the *Training Requirements by Work Group* section below).

2. The individual who needs access must complete the required FERPA tutorial and sign the Acceptable Use Agreement.

3. Navigate to the WebAdMIT Access request form.

4. Select the Work Group required, add program codes you will need access for, and click the **Submit** button.

Work Groups

Each WebAdMIT User will be assigned to a Work Group. Work Groups include what a user can do, and what a user can see. The table below lists the various Work Groups and the permissions assigned to each Work Group. When completing the request form, you must select which Work Group you need to be assigned to.

Work Groups	Permissions
- Applicant Interviewer **- Admissions Committee (Assigned Applicants)**	Can view applicants assigned to them and complete review forms for those applicants only.
Admissions Committee (All Applicants)	View All Applicants: allows users to view information for all applicants that they are responsible for. View Other User's Assignment/Interview Results: allows users to view any applicant's Assignments and Interviews, both on the Applicant Details page and on the Search Assignments and Search Interviews screens.
Application Processor	View All Applicants: allows users to view information for all applicants that they are responsible for. Add Notes: allows users to enter notes on the Applicant Details page. Change Local Statuses: allows users to change the Local Status of an applicant's designation, either individually on the Applicant Details page, or in batches via list or search actions. Email Applicants: allows users to email applicants.

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Work Groups	Permissions
	Manage Lists, Reports, and Exports: allows users to create lists, reports, and exports and define their visibility.
	Manage Uploaded Documents: allows users to upload and delete documents on an applicant's record for an organization.
	Modify Applicants' Custom Fields and Requirements: allows users to update an applicant's Custom Fields and Requirements, either from the Applicant Details page or in batches. View All Applicants: allows users to view information for all applicants.
- Director of Admissions **- International Affairs Staff** **- Graduate School Staff**	View All Applicants: allows users to view information for all applicants that they are responsible for.
	Access to CAS Configuration Portal: allows users to gain entry into the CAS Configuration Portal to set up programs.
	Add Notes: allows users to enter notes on the Applicant Details page. Users without this permission can read, but not create notes.
	Change Local Statuses: allows users to change the Local Status of an applicant's designation, either individually on the Applicant Details page, or in batches via list or search actions.
	Configure Software: allows users to access all management functions.
	Email Applicants: allows users to email applicants.
	Manage Assignments and Interviews: allows users to assign and delete Assignments and Interviews on applicant pages. Users with this permission can also edit submitted Assignment and Interview results.
	Manage Lists, Reports, and Exports: allows users to create lists, reports, and exports and define their visibility.
	Manage Uploaded Documents: allows users to upload and delete documents on an applicant's record for an organization.
	Modify Applicants' Custom Fields and Requirements: allows users to update an applicant's Custom Fields and Requirements, either from the Applicant Details page or in batches.
	View Other User's Assignment/Interview Results: allows users to view any applicant's Assignments and Interviews, both on the Applicant Details page and on the Search Assignments and Search Interviews screens.

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Work Groups	Permissions
Department Config Portal Team	View All Applicants: allows users to view information for all applicants they are responsible for.
	Access to CAS Configuration Portal: allows users to gain entry into the CAS Configuration Portal to set up programs.
	Modify Applicants' Custom Fields and Requirements: allows users to update an applicant's Custom Fields and Requirements, either from the Applicant Details page or in batches.
Department API Team	View All Applicants: allows users to view information for all applicants they are responsible for.
	API Access: allows users to query WebAdMIT using the API.
	Access to CAS Configuration Portal: allows users to gain entry into the CAS Configuration Portal to set up programs.
	Manage Lists, Reports, and Exports: allows users to create lists, reports, and exports and define their visibility.
	Modify Applicants' Custom Fields and Requirements: allows users to update an applicant's Custom Fields and Requirements, either from the Applicant Details page or in batches.

How to Remove a User's Access to WebAdMIT

To remove a user's access to WebAdMIT, complete the Access Request form in One.IU.

1. Navigate to WebAdMIT Access request form

2. Select the options for modifying or removing a user's access.

3. Submit.

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Training Requirements by Work Group for WebAdMIT

You must complete the required tutorials based on your Work Group to gain access to WebAdMIT.

Director of Admissions	Required / Recommended
Introduction to CAS (Indiana University) Webinar recording	Required
June 18th Liaison Configuration Portal Training Webinar recording	Required
Workflow Basics the recording from the IUPUI Webinar on *The Basics.*	Required
WebAdMIT On Demand Courses	Recommended
IU Graduate CAS FAQ for Graduate / Professional Programs	Recommended

Application Processor	Required / Recommended
Introduction to CAS (Indiana University) Webinar recording	Required
Workflow Basics the recording from the IUPUI Webinar on *The Basics.*	Required
WebAdMIT On Demand Courses	Recommended
IU Graduate CAS FAQ for Graduate / Professional Programs	Recommended

Admissions Committee and Interviewers	Required / Recommended
Quick Start Guide for Reviewers and Interviewers	Required
WebAdMIT On Demand Courses	Recommended

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Department Config Portal Team	Required / Recommended
Introduction to CAS (Indiana University) Webinar recording	Required
June 18th Liaison Configuration Portal Training Webinar recording	Required
IU Graduate CAS FAQ for Graduate / Professional Programs	Required - Q4 Configuration Portal Section
WebAdMIT On Demand Courses	Recommended

Department API Team	Required / Recommended
Introduction to CAS (Indiana University) Webinar recording	Required
Creating Reports	Required
Exporting Data	Required
List Manager – Field Lists	Required
List Manager – Composite Lists	Recommended
IU Graduate CAS API Details	Required
June 18th Liaison Configuration Portal Training Webinar recording	Required only if you are responsible for the Configuring Programs
IU Graduate CAS FAQ for Graduate / Professional Programs	Required only if you are responsible for the Configuring Programs - Q4 Configuration Portal Section
WebAdMIT On Demand Courses	Recommended