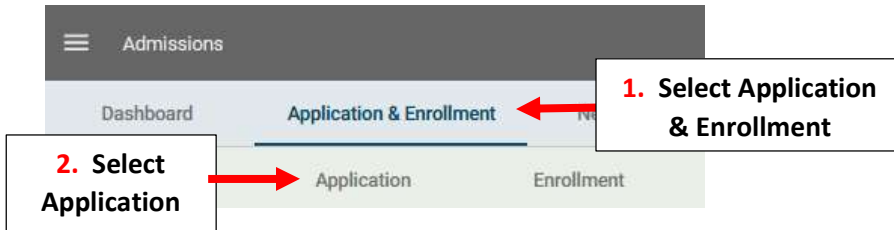


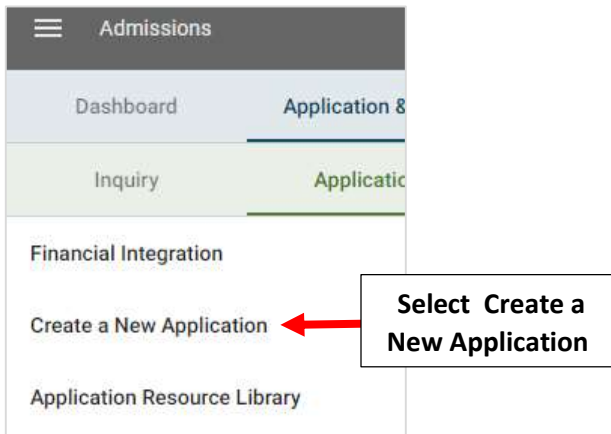
Copy Application Packet in FACTS SIS

****Please Note: New School Year MUST be Created before a New Application Packet is Created****

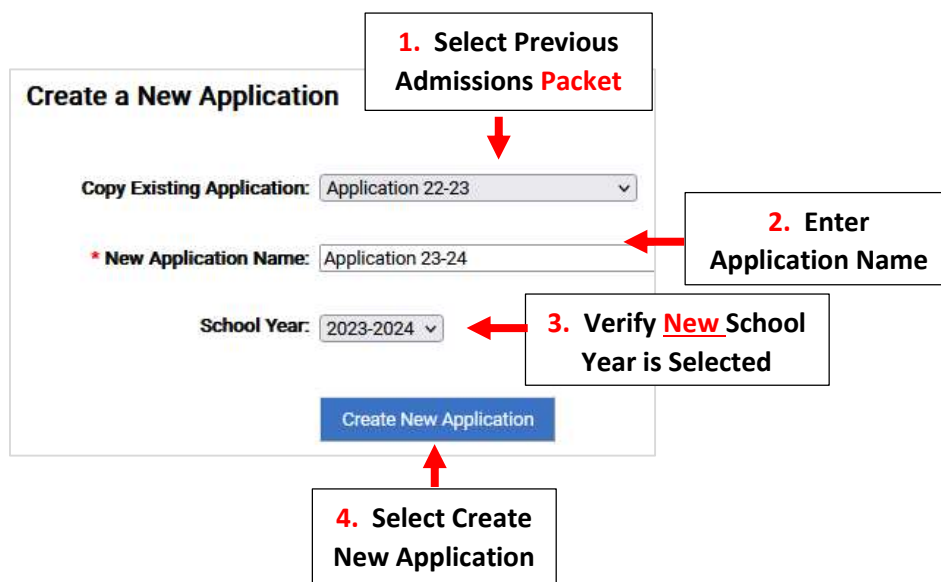
Once logged into FACTS please select **Admissions > Application and Enrollment** and Select **Application**



Select **Create a New Application**



Select **Previous Year's Admissions Packet** under **Copy Existing Application** Dropdown. Enter **New Application Name**, Verify **New School Year** is Selected and Select **Create New Application**



To **Close** the **Previous Year's Application**, Select the **Application Packet** and select **Controls**. Set **Both In-Progress** and **New Applications** to **"OFF"**. Select **Save** to **Save Changes**

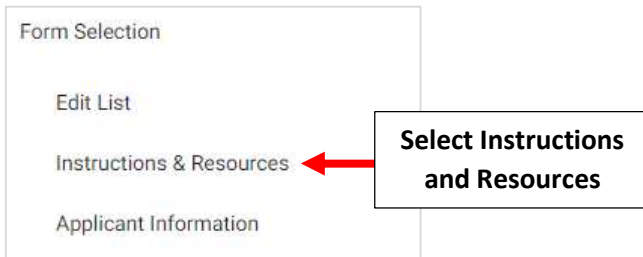
The screenshot shows the 'Application 22-23' controls page. The 'Application' tab is selected in the top navigation bar. On the left, a sidebar contains a list of application settings. A callout box labeled '1. Select Application Packet' points to the 'Application 22-23' dropdown menu. Another callout box labeled '2. Select Controls' points to the 'Controls' option in the sidebar. The main content area has two sections: 'In-Progress Applications' and 'New Applications'. In the 'In-Progress Applications' section, the 'OFF' radio button is selected, with a callout box labeled '3. Select "Off"' pointing to it. Below this is a text area for a message to parents, which contains the text: 'FACTS Academy is not currently accepting online applications for the 2022-2023 School Year.' In the 'New Applications' section, the 'OFF' radio button is also selected, with a callout box labeled '4. Select "Off"' pointing to it. At the bottom center, a blue 'Save' button is highlighted with a callout box labeled '5. Select Save to Save Changes'.

You will now need to Update the Instructions and Resource Form.

Select an Application to Edit and Select the **New Year's** Application you Created

The screenshot shows a dropdown menu for selecting an application to edit. The dropdown is open, showing three options: '2022-2023', '2023-2024', and '2024-2025'. A callout box labeled '1. Select the New Year's Application' points to the '2024-2025' option. Below the dropdown, a label 'Select an Application to Edit' is shown with a callout box labeled '2. Select an Application to Edit' pointing to it.

Select Instructions and Resources



Please Read through your Instructions and Make Sure all Dates, Names etc. are correct.

2024-2025

Instructions and Resources

A screenshot of a rich text editor interface. The top toolbar includes icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. Below the toolbar, the text reads: 'Welcome to Saint Saviour Catholic Academy's Application. We have designed our application process to make applying as simple as possible.' This is followed by a section titled 'Instructions' with the text: 'Please complete the Application forms listed in the left menu, beginning with the Applicant Information form.' Below that is a section titled 'Application Checklist' with the text: 'In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental forms.'

Once Completed, Select **Save** to **Save** your Changes

