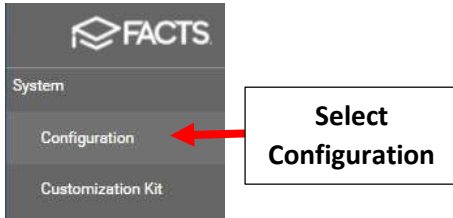


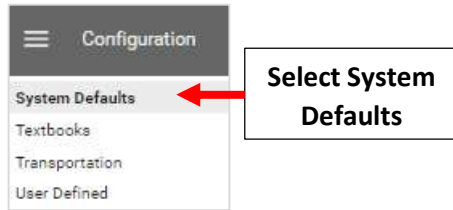
Update Default Enrollment Year in FACTS SIS

****Please Note: You will need to Logout and Back into FACTS for Change to Take Affect****

From Main Menu please select **Configuration**



Select **System Defaults**



Select **New Enrollment Year** from “**Default Enrollment Year**” Dropdown

A screenshot of the 'Default Enrollment Year' dropdown menu. The title is 'Default Enrollment Year'. Below the title is a paragraph: 'Default Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Default Enrollment Year without authorization from the Admissions Director.' Below the paragraph is a dropdown menu with the text 'Default Enrollment Year' and '2023-2024'.

Select **Save** to **Save** your Changes.

****Please Note: You will need to Logout and Back into FACTS for Change to Take Affect****

Default Enrollment Year

Default Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Default Enrollment Year without authorization from the Admissions Director.

Select Enrollment
New Year

A screenshot of the 'Default Enrollment Year' dropdown menu. The title is 'Default Enrollment Year'. Below the title is a paragraph: 'Default Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Default Enrollment Year without authorization from the Admissions Director.' Below the paragraph is a dropdown menu with the text 'Default Enrollment Year' and '2025-2026'. A red arrow points from a white box labeled 'Select Enrollment New Year' to the dropdown menu.

Home Dashboard Options

School Options allows administrators to control what displays on Home Dashboards:

Display Calendar Display Announcements

Save

Select **Save** to **Save**
your Changes