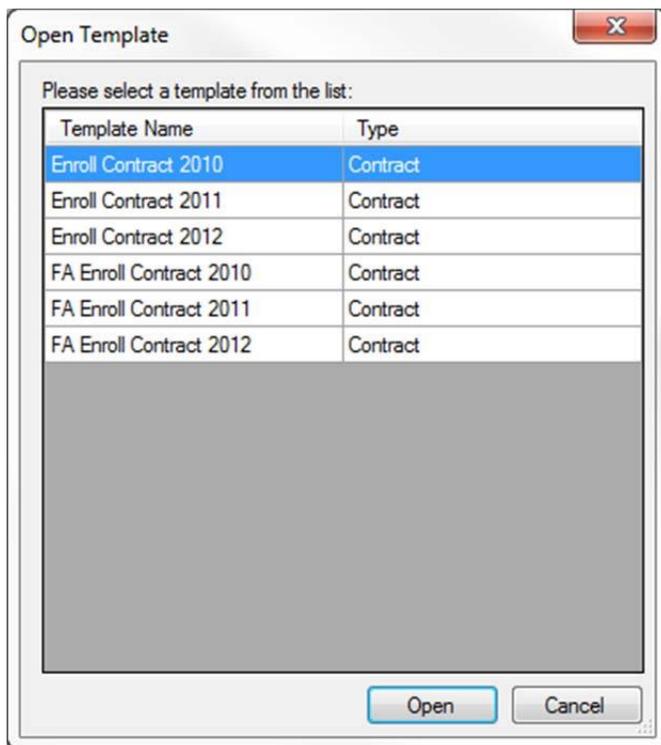


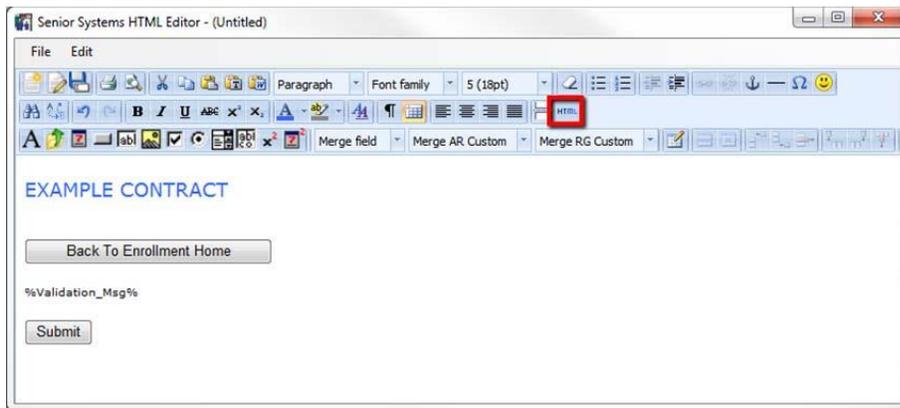
## Quick Reference: Changing HTML for Online Enrollment Contracts

You may need to edit the HTML for Online Enrollment contracts. Commonly, schools need to change a few sentences and dates in their contracts from year to year. To edit the HTML code in your contract, follow these steps to access the contract template in the Enrollment Management application.

- 1 Login to the Enrollment Management application.
- 2 Click **Enrollment Contracts > Contract Editor**.
- 3 Click **File > Open** to open the contract that you would like to edit.



- 4 The contract text will display with the screen headings below.



- 5 To make changes to the template's text, simply click into the body of the contract and type.
- 6 Click **File** > **Save** to save the contract template with the same name or a new name.