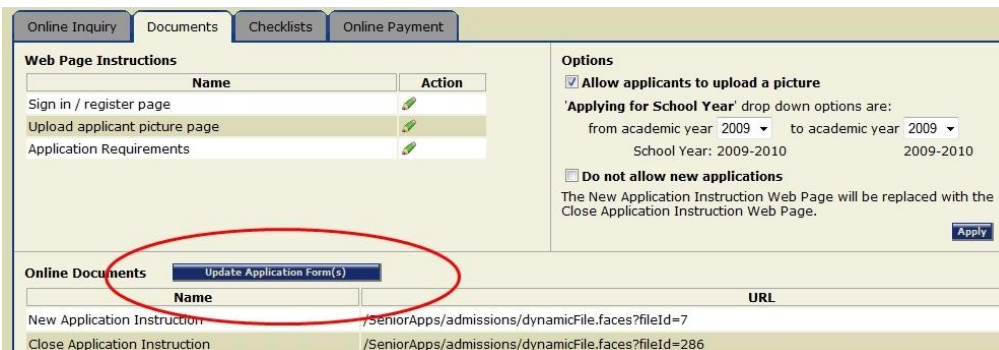


Quick Reference: Update Application Form(s) for Online Admissions

NOTE: This function REPLACES the prior version(s) of your online application form(s). You will ONLY use this capability when you receive a forms update zip file from Senior Systems.

To load new or updated custom application form(s):

1. Save the zip file that you received from Senior Systems on your local computer or network. Then log in to My BackPack as an administrator who has security access to Online Admissions Setup.
2. Select **Online Admissions Setup** from the Administration menu in the Admin Community (or, for the “new look” My BackPack, select **Online Admissions** from the My BackPack Setup menu). Then click to select the **Documents** tab.
3. Click **Update Application Form(s)** (above the Online Documents section of the page).



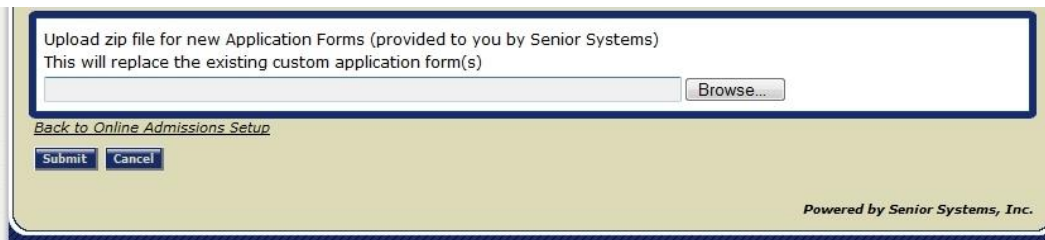
Web Page Instructions	
Name	Action
Sign in / register page	
Upload applicant picture page	
Application Requirements	

Options
☒ **Allow applicants to upload a picture**
 'Applying for School Year' drop down options are:
 from academic year: 2009 to academic year: 2009
 School Year: 2009-2010 2009-2010
☐ **Do not allow new applications**
 The New Application Instruction Web Page will be replaced with the Close Application Instruction Web Page.

[Apply](#)

Online Documents	
Name	URL
New Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=7
Close Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=286

4. Click **Browse** to locate the zip file that was sent to you by Senior Systems on your computer. Click **Open** to select to select the file, then click **Submit** to upload the zip file.



Upload zip file for new Application Forms (provided to you by Senior Systems)
 This will replace the existing custom application form(s)

[Browse...](#)

[Back to Online Admissions Setup](#)

[Submit](#) [Cancel](#)

Powered by Senior Systems, Inc.

5. A message displays to confirm the successful completion of the process. You can now check your website, if necessary, to be sure the new form(s) work correctly.