

RADIUS

How do I stop parents from Applying in Ascendance?

Table of contents

- 1 Update all parent facing communications. [→](#)
- 2 Update Online Admissions in My BackPack (MBP) [→](#)
- 3 Update Broadcast Email Templates in MBP [→](#)
- 4 Update MBP Parent and Student Groups [→](#)

How do I stop parents from submitting an application in Ascendance?

When making the switch from Ascendance to Ravenna all parent facing links that directed parents to My Back Pack now need to be redirected to the Ravenna Hub. Updating your website is the most obvious place to make changes. Existing parents or past applicants may have saved emails or bookmarks that send them to My BackPack (MBP).

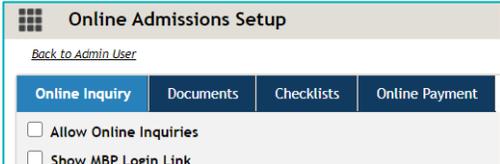
Update all parent facing communications

- Check your web site for all Admission links (Inquiry, Application)
- Check with any affiliate web sites that may include MBP link
- Check MBP Broadcast email templates

Update Online Admissions in My BackPack

My BackPack | My BackPack Setup | Online Admissions

- Online Inquiry
- Deselect Allow Online Inquiries
- Deselect Show MBP Login Link
- Select Submit at bottom of page



The screenshot shows the 'Online Admissions Setup' page. At the top, there is a grid icon and the title 'Online Admissions Setup'. Below the title is a link that says 'Back to Admin User'. There are four tabs: 'Online Inquiry' (which is selected and highlighted in blue), 'Documents', 'Checklists', and 'Online Payment'. Under the 'Online Inquiry' tab, there are two checkboxes: 'Allow Online Inquiries' and 'Show MBP Login Link', both of which are currently unchecked.

- Documents Tab
- Options: Select Do not allow new applications
- Select Apply
- Online Documents “ Close Application Instruction

Do not allow new applications

The New Application Instruction Web Page will be replaced with the Close Application Instruction Web Page.

Apply

Online Documents		Update Application Form(s)	
Name	URL	Type	Action
New Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=4	Web Page	 
Close Application Instruction	/SeniorApps/admissions/dynamicFile.faces?fileId=109	Web Page	 

- Select pencil icon and add message

Example:

Thank you for your interest in our school. We are now accepting inquiries and applications through Ravenna HUB. Please visit our website to learn more about the process.

- Select Submit to save changes

Update Broadcast Email Templates in MBP

- Check all admission related templates, including confirmation emails,
- Radius Schools: Be sure to check the General Templates for reset Password and Username links in MBP in the event a person returns to My BackPack through a bookmark on their personal device.

Example:

This email is in response to your request for password assistance.

- o **If your child/children are currently enrolled in The Academy**, please click [URL to Radius Portal] to go to your Radius Dashboard, then click on "Forgot Your Password?".
- o **If you are a faculty/staff member**, please click [%ResetPasswordLink%] to reset your password. For your security, only the recipient of this email can recover access to your account. Please note that this link is unique to your account and will expire after 72 hours.

This message was sent by an automated system, therefore replies cannot be answered. If you need additional assistance please contact xxxx

Update MBP Group Profiles

In System Administration module

- Remove the security key from Community Groups
 - Select My Back Pack | Group Maintenance | Edit Group Profiles
 - Modify each Community as needed (Parents, Alumni, Faculty, Students)
 - Expand the My Profile set
 - Select Admission Inquiry Form, select Delete
 - Select Online Admission, select Delete

