

Admissions: End of Year Update Task

complete.

o Select OK

When your school is ready to begin offering contracts for the "next year" please make two updates to the Ascendance Admission module.

- 1. End-of-Year Update to advance to the next admissions year
- 2. Admission Integration to edit the Ravenna season

Admissions E... **End-of-Year Update** Make sure that no other users are in the Admissions system and you have a current backup before proceeding! Maintenance | End-of-Year Update Enter New Admission Year: 2021 2020 Admissions Year to Close New Admissions Year 2021 Options to delete parameters is available but typically not selected Delete Parameters Admissions Year Туре Clear historic data for inquiries, applicants not enrolled and and Before enrolled students Clear temporary online web accounts Enrolled Students Clear Online Admissions User Accounts Select OK OK Message box about data to be deleted issions End-of-Year Update appears, even when you have chosen not Data will be DELETED based on the parameters you entered! Are you sure you wish to continue with the Update? to delete anything. Select Yes Yes Message box appears when update is ions End-of-Year Update

The Admissions End-of-Year Update was successfully

OK