

# Workshop Application Directions- New Users

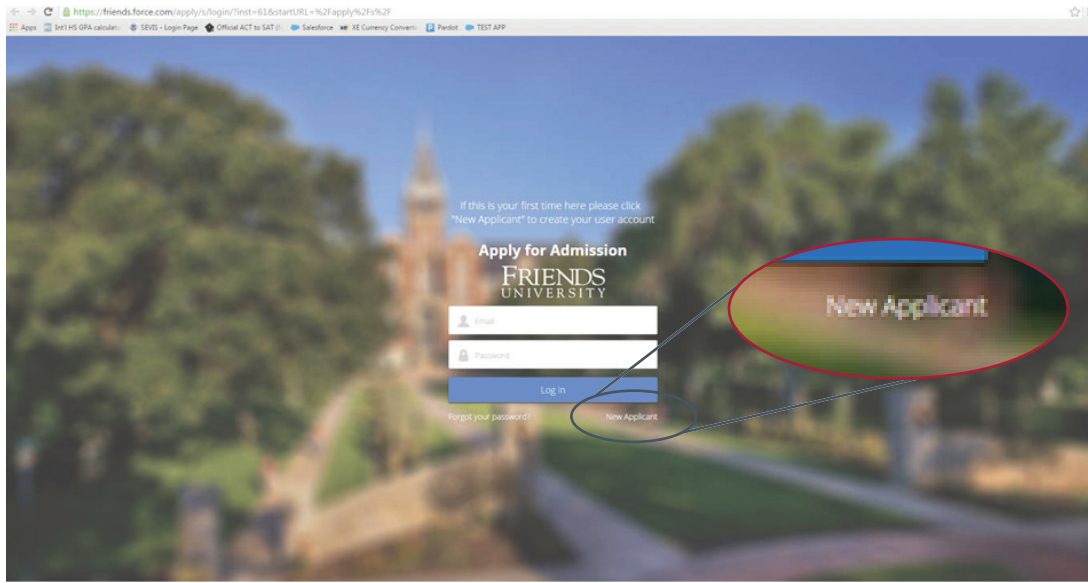
If you are a Returning User, please skip to page 3 and begin with step 3.

**STEP 1:** Go to [www.friends.edu/edworkshops](http://www.friends.edu/edworkshops). In the links on the left side of the screen, there will be a link for "Application for Graduate Workshop Attendance," click here. You will then be taken to the application page.

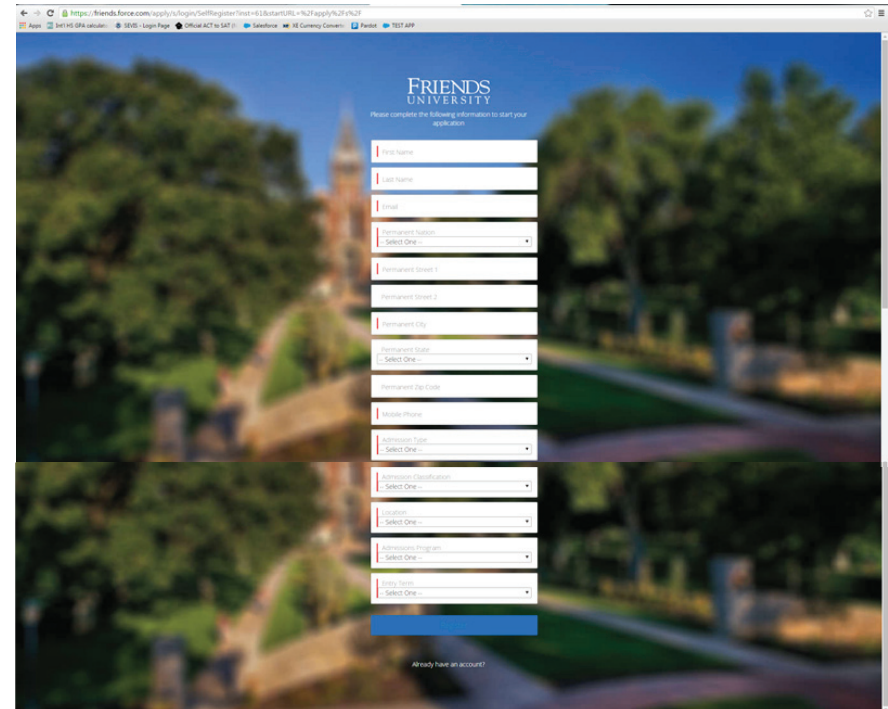
The screenshot shows the Friends University website at the URL <https://www.friends.edu/academics/departments-degree-programs/continuing-education/teacher-education-workshops/>. The page features a navigation bar with links for Students, Faculty/Staff, Family, and Alumni. Below this is a main navigation bar with links for Admissions, Academics, Student Life, About Us, Athletics, and a GET INFO button. The main content area is titled "GRADUATE WORKSHOPS" and includes a paragraph about graduate level workshops, two orange buttons for "VIEW THE SUMMER 2016 TEACHER EDUCATION WORKSHOPS" and "VIEW THE FALL 2016 TEACHER EDUCATION WORKSHOPS", a paragraph about online enrollment, and an orange button for "KNEA WORKSHOP REGISTRATION PAGE". A "QUICK LINKS" sidebar on the right contains several links, with "APPLICATION FOR GRADUATE WORKSHOP ATTENDANCE" highlighted by a red oval and a callout box. Other links in the sidebar include "ENROLLMENT (SELF-SERVICE BANNER)", "REGISTRATION AND PAYMENT INSTRUCTIONS", "POLICIES", "MOODLE", "STUDENT EMAIL", "TRANSCRIPTS", and "MAPS".

## Workshop Application Directions- New Users

**STEP 2:** Once on this screen, select “New Applicant” (located beneath the blue “log in” button) to begin your registration. This registration is a one-time requirement to set up an account at Friends University.

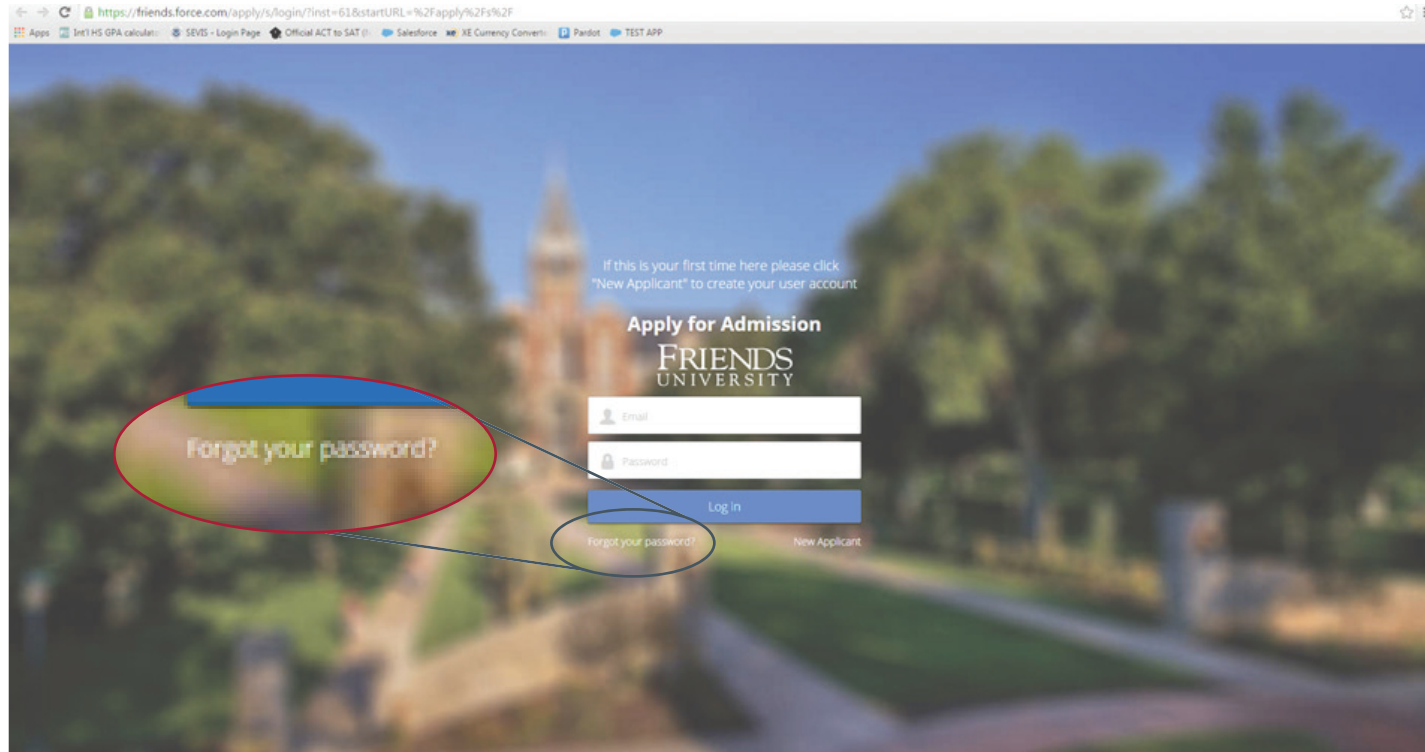


All items on the page in red require a response. When the page is complete, click the blue “Register” button. It takes about 30 seconds for the system to process and send a link to the email address you provided to set up a password. When the password is set, you will need to log in using your email address and password you created.



## Workshop Application Directions- Returning Users (All Users)

**STEP 3:** If you are a returning user, you will only need to enter your log in credentials (email and password) to access your account. If you have forgotten your password, you can click the "Forgot your password?" link below the blue button and follow the prompts to reset your password.

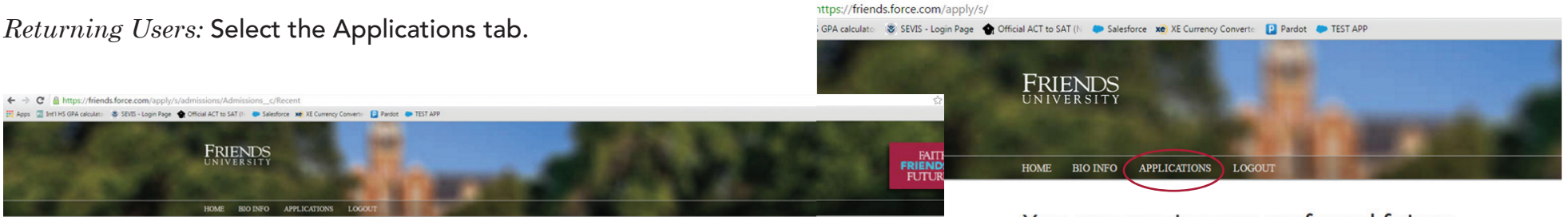


# Workshop Application Directions- All Users

## STEP 4: Completing the Application

*New Users:* Once you are logged in, you will select "Start Application". You will then be brought to the application tab where you can select "New" to start your application for the term in which you wish to enroll.

*Returning Users:* Select the Applications tab.



Please click the link below associated with the term and program for which you wish to apply (example: ADM-0000000). If your application is already complete, the link will not be available. If you wish to apply for a different term or program, click the "new" button to start a new application.

Applications						New
NAME	TYPE	TERM	CLASSIFICATION	CAMPUS LOCATION	STAGE	
ADM-0148128	Graduate Workshop	Fall 2016	Graduate Workshop	Wichita	Admitted	
ADM-0161856	Graduate Workshop	Fall 2016	Graduate Workshop	Wichita	Admitted	

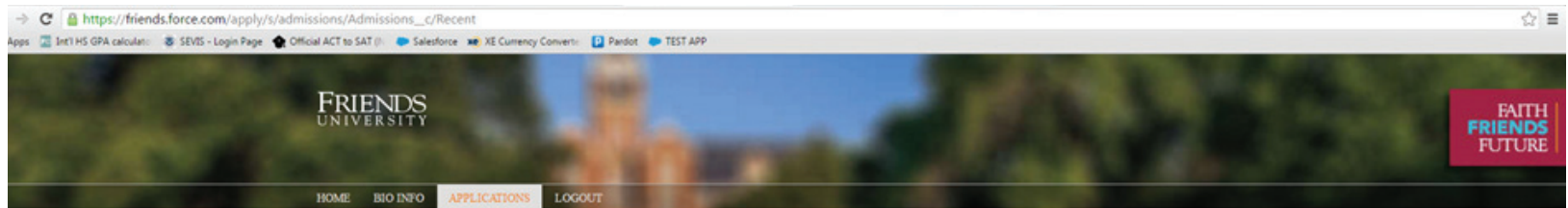
You can create your preferred future.

The knowledge, connections and support to turn your visions into fulfillment - find this and more at Friends University.

### Graduate Workshop Application Requirements Status for Fall 2016

Name	Details	Status	Date Received	
<input checked="" type="checkbox"/>	College Transcript	Pittsburg State University	Waived	8/15/2016
<input checked="" type="checkbox"/>	College Transcript	Pittsburg State University	Waived	8/15/2016
<input checked="" type="checkbox"/>	Graduate Workshop Application		Received	8/15/2016

*\*\*If you already have an admissions application record for the term you wish to enter, the admissions name will be blue and is a hyperlink to continue with the record for that term. This will need to be selected instead of creating a new application, as stated in the directions on this page.*

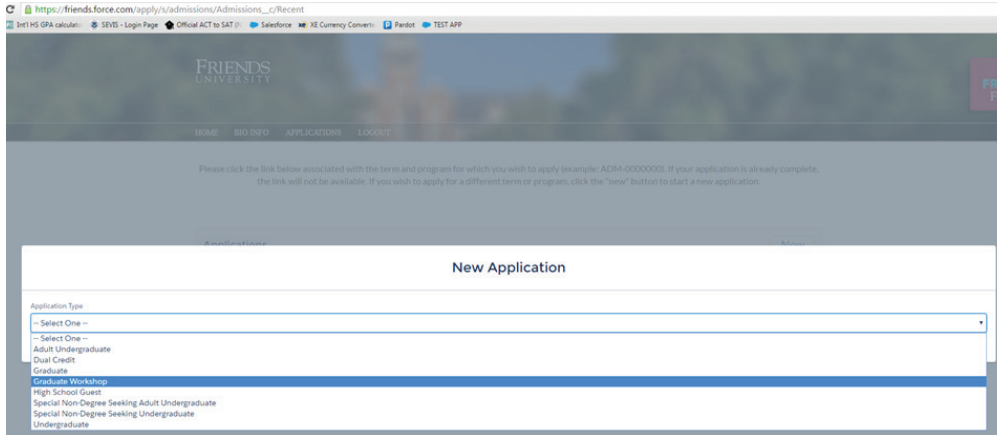


Please click the link below associated with the term and program for which you wish to apply (example: ADM-0000000). If your application is already complete, the link will not be available. If you wish to apply for a different term or program, click the "new" button to start a new application.

Applications						New
NAME	TYPE	TERM	CLASSIFICATION	CAMPUS LOCATION	STAGE	
<a href="#">ADM-0051163</a>	Undergraduate	Fall 2017	First-time Freshman	Wichita	Pre-Apply	

## Workshop Application Directions- All Users

**STEP 5:** From here to completion, the system will prompt you once each step is completed. Here is how you will need to enter the needed information. Select the Application Type, which will be "Graduate Workshop". Then Select the Term (i.e. Fall 2016, Spring 2017, etc.)



https://friends.force.com/apply/v/admissions/Admissions\_c/Recent

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FRIENDS UNIVERSITY

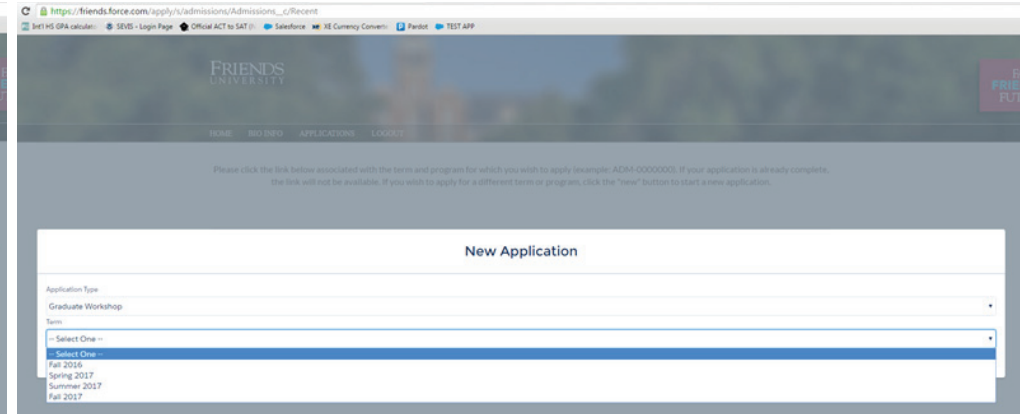
HOME BIO INFO APPLICATIONS LOGOUT

Please click the link below associated with the term and program for which you wish to apply (example: ADM-0000000). If your application is already complete, the link will not be available. If you wish to apply for a different term or program, click the "new" button to start a new application.

**New Application**

Application Type

- Select One
- Adult Undergraduate
- Dual Credit
- Graduate
- Graduate Workshop**
- High School Guest
- Special Non-Degree Seeking Adult Undergraduate
- Special Non-Degree Seeking Undergraduate
- Undergraduate



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FRIENDS UNIVERSITY

HOME BIO INFO APPLICATIONS LOGOUT

Please click the link below associated with the term and program for which you wish to apply (example: ADM-0000000). If your application is already complete, the link will not be available. If you wish to apply for a different term or program, click the "new" button to start a new application.

**New Application**

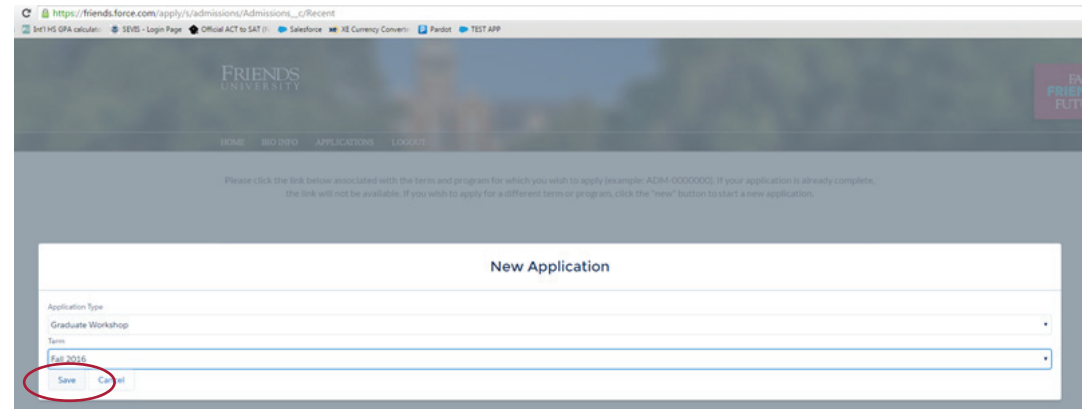
Application Type

Graduate Workshop

Term

- Select One
- Fall 2016
- Spring 2017
- Summer 2017
- Fall 2017

You will then be prompted to save your information. It takes a few seconds to save and pull up the application information.



https://friends.force.com/apply/v/admissions/Admissions\_c/Recent

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FRIENDS UNIVERSITY

HOME BIO INFO APPLICATIONS LOGOUT

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**New Application**

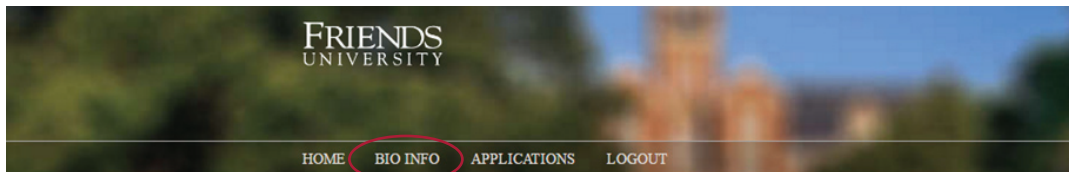
Application Type

Graduate Workshop

Term

Fall 2016

Save Cancel



You can create your preferred future

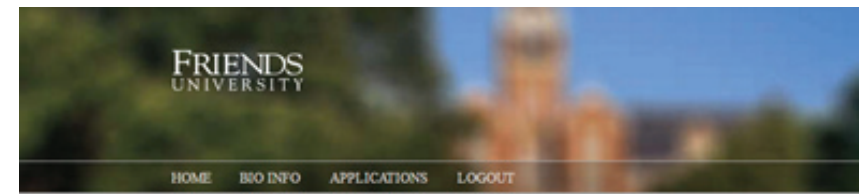
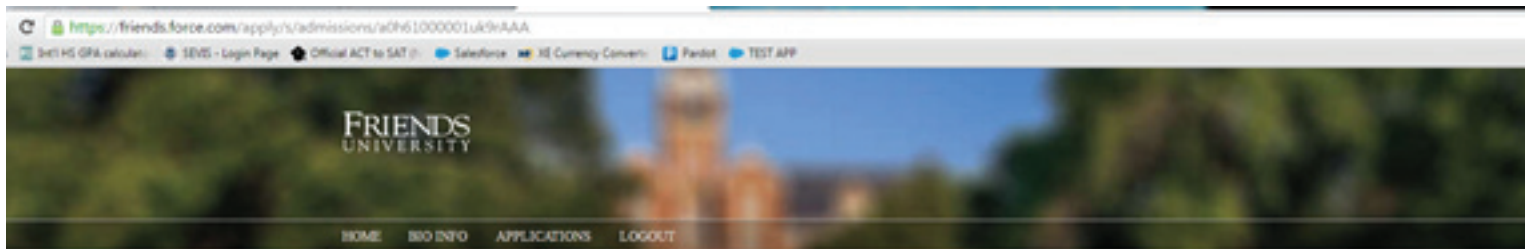
*New Users* will be prompted to finish completing their bio information prior to continuing the application. *Returning Users* can update their bio information when necessary by clicking on the "Bio Info" tab.

## Workshop Application Directions- All Users

**STEP 6:** The application will verify that you have entered into the correct term. Please click "Next".

You will be asked to enter your college information. This may be entered, or you may choose "Next" to skip.

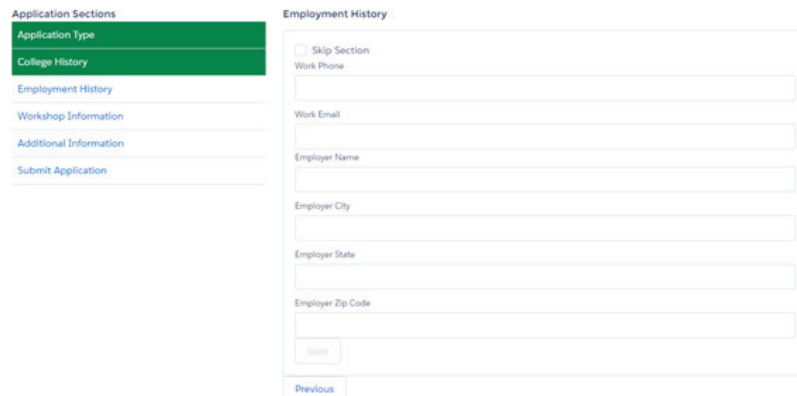
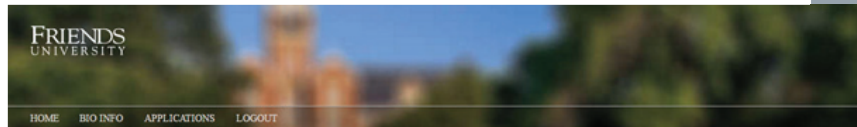
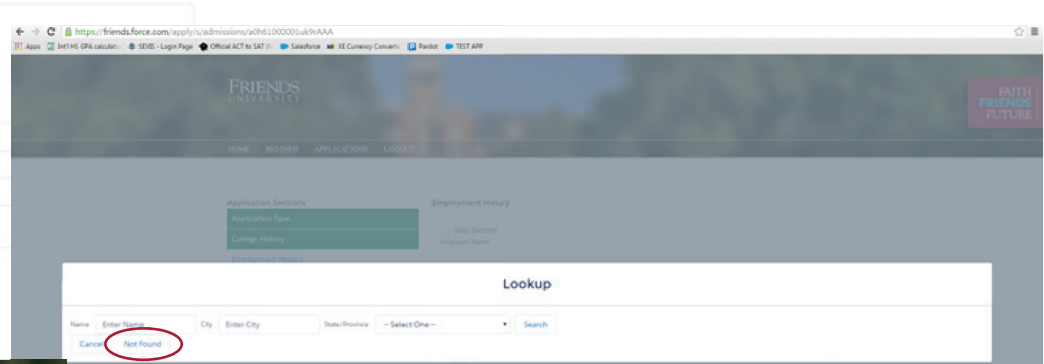
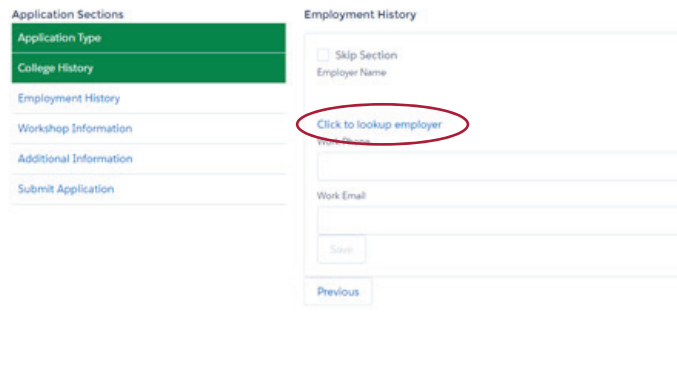
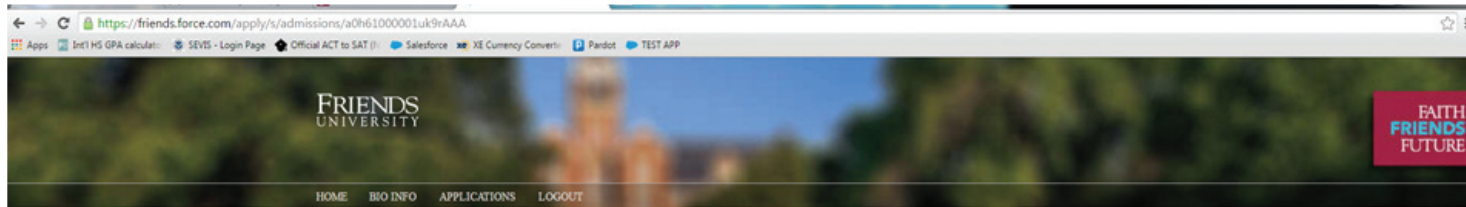
If you choose to enter this information, you will select the blue hyperlink that says "Click here to lookup Colleges" and select your college from a list. You will also need to enter start/end dates. Then you can save the information and click "Next". The Save Button will NOT be available as an option until the start and end dates are entered.

This screenshot shows a sidebar menu with two columns. The left column, titled "Application Sections", contains links for "Application Type", "College History", "Employment History", "Workshop Information", "Additional Information", and "Submit Application". The right column, titled "Application Type", contains "Application Type", "Graduate Workshop", and "Term". Under "Term", the option "Fall 2016" is selected, and a "Next" button is highlighted with a red circle.This screenshot shows the "College History" form. The form asks "Have you earned college credit after high school graduation?" and includes a dropdown menu for "Select One". Below this, there are input fields for "College Name" (with "Friends University" entered), "Start Date", and "End Date". A blue hyperlink "click here to lookup College" is highlighted with a red circle. At the bottom of the form, there is an "Add College" button and a "Next" button, which is also highlighted with a red circle.

## Workshop Application Directions- All Users

**STEP 7:** You will be asked to enter your employment information. This may be entered, or you may choose "Next" to skip.

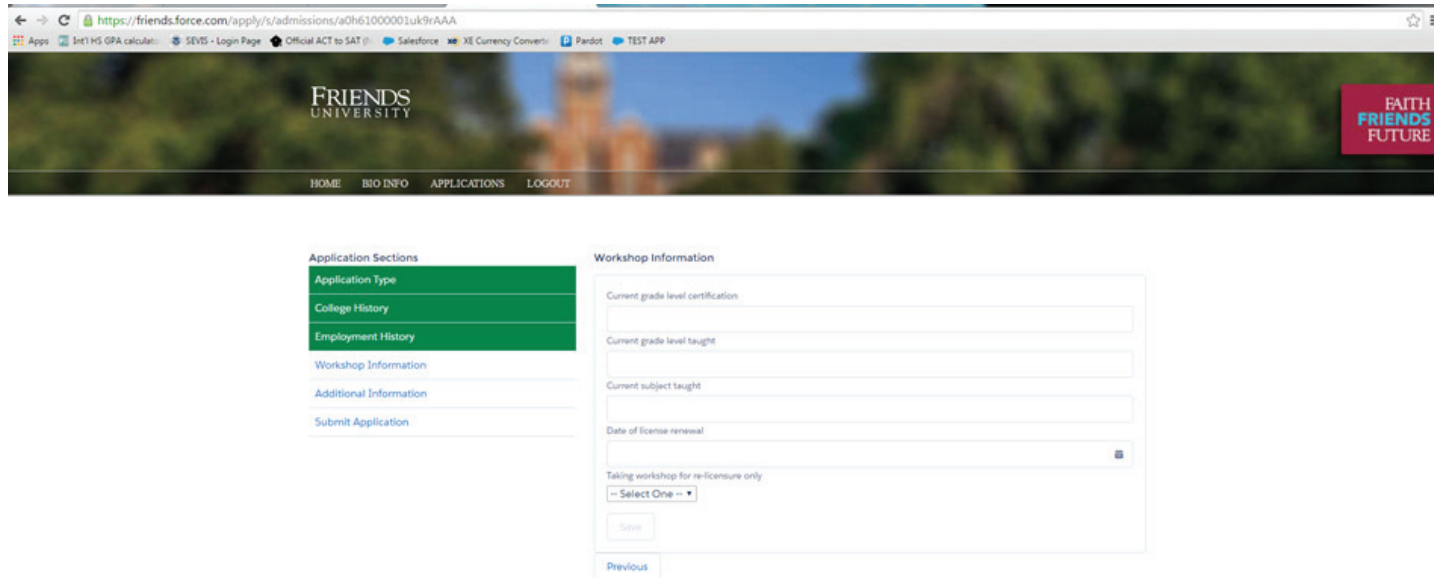
If you choose to enter this information, you will select the blue hyperlink that says "Click here to lookup employer". Currently, as of July 2016, non-person information is not loaded in to the system so you will want to select "Not Found" on this link and then enter the information as prompted. Then you can save the information and click "Next".



Then you can save the information and click "Next".

## Workshop Application Directions- All Users

**STEP 8:** You will be asked to enter workshop information. When complete, save the information and click "Next".

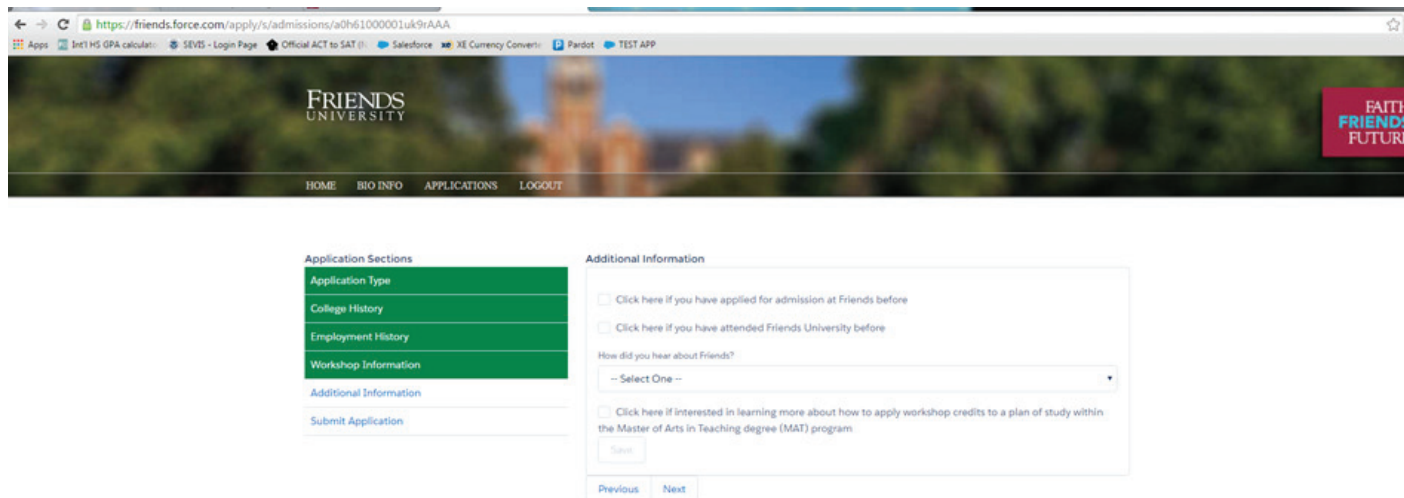


The screenshot shows a web browser window with the URL <https://friends.force.com/apply/s/admissions/a0h61000001uk9rAAA>. The page header features the Friends University logo and a navigation menu with links for HOME, BIO INFO, APPLICATIONS, and LOGOUT. A red banner on the right side contains the text "FAITH FRIENDS FUTURE".

The main content area is divided into two sections:

- Application Sections:** A vertical list of buttons for "Application Type", "College History", "Employment History", "Workshop Information", "Additional Information", and "Submit Application".
- Workshop Information:** A form with the following fields:
  - Current grade level certification (text input)
  - Current grade level taught (text input)
  - Current subject taught (text input)
  - Date of license renewal (text input)
  - Taking workshop for re-licensure only (checkbox)
  - Select One -- (dropdown menu)
  - Save (button)
  - Previous (button)

**STEP 9:** You will be asked to enter information about your relationship with Friends University - whether you have attended previously, how you heard about us, etc. When complete, save the information and click "Next".



The screenshot shows the same web browser window as in Step 8. The "Additional Information" section is now active, and the "Workshop Information" section is dimmed.

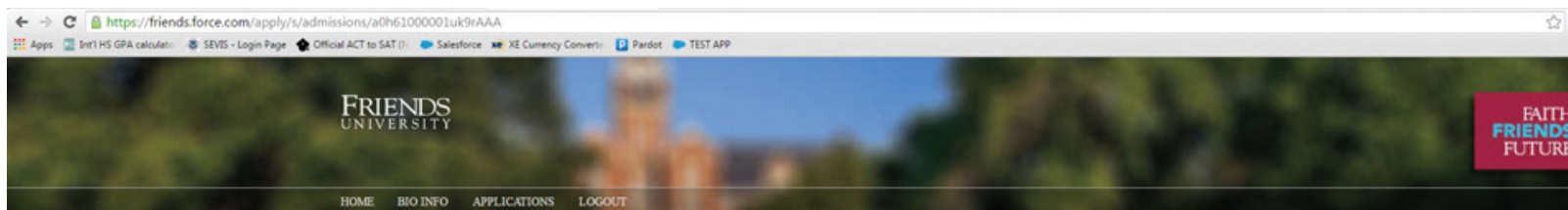
The main content area is divided into two sections:

- Application Sections:** A vertical list of buttons for "Application Type", "College History", "Employment History", "Workshop Information", "Additional Information", and "Submit Application".
- Additional Information:** A form with the following fields:
  - Click here if you have applied for admission at Friends before
  - Click here if you have attended Friends University before
  - How did you hear about Friends? (dropdown menu with "-- Select One --")
  - Click here if interested in learning more about how to apply workshop credits to a plan of study within the Master of Arts in Teaching degree (MAT) program
  - Save (button)
  - Previous (button) and Next (button)



## Workshop Application Directions- All Users

**STEP 10:** The last portion is to submit the application. The Friends University mission statement is listed and you will choose whether you agree with the mission, then type your name and date in the signature fields. When all fields are entered, you will need to click "Submit Application".

A screenshot of the "Submit Application" form. On the left, there is a sidebar titled "Application Sections" with a list of sections: Application Type, College History, Employment History, Workshop Information, Additional Information, and Submit Application. The "Submit Application" section is currently selected. The main content area is titled "Submit Application" and contains the following text: "The mission of Friends University is to equip students to honor God and serve others by developing their intellectual, spiritual and professional lives. Do you believe that you can benefit from and contribute to the mission of Friends University?". Below this text is a "Mission Agreement" dropdown menu with the text "-- Select One --". There are two text input fields: "Signature (please type your full name)" and "Signature Date". At the bottom of the form, there is a "Submit Application" button, which is circled in red.

*\*\*If at any time you need to stop or go back to a previous section, you may do so by clicking the section name on the left. You will just need to save the information from the tab you were on. You may log back in at any time to complete the application you started and submit when complete.*

You will be admitted automatically upon completion of the form. Please allow 24 hours for the system to update if you are a returning student. If you are a new student, in 2-3 business days you will receive an email from the Friends University IT Department providing you your Self-Service Banner account log in and password information. If for any reason you have forgotten this information, please call the Help Desk at 316-295-5767.

Following the application instructions, you may enroll and pay online 24/7 at your convenience. Use the information provided in the brochure (CRN numbers, title, dates, and cost) to assist you as you select workshops. Use Self-Service Banner to begin enrollment. Classes fill quickly so don't wait! If you need assistance, call 316-295-5516 during regular business hours or email educationworkshop@friends.edu.