

# **Programs Serving Transitioning Youth and Adults with Disabilities: Application Addendum & Document Uploads**

Thank you for your interest in our  
programs!



# Step One:

Using the link below, log back into Apricot with the username and password you created on the Application form.

<https://apricot.socialsolutions.com/auth>

- DO NOT create a new application using the link you were provided to complete the initial, tier one application.



Server/Location

apricot.socialsolutions.com (US) ▼

yourname@email.com

Password

Login to Apricot

[Forgot Your Password?](#)

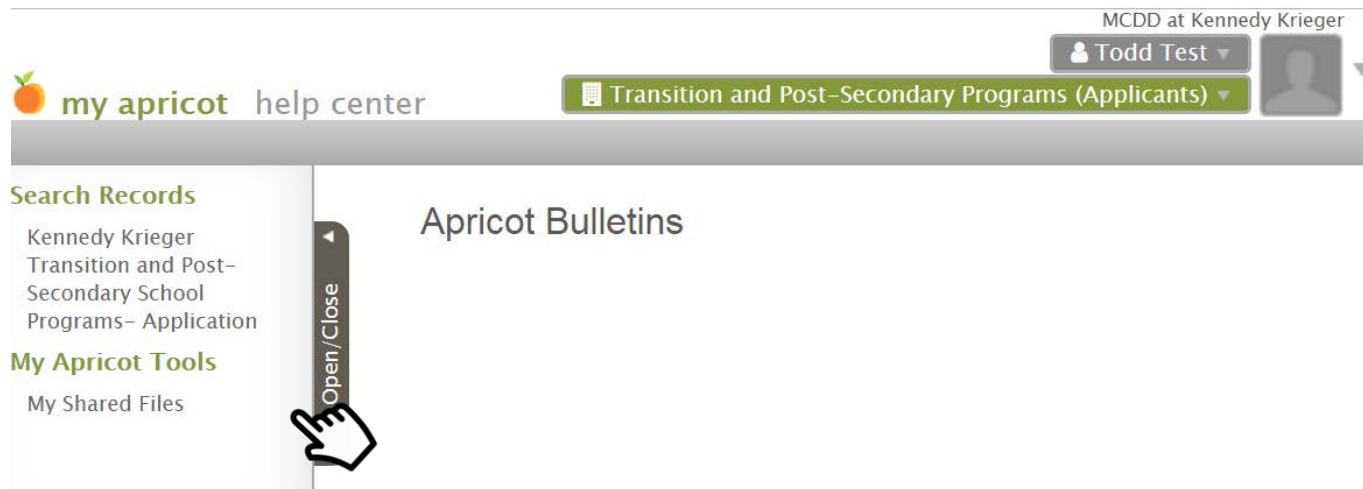
[Server Status](#)

Copyright © 2007–2016 Social Solutions Global, Inc.

If you are unsure of this information please contact Elisabeth Hubbard, Clinical Services Coordinator, HubbardE@kennedykrieger.org or Stacey Herman, Director of Post- Secondary Services, Hermanst@kennedykrieger.org.

# Step Two:

Click on “Kennedy Krieger Transition and Post-Secondary School Programs-Application,” located under “Search Records” on the left side of the screen.



# Step Three:

Click on the Applicant's name.

The screenshot shows a web application interface for the Kennedy Krieger Transition and Post-Secondary School Programs- Application. The top navigation bar includes the 'my apricot help center' logo, a user profile for 'Toddd Bundy', and a dropdown menu for 'Transition and Post- Secondary Programs (Applicants)'. The main content area is titled 'Kennedy Krieger Transition and Post-Secondary School Programs- Application'. Below this is a search section with a dropdown menu for '-- Add Search Field --' and a 'Browse All' link. A message states: 'The following 1 Kennedy Krieger Transition and Post-Secondary School Programs- Application records matched your search criteria (0.03 Seconds)'. A table displays the search results with columns: 'Please select the program(s)...', 'Applicant Name', and 'DOB'. The table contains one row: 'Project SEARCH at Kennedy Krieger Institute', 'Todd Test', and '12/20/2018'. A hand cursor points to the 'Todd Test' name. To the right of the table are two panels: 'Search Actions' with buttons for 'New Kennedy Krieger...' and 'Clear Search History', and 'Favorite Lists' with a dropdown for '-- Select Favorite List --'.

MCDD at Kennedy Krieger  
Toddd Bundy  
Transition and Post- Secondary Programs (Applicants)  
Expand All

my apricot help center

Search Records  
Kennedy Krieger Transition and Post-Secondary School Programs- Application  
My Apricot Tools  
My Shared Files

Open/Close

Kennedy Krieger Transition and Post-Secondary School Programs- Application

Kennedy Krieger Transition and Post-Secondary School Programs- Application Search

-- Add Search Field -- Browse All

The following 1 Kennedy Krieger Transition and Post-Secondary School Programs- Application records matched your search criteria (0.03 Seconds)

Please select the program(s)...	Applicant Name	DOB
Project SEARCH at Kennedy Krieger Institute	Todd Test	12/20/2018

Search Actions  
+ New Kennedy Krieger...  
X Clear Search History

Favorite Lists  
-- Select Favorite List --

# Step Four:

Within the “Additional Documents” section, hover over the corresponding “Actions” field of the form for which you wish to complete and select “Create New”.

The screenshot displays the 'Kennedy Krieger Transition and Post-Secondary School Programs-Application Document Folder' interface. It features a sidebar with 'Open/Close' buttons and a main content area. The main content area is divided into two sections, each containing a 'Todd Test' profile card and an 'Additional Documents' section. The 'Additional Documents' section lists 'Application Addendum' and 'Application Document Uploads'. A green arrow points to the 'Actions' dropdown menu in the 'Application Document Uploads' row, which is highlighted with a hand cursor. The 'Create New' option is visible in the dropdown menu.

Kennedy Krieger Transition and Post-Secondary School Programs-Application Document Folder

**Todd Test**  
Quick View Information ▼

Please select the program(s)...	Project SEARCH at Kennedy Krieger Institute
Applicant Name	Todd Test
DOB	12/20/2018

**Additional Documents**

Application Addendum

Application Document Uploads

Actions ▼

Create New

Kennedy Krieger Transition and Post-Secondary School Programs-Application Document Folder

**Todd Test**  
Quick View Information ▼

Please select the program(s)...	Project SEARCH at Kennedy Krieger Institute
Applicant Name	Todd Test
DOB	12/20/2018

**Additional Documents**

Application Addendum

Application Document Uploads

Actions ▶

Actions ▼

Create New

# Step Five:

You DO NOT need to complete the Application Addendum or the Application Document Uploads forms in one sitting.

- Click the sections you wish to complete at that time and answer each question.

You will eventually need to complete all sections listed in the check-box fields in order for your application to be reviewed. If you don't complete the application in one sitting, you will need to save your record and come back to complete it at a later time.

### ADDENDUM SELECTION ▼

**\*Date:**  
12/20/2018

THE FOLLOWING SECTIONS LISTED BELOW ARE REQUIRED FOR PROJECT SEARCH AND CORE FOUNDATIONS APPLICANTS. YOUR APPLICATION WILL NOT BE CONSIDERED UNTIL EACH SECTION HAS BEEN COMPLETED.

**\*Check each box as you are ready to complete:**

- ☐ Employment Needs & Goals
- ☐ Work Experience
- ☐ Transportation Planning
- ☐ Education
- ☐ Current Activities
- ☐ Skills Check-list
- ☐ Food- Related Issues
- ☐ Sensory

*This field is required.*

### DOCUMENT UPLOADS ▼

Please make sure to upload the following documents in your application.

Our Admissions Committee will not review incomplete applications.

THANK YOU FOR YOUR APPLICATION SUBMISSION TO PARTICIPATE IN CORE FOUNDATIONS COMMUNITY PROGRAMMING. YOUR APPLICATION IS COMPLETE AND UNDER REVIEW.

We highly suggest you thoroughly review the application addendum check-list (click [HERE](#)) before beginning to ensure you have all information needed and documents you plan to upload readily accessible before starting.

**\*Date**  
12/20/2018

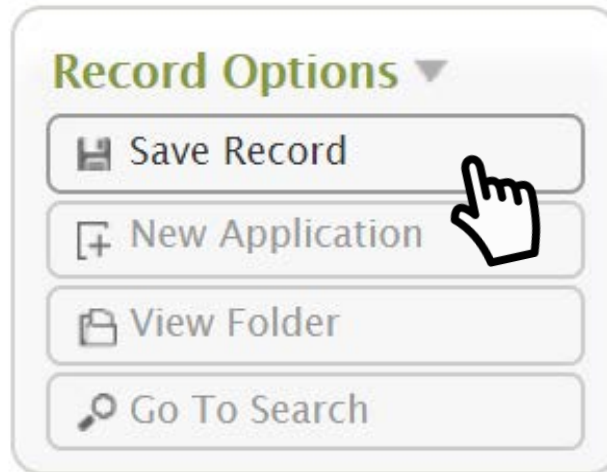
**\*Select each section as you are ready to complete: (you are required to complete each section)**

- ☐ Employment, Education and Guardianship (if applicable)
- ☐ Evaluations
- ☐ Medical
- ☐ Award Letter/s & Eligibility Documentation
- ☐ Plans (IP, IEP, Behavior & Emergency)

*This field is required.*

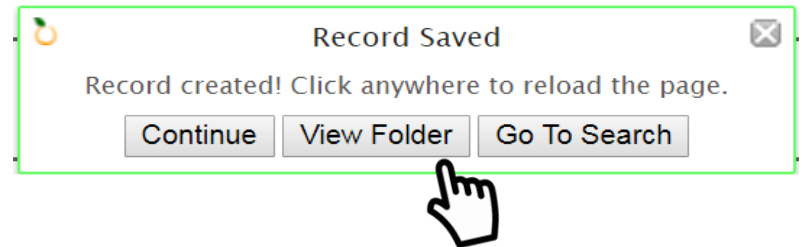
# ***Step Six:***

To save your record, click “Save Record” under “Record Options” in the upper, right-hand corner of the screen.

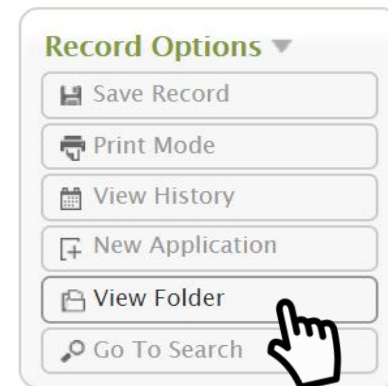


# Step Seven:

To navigate back to the document folder after saving your record (as seen in step four); select 'View Folder' when this notification pops up on your screen.



You may also navigate to the document folder by selecting 'View Folder' in the Record Options pane, as seen here.





# Step Eight: (if applicable)

If you've logged out of Apricot and would like to resume a record previously started in your application addendum or application document uploads forms, follow steps one through four to log back into the system and navigate to the Additional Documents folder.

Once you've navigated to this screen:



1. Click on the arrow next to the form name to expand the record.
2. Click on the record to resume completion.
3. Click 'Save Record' once you are finished.

Kennedy Krieger Transition and Post-Secondary School Programs-  
Application Document Folder

**Todd Test**  
Quick View Information ▾  
Please select the program(s)... Project SEARCH at Kennedy Krieger Institute  
Applicant Name Todd Test  
DOB 12/20/2018

**Additional Documents**  
Application Addendum Actions ▾  
Application Document Uploads (1 records) ▾ Actions ▾

**Additional Documents**  
Application Addendum Actions ▾  
Application Document Uploads (1 records) ▾ 1.  
Date ▾ Are you ready to submit your application document upload form? ▾  
12/20/2018 2.  
Page 1 of 1 | 20 ▾ records per page

**PLEASE NOTE:** You WILL NOT be able to select 'Actions' and 'Create New' once you've already created/started a record. You must follow steps 1-3 above, to continue completing your record.

# ***Application Completion:***

Once you've completed each section of the application addendum, uploaded all required forms, and acknowledge at the end of each of those forms that they are complete and ready for submission, your application will be reviewed by our team.

Document Upload Completion ▼


If you wish to resume the document uploads at a later time, hit "Save Record" in the upper, right corner. DO NOT select yes, below, until you are ready to submit your application.

By selecting "Yes" below, you are acknowledging that your application document upload form is complete ready for review.

- Employment, Education and Guardianship (if applicable)
- Evaluations
- Medical
- Award Letter/s & Eligibility Documentation
- Plans (IP, IEP, Behavior & Emergency)

YOUR FULL APPLICATION WILL NOT BE REVIEWED UNTIL THE APPLICATION ADDENDUM AND DOCUMENT UPLOAD FORMS HAVE BOTH BEEN COMPLETED.

Are you ready to submit your application document upload form?

☐ Yes 


APPLICATION ADDENDUM COMPLETION ▼

If you wish to resume the application addendum at a later time, hit "Save Record" in the upper, right corner. DO NOT select yes, below, until you are ready to submit your application.

By selecting "Yes" below and clicking "Save Record" in the upper, right corner, you are acknowledging that your application addendum is ready for review and all components of the application addendum have been completed.

- Employment Needs & Goals
- Work Experience
- Transportation Planning
- Education
- Current Activities
- Skills Check-list
- Food- Related Issues
- Sensory

Are you ready to submit your application addendum?

☐ Yes 

YOUR FULL APPLICATION WILL NOT BE REVIEWED UNTIL THE APPLICATION ADDENDUM AND DOCUMENT UPLOAD FORMS HAVE BOTH BEEN COMPLETED.

# ***Logging Out of Apricot***

To logout of Apricot, follow the steps below:

1. Click on the down arrow in the upper-right corner of the screen next to your user badge.
2. Select logout.

