

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.



The screenshot shows the Apricot login interface. At the top, the 'Social Solutions' logo is displayed in green, with the 'apricot' logo below it, featuring an orange fruit icon. Below the logos, there is a 'Server/Location' dropdown menu currently set to 'apricot.socialsolutions.com (US)'. Underneath are three input fields: one for the username (pre-filled with 'yourname@email.com'), one for the password (labeled 'Password'), and a 'Login to Apricot' button. At the bottom of the form, there are two links: 'Forgot Your Password?' and 'Server Status'. The footer contains the copyright information: '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 the 'my apricot help center' interface. At the top right, it displays 'MCDD at Kennedy Krieger', a user profile for 'Toddd Bundy', and a navigation menu with 'Transition and Post-Secondary Programs (Applicants)'. Below this is a grey bar with 'Expand All'. On the left, a sidebar contains 'Search Records' (with a sub-item 'Kennedy Krieger Transition and Post-Secondary School Programs- Application') and 'My Apricot Tools' (with a sub-item 'My Shared Files'). The main content area is titled 'Kennedy Krieger Transition and Post-Secondary School Programs- Application' and features a search box with '-- Add Search Field --' and a 'Browse All' button. Below the search box, 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 with three columns is shown: '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 is pointing at 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 'Select Favorite List' dropdown.

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

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”.

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

Open/Close

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

Open/Close

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

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)

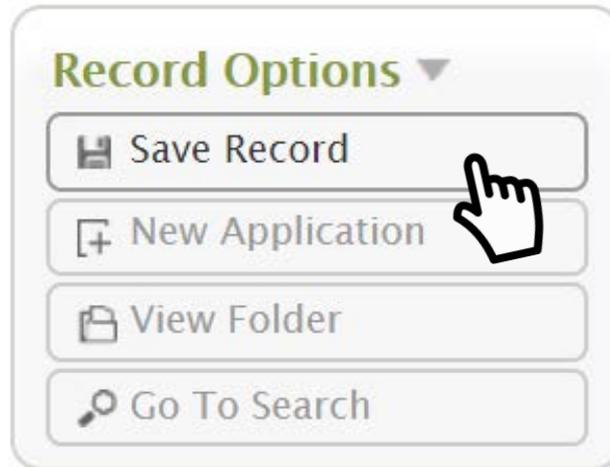
- Employment, Education and Guardianship (if applicable)
- Evaluations
- Medical
- Award Letter/s & Eligibility Documentation
- Plans (IP, IEP, Behavior & Emergency)

This field is required.



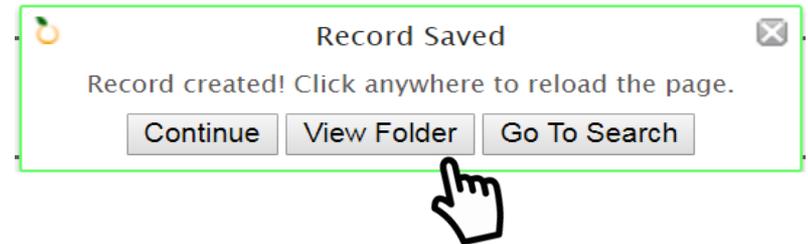
Step Six:

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

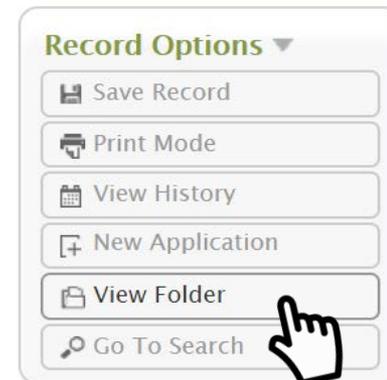


Step Seven:

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) ▶	Actions ▶

Date ▾	Are you ready to submit your application document upload form? ▾
12/20/2018	

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.

