Process + Timeline

GradLeaders Prep
☐ Your GradLeaders Career Center will be created from our model system

Administrator Training
☐ Watch training videos
☐ Verify customizations
☐ Q&A calls with your Upgrade Lead

Data Import + Review
☐ Data imported from your CSO System to GradLeaders Career Center
☐ Imports will be mapped and completed by your Upgrade Lead
☐ Review Imported Data
☐ Review specified modules and request recommendations

Go Live!
☐ Final import of items created since initial import
☐ Launch your new GradLeaders Career Center platform
☐ Notify new users of new login URLs
☐ CSO System login pages disabled, updated to direct users to new login pages

Data Import Details

Data That WILL Be Imported from All Major Entities in CSO System:

☑ Students / Mentors / Alumni
☑ Admin Users / Faculty
☑ Employers / Contacts
☑ Jobs / Interviews Schedules
☑ Events / Workshops / Advising Appointments
☑ Observation Notes
☑ Resumes / Cover Letters / Other Documents
☑ Includes transactional details (signups, applicants, etc.)

Customizations that Will NOT be Migrated:

☐ Documents + Links in the Resource Library
☐ Mass Email Templates
☐ Custom Saved reports
☐ Custom Menu links
☐ Specific Announcements
☐ Record Merge documents
☐ Copies of Surveys
☐ Customized memos with additional information
☐ Student Education and Work History section

Items to Prepare:

1. Data clean-up
2. Gather custom data not being migrated
3. Branding Items
   - Primary + secondary color HEX codes
   - Logo for Banner
     - *300x100 pixels*
     - *.PNG (preferred) in full color with transparent background*
4. IT Related Items
   - Authentications *(GradLeaders Career Center SSO)*
   - Automated Student Uploads *(GradLeaders Career Center API)*