Overview

In this document, we will cover how to add specific branding (i.e. image, description) to your program’s Quadrant 4 (Q4) home page. Note that you will design a Q4 for each graduate / professional plan code (or subplan code) that you oversee, and each term. It is recommended that you check with your school for any specific branding guidelines. The first Indiana University Graduate CAS has been configured so that a Q4 for your first term for plan X is available to be built. Once it is built and approved, you can make a copy of it for additional terms in that CAS cycle.

**NOTE:** You must use IU approved logos/images. Visit [IU Brand Guidelines](#) for more information.

Steps

Upload an Image to your Program Home Page

Each Q4 can have its own background image. When you upload your image, it will appear at the top of the Applicant Gateway. The overall image size should be 270px X 900px and no larger than 250kb.

1. Log into the configuration portal.
2. Locate your program/plan (or sub-plan).
3. Hover over the appropriate program, and under the **STATUS** column, click **DETAILS**.
4. Click **BRANDING** at the top of the page. This is the first page applicants will see in the Program Materials section when they select your program/plan.
5. Click the **EDIT HEADER** button. This is the only area that applicants will see your specific program branding.

6. Click **BROWSE** to select the image to upload. If you are a Purdue program, you must still use the [IU Brand Guidelines](#). If you are unsure which image to use, use your school/program’s marketing lockup for the header.

7. Once you have the image uploaded, you can then choose to turn on or off the text by selecting the “**Do you want to show the headline text?**” option. Leaving it set to “**Yes**” will cause the text to appear over your image. You can then adjust the Text Color by using the shading slider feature to make sure the text is visible over your image.

8. Click **SAVE**.

**Add an Introduction to your Program Home page**

The section below the header allows you to enter an introduction or welcome message/instructions for your program/plan home page. You may want to include general program/plan information, details on how to be a successful applicant, links
to resources, program/plan distinctions and contact information. This area can support up to a few paragraphs of program/plan-specific text. You will insert the content to display on that page.

1. Click the **EDIT INSTRUCTIONS** button.

2. In the *Edit Home Page Introduction* window, type in the introduction and/or instructions. One example of an introduction is shown below; however, you will want to add instructions unique to your program/plan. You may want to pull text/language from your “how to apply” websites.

   “*IU School of Medicine considers all complete applications to the graduate admissions office, and admission decisions are made based on an applicant’s ability to demonstrate likelihood of having a successful and productive graduate school experience at IU School of Medicine.*

   *Admissions decisions are based on individualized review of qualifications and experience. Factors considered may include undergraduate and graduate degrees held, quality and nature of coursework, interview(s), CV, research and overall knowledge and experience, scores on standardized tests (GRE or MCAT, TOEFL or other proof of English Proficiency) and undergraduate/graduate GPA(s), personal statement, and letters of recommendation.”

   a. If you already have your program/plan instructions typed into a Word document, you can copy them to use in the Introduction box. It is best to paste plain text into the Introduction box, so first copy the text from the Word document and paste it into NotePad. Then copy the text from Notepad and paste it into the Introduction box.
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The text will have lost any formatting that was previously there, so you will need to modify the text using the toolbar to add the formatting back to it. You can also use the toolbar to add any links if necessary.

b. You can add an image to the Introduction box if you’d like.

3. When you are finished customizing this page, click SAVE.

NOTE: If your program falls into one of the four categories below, you will need to provide specific language on your Q4 program home page. See the Q4 International Requirements document for more information.

1. Admits international students and offers a summer term
2. Does not consider international applicants for admission
3. Has a different deadline for international applicants
4. Is a part time program

To watch a video containing the information above, visit the Liaison training site.