

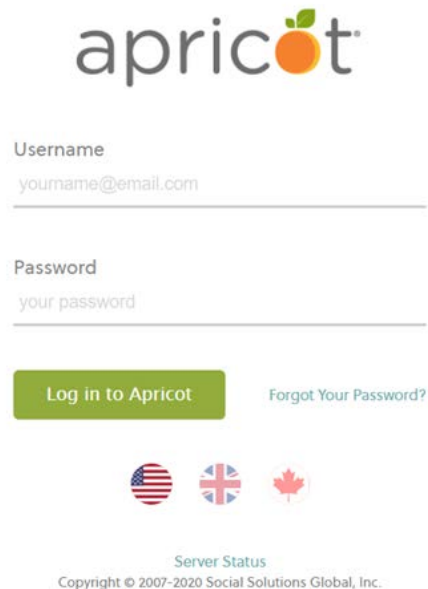
Neurodiversity at Work, Meaningful Community Programs: Application Addendum & Document Uploads

Thank you for your interest in our
programs!



Log into Apricot

- Using the username and password created in the tier one application form, log back into Apricot to complete the tier two forms of the application. If you do not remember your password, click “Forgot Password”. If you are not sure of your username, please reach out to MCS Compliance: MCScompliance@kennedykrieger.org
- Use Google Chrome or Firefox to access Apricot.
- Apricot [URL:https://apricot.socialsolutions.com/auth](https://apricot.socialsolutions.com/auth)



The screenshot shows the Apricot login interface. At the top is the Apricot logo, which consists of the word "apricot" in a lowercase sans-serif font with a stylized orange fruit icon above the letter 'o'. Below the logo are two input fields: "Username" with the placeholder text "youname@email.com" and "Password" with the placeholder text "your password". Below these fields is a green button labeled "Log in to Apricot" and a link labeled "Forgot Your Password?". At the bottom of the page are three circular icons representing the United States, the United Kingdom, and Canada. Below the icons is the text "Server Status" and "Copyright © 2007-2020 Social Solutions Global, Inc."

Step One:

Click on the second “**HERE**” link.

MY APRICOT

Site Default
Program Test Applicant (MCS Forms)

Test Applicant
MCDD at Kennedy Krieger

Apricot Bulletins COLLAPSE ALL

Meaningful Community Services ▼ Meaningful Community Services (Ap...

Thank you for applying to participate in Neurodiversity at Work, Meaningful Community Services

- For step-by-step instructions on how to finish completing the application, please click **HERE**.
- To resume completing your application, please click **HERE** and then click on the name of the applicant.



Step Two:

Click on the community member's name.

The screenshot shows the top navigation bar with a menu icon, the 'apricot' logo, the text 'MY APRICOT', the user role 'Site Default Program Test Applicant (MCS Forms)', and a profile picture. Below this is a header for 'Neurodiversity at Work, Meaningful Community Services' and a search bar. The search results show one record for 'Test Applicant' with a date of '09/10/2020'. A hand cursor is pointing to the name 'Test Applicant'.

MENU **apricot** MY APRICOT Site Default Program Test Applicant (MCS Forms)

Neurodiversity at Work, Meaningful Community Services

Neurodiversity at Work, Meaningful Community Services Search

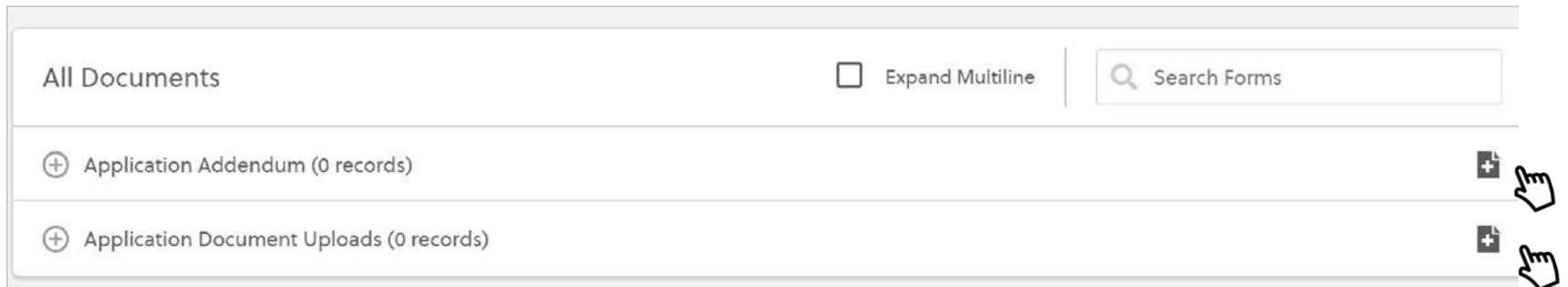
-- Add Search Field -- [Browse All](#)

The following 1 Neurodiversity at Work, Meaningful Community Services records matched your search criteria (0.05 Seconds)



Please choose the program(s...	Community Member Name:	DOB
Project SEARCH at Kennedy Krieger Institute CORE Foundations at Kennedy Krieger Institute CORE Foundations Community Programming	Test Applicant	09/10/2020

Step Three:

Within the “All Documents” section, click on the dark, shaded square to the right of the form name.



All Documents Expand Multiline

- + Application Addendum (0 records) 
- + Application Document Uploads (0 records) 

Step Four: Application Addendum

You MUST complete the Application Addendum form in one sitting.

EMPLOYMENT NEEDS & GOALS ▼

***Does applicant want paid employment?**

Yes
 No

***Does the applicant want to volunteer?**

Yes
 No

***Does the applicant plan to work during the school year outside of Project SEARCH?**

Yes
 No
This field is required.

***Does the applicant currently work over the summer break?**

Yes
 No

***List any specific accommodations the applicant would need to participate:**

Notes

***What are the individuals personal goals related to employment?**

Notes

TRANSPORTATION PLANNING ▼

***Does the applicant hold a valid driver's license?**

Yes
 No

***How does the applicant plan to get to work/community events?**

Public transportation
 Mother
 Father
 Caregiver
 Legal Guardian
 Emergency Contact
 Other

Other means of transportation:

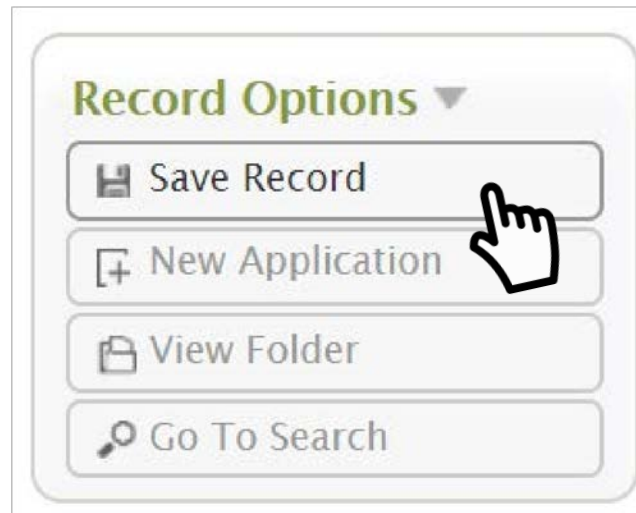
Step Five: Document Uploads

You MUST complete the Document Uploads form in one sitting.

<p>DOCUMENT UPLOADS ▾</p> <p>THIS FORM DOES NOT NEED TO BE COMPLETED IF YOU ARE <u>ONLY</u> APPLYING TO CORE FOUNDATION COMMUNITY PROGRAMMING.</p> <p>We <u>highly</u> 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.</p> <p>*Date</p> <p><input type="text" value="05/17/2021"/> </p>	<p>Evaluations ▾</p> <p>*Please select all therapies and other specialty areas for which the applicant receives services:</p> <ul style="list-style-type: none"><input type="checkbox"/> Physical Therapy<input type="checkbox"/> Occupational Therapy<input type="checkbox"/> Speech Language Pathology<input type="checkbox"/> Neurology<input type="checkbox"/> Psychology<input type="checkbox"/> Psychiatry<input type="checkbox"/> Other<input type="checkbox"/> APPLICANT DOES NOT RECEIVE ANY SERVICES <p>Work Based Learning Evaluation (if applicable)</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>Up to 25 MB</p>
<p>Guardianship ▾</p> <p>*Proof of guardianship (court documents):</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>Up to 25 MB <i>This field is required.</i></p>	<p>Award Letters ▾</p> <p>*If eligible, can the applicant provide a DDA eligibility award letter?</p> <ul style="list-style-type: none"><input type="radio"/> Yes, applicant can upload below.<input type="radio"/> Applicant is eligible, but unable to locate award letter.<input type="radio"/> No, applicant is not eligible. <p>DDA Eligibility Award Letter</p>

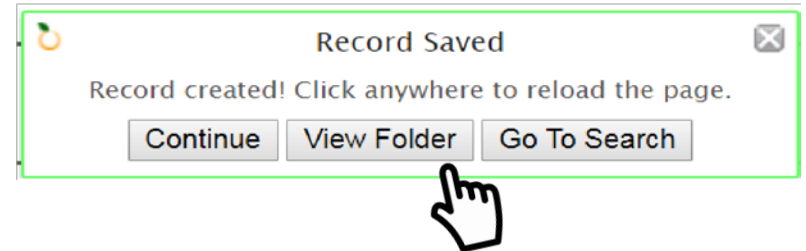
Step Five:

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

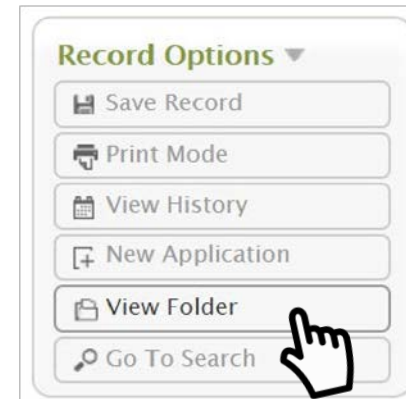


Step Six:

To navigate back to the document folder after saving your record, 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.



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 and select “Log out”.

