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**To:** [COB Program Managers](#)  
**Cc:** [William Hardin](#); [Robert Rodriguez](#); [Arijit Sengupta](#); [Monica Lamadriz](#)  
**Subject:** Salesforce Implementation Memo #1  
**Date:** Wednesday, May 3, 2023 8:42:59 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Dear Colleagues:

The Salesforce implementation is in full swing. We are in the final stages of onboarding a new Salesforce Lead Administrator & Architect, as well as begun technical assistance from a local Salesforce consultant. The Radius contract ends June 30<sup>th</sup> and we are not renewing. Our plan is to have all graduate programs utilizing Salesforce for recruitment/enrollment within the next week.

**We have had a COB team of various staff members, representing different units, working diligently behind the scenes to ensure our operations are replicated in Salesforce as similarly as possible to Radius, but have also developed best practices, which are to be utilized in the new environment. I ask all programs to adopt these practices in the upcoming transition.**

We will have a couple trainers for the transition, but we will provide further training information in the next couple days. We are also creating an email to gather questions and assist throughout this process. Please standby. More info to come soon.

In the meantime, please accept my deepest gratitude for all that you are doing to make Salesforce fully operational. Everyone is going to have to train and work to understand and implement it. We must be patient, but diligent to ensure a smooth transition.

With thanks for all you do,

Angel

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