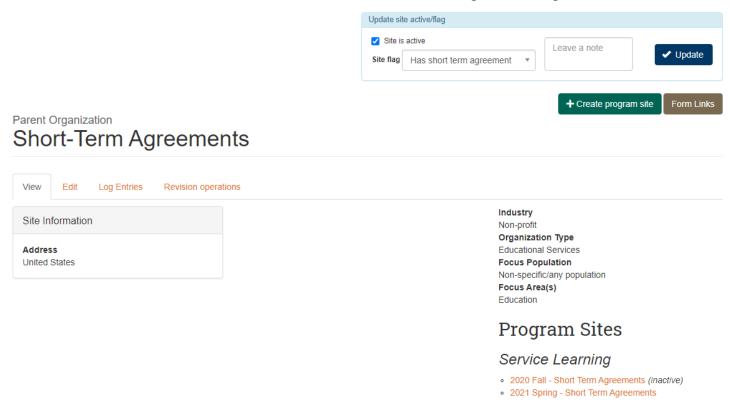# Short-Term Agreement Set-Up

Setup

1. Create a Parent Organization and set the Site Flag to **Has short term agreement**.
2. Create a Program Site for each term e.g. 2021 Spring - Short-Term Agreements (and make separate Program Sites for each program for the term, if additional data specificity is desired).

   Note: It is important that you <u>**inactivate**</u> all short-term agreement placeholder program sites that aren't in the current term to avoid confusion. We recommend activating/inactivating at the end of each term.

[Student Process](#) (will open in a new tab)