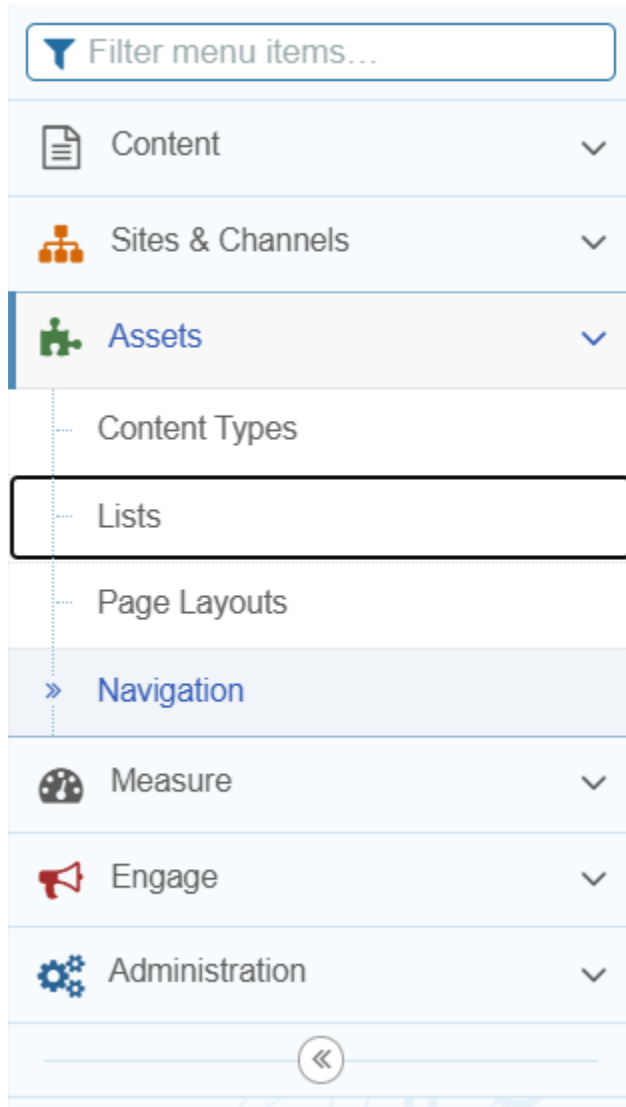


Adding a New Recruit Form to the Embed Recruit Form Content Type

Follow these steps to add a new Ellucian recruit form into the Terminalfour CMS Embed Recruit Form content type.

1. On the sidebar under **Assets**, click **Lists**.



This will take you to the list library.

2. Use the filter search to look for "CRM Recruit Inquiry Forms". Once found, click on the list.

Home > Assets > Lists

Lists » manage the lists you create and modify within Terminalfour

Lists come in many variations. This function allows you to manage your lists. New lists can be added by clicking the "Create new list" button.

+ Add new list

Display 10 records Filter CRM

Name	Group	Actions
CRM Recruit Inquiry Forms	id:109 Global	

Showing 1 to 1 of 1 entries (filtered from 183 total entries)

< 1 >

3. You will see the current list of forms displayed here.

Filter menu items...

Home > Assets > Lists

Lists » manage the lists you create and modify within Terminalfour

List information

Name CRM Recruit Inquiry Forms

Description e.g. Types of events

Localization ☐ Use current language version of this list
☐ Only use this list when localized versions are not available

Primary group ESOE [Toggle shared groups](#)

List items

Enable automatic ordering ☒ Alphabetical (A-Z)

+ Add row

Order	Name	Value	Selected	Sublist	
+	MCSUM	https://mcms.etiudan.com/recruit.com/Apply/Account/Create/9/-/at359	☐		Remove
+	MCCMS	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	MCEP	https://pccloudcentral.com/powerobjects.nsl/powerwebform/powerwebf	☐		Remove
+	MCGSBS	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	MCGSBS-MSTP	https://mcms.etiudan.com/recruit.com/Apply/Account/Create/9/-/753448	☐		Remove
+	MCSQMT	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	MCSHS	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	DEDEI	https://mcms.etiudan.com/recruit.com/Apply/Account/Create/9/-/Feb4095	☐		Remove
+	PIO	https://mcms.etiudan.com/recruit.com/Apply/Account/Create/9/-/753448	☐		Remove
+	PREP	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	SFP	https://mcms.etiudan.com/recruit.com/Apply/Account/ProspectInquiryW	☐		Remove
+	SURF	https://mcms.etiudan.com/recruit.com/Apply/Account/Create/9/-/753448	☐		Remove

Showing 1 to 12 of 12 entries

+ Add row

[Cancel](#) [Save changes](#)

4. To add a new form to the list, disable **Enable automatic ordering**, then click the **+ Add row** button.

List items

Enable automatic ordering ☒ Alphabetical (A-Z)

1 2

Filter:

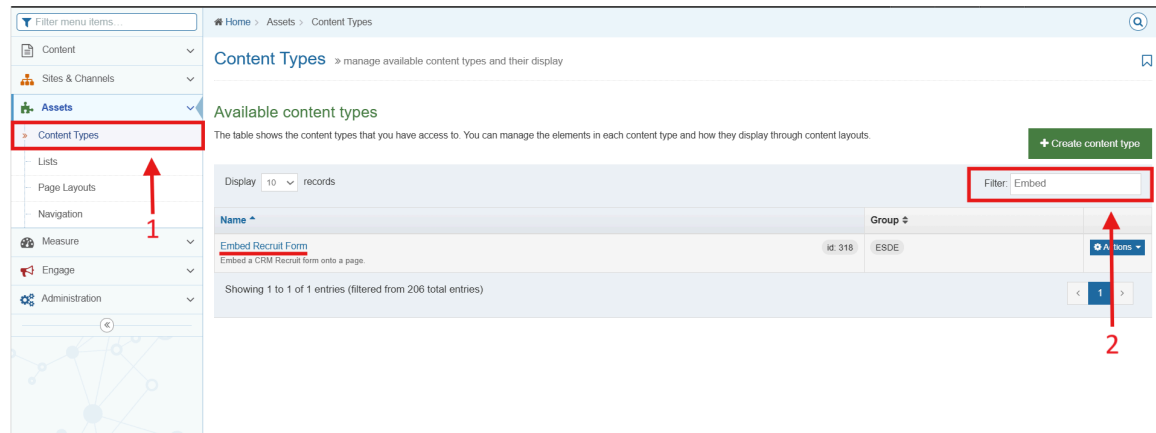
Order	Name	Value	Selected	Sublist	
+	MCASOM	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	MCCMS	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	MCEP	https://pocloucentral.crm.powerobjects.net/powerwe	☐		Remove
+	MCGSBS	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	MCGSBS-MSTP	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	MCSGME	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove

5. Enter a name for your form in the first text field and provide the Ellucian recruit link to your form in the second text field. Click **Save changes**.

+	PhD	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	PREP	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	SRF	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	SURF	https://mcms.elluciancrmrecruit.com/Apply/Account/	☐		Remove
+	[New Form]	[Link]	☐		Remove

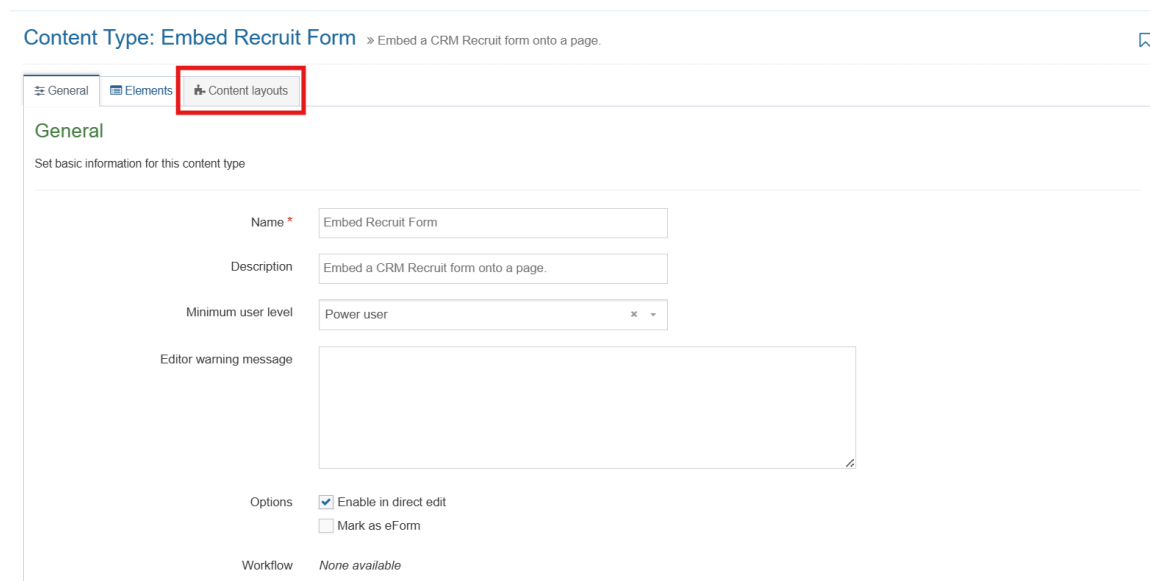
Showing 1 to 13 of 13 entries

6. Next, on the sidebar, click on **Content Types**. Use the filter search bar to look for "Embed Recruit Form" and click on the content type in the results.



This will take you to the content type settings.

7. Click on the **Content layouts** tab and then select **text/html**.



Here you will see the code for the content type.

8. In the code, add your new form following the existing convention. The **formname** must match the form name you entered in the list. Set the desired height for your form in **formheight**, and provide the full name of your form in **formformalname**.

```
15 formheight = '1290px';
16 formformalname = 'Mayo Clinic School of Health Sciences';
17 }
18 else if (formname == 'MCSQME') {
19   formformalname = 'Mayo Clinic School of Graduate Medical Education';
20 }
21 else if (formname == 'PhD') {
22   formheight = '1620px';
23   formformalname = 'Mayo Clinic Ph.D. Program';
24 }
25 else if (formname == 'PREP') {
26   formformalname = 'Postbaccalaureate Research Education Program';
27 }
28 else if (formname == 'SRF') {
29   formformalname = 'Summer Research Fellowship';
30 }
31 else if (formname == 'SURF') {
32   formheight = '1360px';
33   formformalname = 'Summer Undergraduate Research Fellowship';
34 }
35 else if (formname == 'MCCMS') {
36   formheight = '1340px';
37   formformalname = 'Mayo Clinic College of Medicine and Science';
38 }
39 else if (formname == 'MCGSBS') {
40   formheight = '1310px';
41   formformalname = 'Mayo Clinic Graduate School of Biomedical Sciences';
42 }
43 else if (formname == 'OEDEI') {
44   formheight = '4110px';
45   formformalname = 'Office of Education Diversity, Equity, and Inclusion';
46 }
47 else if (formname == 'MCASOM') {
48   formheight = '1770px';
49   formformalname = 'Mayo Clinic Alix School of Medicine';
50 }
51 else if (formname == 'MCGSBS-MSTP') {
52   formheight = '1400px';
53   formformalname = 'Mayo Clinic School of Graduate Medical Education - Medical Scientist Training Program';
54 }
55 }
```

Once you have successfully saved these changes, the new form will be available in the embed recruit form component for users.

Code Example:

```
else if (formname == 'MCGSBS-MSTP') {
  formheight = '1400px';
  formformalname = 'Mayo Clinic School of Graduate Medical Education - Medical Scientist
Training Program';
}
```