

The Education Edge™ Software Request Form

A smooth conversion to **The Education Edge** requires careful planning. Read [The Four Keys to a Successful Conversion](#) and then use this form to guide your planning and assess your organization's readiness. Contact your Account Manager if you have any questions about the planning process or completing this form. Once this form is completed and signed, fax it to your Account Manager at 1.843.216.6111 to request **The Education Edge**.

1. Have you allowed enough time for the conversion?

YES!

- Plan your conversion when you and your staff can devote sufficient time to the process. **The Education Edge** is an entirely new product with a new look and feel, significant changes to functionality, and hundreds of new features. You will need time for everyone to become acclimated to the new system. Additional time is needed to recreate version 6 queries, exports and *Crystal* reports, EA: Open customizations, report cards and transcripts as these will not convert. Allow time to consider your scheduling needs and new functionality; you will have several conversion and set-up options that will impact how you are able to use **The Education Edge**.

2. Have you prepared a comprehensive conversion plan?

YES!

- If you use **Accounting for Nonprofits**, convert to **The Financial Edge™**. Because **The Education Edge** and **The Financial Edge** share a database, it is not possible to use **The Education Edge** and **Accounting for Nonprofits**.
- Study [The Education Edge Facts](#), which lists the major differences between **Admissions** and **Registrar's Office for Windows** and **The Education Edge** that will affect your daily operations.
- Study [The Education Edge Conversion Planning Guide](#) (located on the Support section of our Web site under User Guides), which includes a sample conversion plan and explains the new features and differences between **Admissions** and **Registrar's Office for Windows** and **The Education Edge** and includes data preparation that must be performed prior to converting.
- [Click here](#) to view an online demonstration of **The Education Edge**
- Involve and get a commitment from all appropriate personnel in your plan; create a cross-functional conversion team (technical staff, end users, management, etc.) with a designated lead and an executive sponsor.
- Perform a test conversion to help you determine what changes you want to make to your version 6 data before converting to maximize the benefits of **The Education Edge**. Allow time to duplicate normal business processes. Also allow additional time for making changes to your converted data and for the conversion itself. Refer to the Conversion Planning Guide referenced above for guidance on the estimated days of down time.

3. Have you ensured your organization meets system recommendations?

YES!

- Review the current [System Recommendations](#) for **The Education Edge** with your technical

- staff and install hardware upgrades prior to converting.
- Review the [SQL Server for Blackbaud Products](#) technical paper and determine which version of SQL Server is right for your organization.

4. Have you determined your training needs?

YES!

- Training should be considered a requirement for your organization — regardless of your level of expertise with **Admissions** and **Registrar’s Office for Windows**. **The Education Edge** contains new functionality and different ways of completing tasks you currently perform. You risk an inefficient and difficult conversion and potential post-conversion issues if you elect to decline training. Several training options, including online classes, are available. Learn more about available training by visiting the [Training section](#) of our Web site. Recommended classes for conversion include: *Transitioning to Registrar’s Office 7* and *Transitioning to Admissions Office 7* which is strongly recommended if you are converting. *Implementing The Financial Edge* if you plan to start fresh. *Registrar’s Office 7* and *Admissions Office 7* cover the basics of these products.

5. Have you determined your additional needs?

Note: An additional purchase and/or maintenance fee may apply to the following options.

YES!

- Consulting** — You should strongly consider engaging Consulting services to convert your data from **Admissions** and **Registrar’s Office for Windows** to **The Financial Edge**. Performing this conversion without assistance places your organization at risk for conversion and post-conversion issues. At the minimum, we recommend a pre-conversion analysis to determine if you have existing data integrity issues that may lead to problems during and after conversion. Consulting services can help you get the most out of **The Education Edge** by aligning system functionality with your organization’s processes and structures. To make the conversion process smoother, our [professional consultants](#) can make recommendations based on new functionality.
- Crystal Reports** —If you have more than one person designing custom *Crystal* reports, you need to purchase additional user licenses. If you plan to report off the backend of your SQL Server database, you need **Crystal Reports Professional**.
- Customization** —With **Visual Basic for Applications** and **Application Programming Interface**, you can customize **The Education Edge** to meet your organization’s specific needs. For details, refer to the [Advanced Technology in The Financial Edge](#) technical paper.
- Faculty Access for the Web** — Faculty Access for the Web provides faculty with the ability to enter attendance, grade, and conduct information. The interface with GradeQuick is not supported with The Education Edge.
- Read-Only Database Assistance** — This maintenance option provides resources and support for back-end access to databases.

After answering YES to the above questions, fill out the following form and fax it to 1.843.216.6111.

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Return via FAX to: 1.843.216.6111

Yes! We are ready for The Education Edge.

I understand that by submitting this request form, I am stating that I have completed the questionnaire and my organization is prepared at this time to convert to The Education Edge.

- We will convert our Admissions and/or Registrar's Office for Windows database to The Education Edge. Please send a Conversion CD. **OR**
- We will install a new database for The Education Edge. Please send an Installation CD.
- We have elected to convert our Admissions and/or Registrar's Office for Windows database to The Education Edge without assistance from Blackbaud. We accept responsibility for conversion and post-conversion issues.

Please check availability of training in the following month: _____ **OR**

- We have read and understand the risks associated with converting to The Education Edge without training and have elected to decline training. We understand that improper conversion planning and preparation and lack of training may result in:
- ◆ Additional down time due to the need to reconvert data
 - ◆ Inability to use new functionality due to poor data preparation
 - ◆ Staff inefficiencies due to a lack of familiarity with program functions and layout

Our additional needs include (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Consulting
<input type="checkbox"/> Customization
<input type="checkbox"/> Read Only Database Assistance
<input type="checkbox"/> View-only licenses | <input type="checkbox"/> Remote conversion and installation
<input type="checkbox"/> Training
<input type="checkbox"/> Optional Modules
<input type="checkbox"/> Other (please specify):
_____ |
|--|--|

Authorized Signatures:

Organization Name:	State/Province and Account Manager:
Executive Director or Authorizing Contact Name:	Phone:
*Executive Director or Authorizing Contact Signature:	Email:
Primary User Name:	Phone:

*Primary User Signature:	Email:
Technical Staff Person Name:	Phone:
*Technical Staff Person Signature:	Email:
Timeframe for Upgrading:	Requested Ship Date:

*This is not a contract; it confirms your review of this document and request for shipment of The Education Edge.