NEASC ACCREDITATION PORTAL

Committee on Technical and Career Institutions
Handbook for Team Members

accportal.org/ctci

September 2017

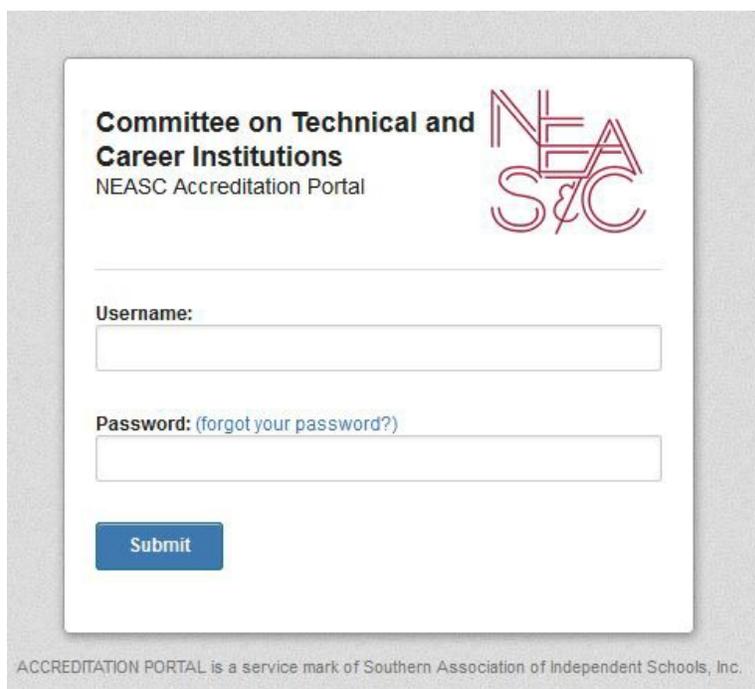# Table of Contents

This handbook was created to assist visiting team members with utilizing NEASC's new online accreditation portal. The information contained herein is valid as of September 2017. Should you have any questions on the handbook, the online accreditation portal, or the visiting team process, please contact:

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Burlington, MA 01803
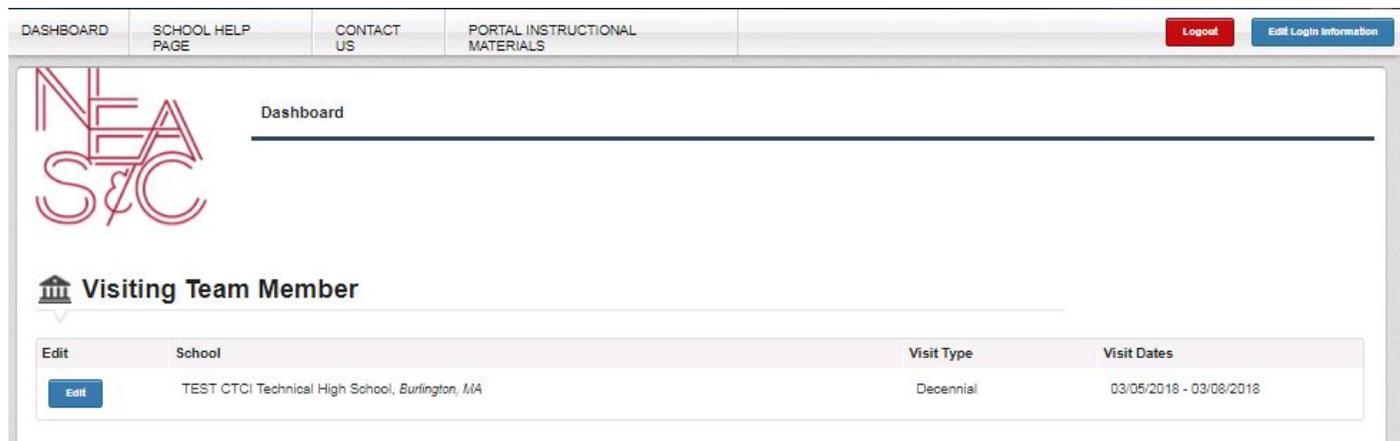(T) 781-425-7743
Email: jfletcher@neasc.org

Log In

After accessing the URL (accportal.org/ctci), enter the portal using the credentials provided by NEASC. Username is the user's first initial and last name, and the password is provided by NEASC.

The Dashboard View

Once successfully logged in, the user will see the Dashboard. Only schools to which the user has been assigned will be visible. For instance, in the example below, the user is only assigned as a visiting team member for the school indicated. A user might see their own school listed if that user is a principal/director, or a school member assigned to work on the portal, or if the user has been a visiting team member on another team.

Tab Legend

Each page of the portal contains active tabs at the top of the screen. The tabs change slightly depending on which page the user is accessing. The legend for the tabs is as follows:

DASHBOARD	REPORT HOME	SCHOOL HELP PAGE	CONTACT US	INSTRUCTIONAL MATERIALS

Dashboard: returns the user to the Dashboard View (the initial view upon log in to the Portal)
Report Home: returns to the home page of the visiting team report
School Help Page: links to informational files on the accreditation process located on the CTCI website
Contact Us: a link to email the NEASC CTCI office with questions or concerns
Instructional Materials: a link to manuals and videos to help with using the online portal

Edit Log-In Information Button

A user can edit their own password by clicking on the blue "Edit Login Information" on the top right hand side of the screen next to the red "Logout" Button.

Logout	Edit Login Information

The password reset screen appears as such:

Please enter a new password

Re-enter the same password

Change My Password

A confirmation of the password reset will be displayed.

Success!

Your password has been changed. Use the "Dashboard" button above to return to your report.

Please enter a new password

•••••

Re-enter the same password

•••••

Change My Password

Report Home

On the Dashboard, the user will click the **Edit** button located next to the school name:

The Report Home page contains information specific to the school and its upcoming visit. The blue bar lists the school name and location, the red bar contains important dates related to the visit. In addition, the home page displays the contact information for the head of school, the self-study coordinators, and the team chairperson.
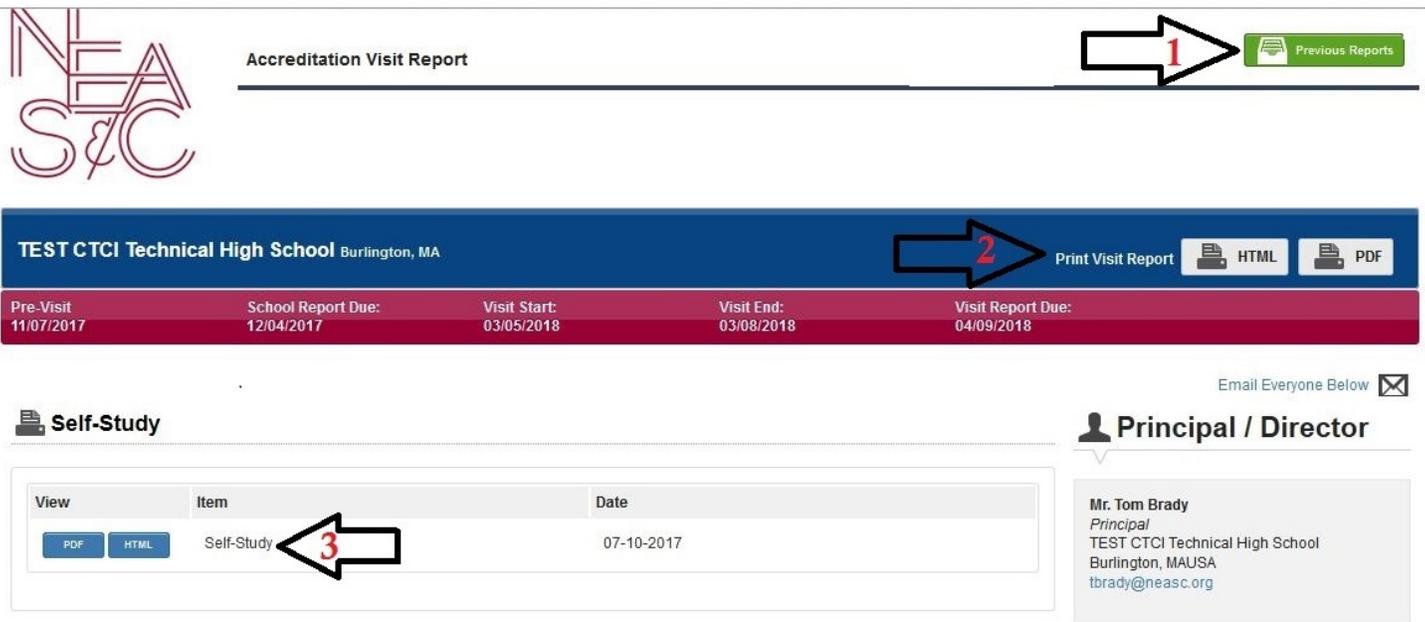
The report home page also contains active information buttons.

1) Previous Reports button allows the user to access archived reports completed through the accreditation portal, including progress reports (progress reports will be completed through the portal beginning in 2019).

2) Print Visit Report buttons: The portal allows users the ability to view and print the visit report, both as it is being created and once it is finalized, in two formats: HTML and PDF. Click the appropriate option and the report will generate in a new window for viewing, printing, and / or saving.

3) Self-Study buttons: The portal allows users the ability to view and print the school/center's Self-Study report in two formats: HTML and PDF. Click the appropriate option and the report will generate in a new window for viewing, printing, and / or saving.

Uploaded Support Files

The "Uploaded Support Files" section contains information uploaded by the school/center as additional documents which are NOT a part of the self-study report. In the example below, the school/center has provided the team with a copy of the bell schedule and a copy of the admissions policy.

NEASC staff and the Team Chairperson may also add files to this section. In the example below, the chairperson has uploaded a letter to the team.

The "Download Files" button is available to all team members. By clicking this button, a folder will be downloaded to the user's computer containing the supporting files the school/center has included within their self-study report. By downloading this folder, a team member has the ability to view the supporting documentation provided while "offline" (not connected to the internet).

Emailing the Visiting Team

Users have the option of emailing the visiting team through the portal. Clicking the "Email Team" hyperlink on the right side of the home page (above the Team Chair(s) heading) will prompt your email client to open a new message window containing the team addresses populated in the "To:" field.

NOTE: An option is also provided to "Email Everyone Below". Clicking this option will include the head of school, self-study coordinators, and the NEASC staff member in the address field of the message.

Accessing the Accreditation Visit Report Sections

Below the Supported Files section is the data entry sections for the visiting team report. The user will click on a section header to open the section. Once opened, the parts of that section will appear in a drop-down view. Following the examples below, click on "Standard 2: Curriculum" to view the data entry sections for each indicator under that Standard.

Click the blue "Open" button for any section and you will see a text box to enter data
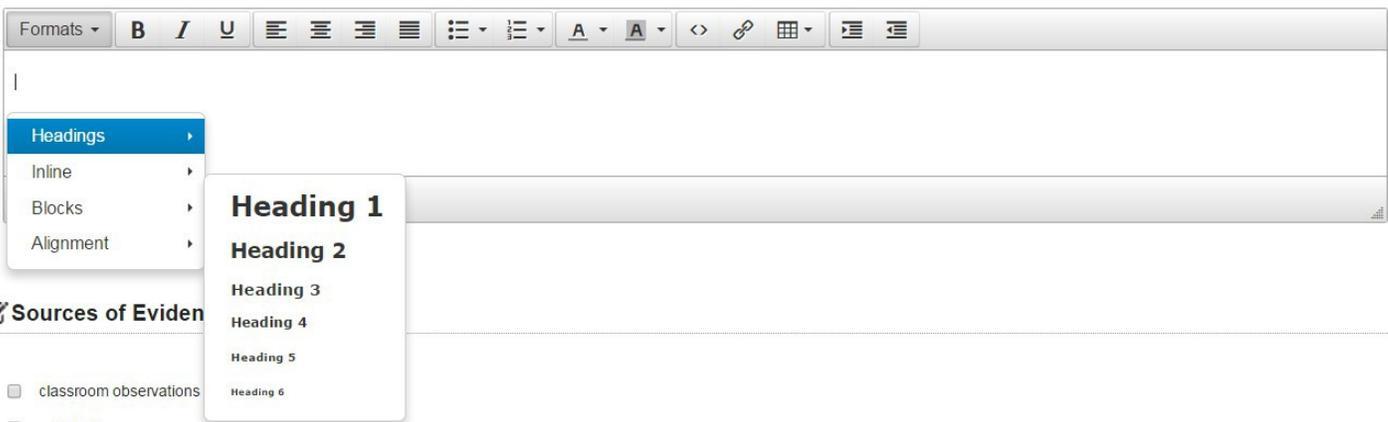
Entering Data into the Portal

In all sections of the Portal, the text entry screen looks the same and has the same features.
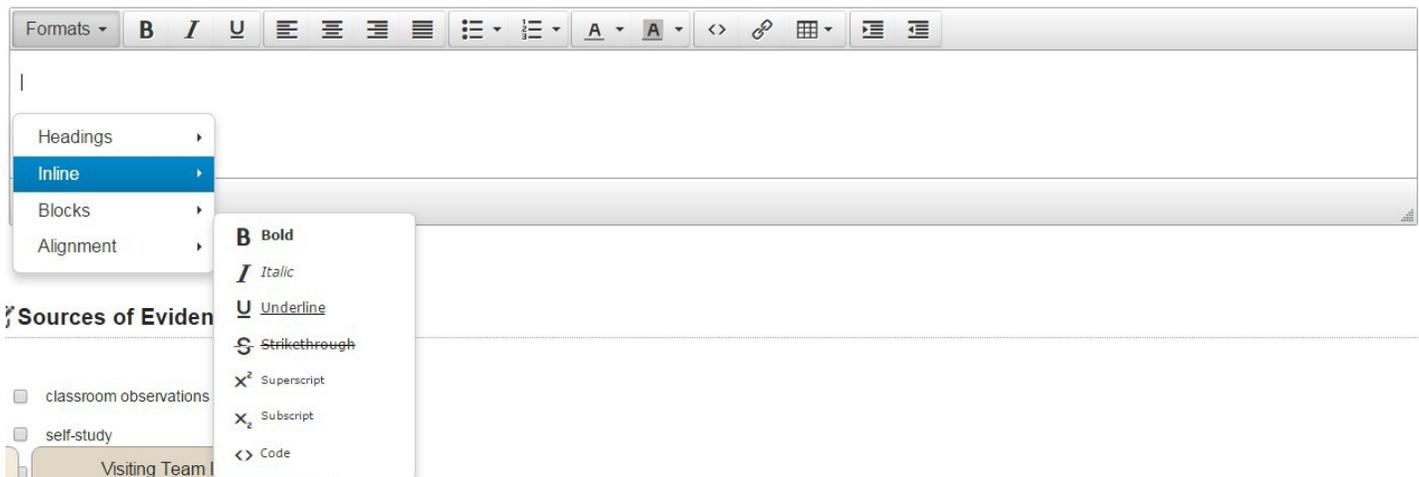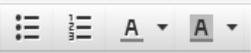
Under "Formats" there are four options.
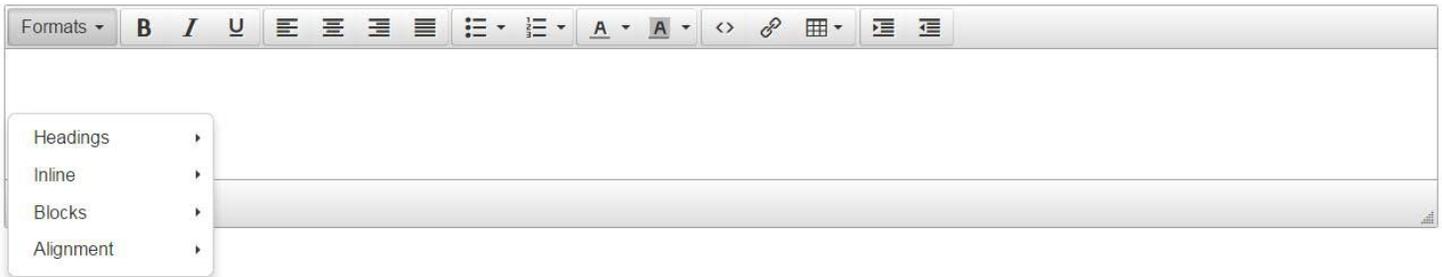
Headings provides the options to change text size.

Inline provides edit options such as Bold, Italic, Underline, etc.

Other formatting options in the Portal are as follows:

	Justifications: Left; Center; Right, Full
	Bulleted List; Numbered List; Font Color; Background Color
	Source code; Hyperlink; Tables

To copy and paste text into the portal, the user will need to use keyboard shortcuts. Mouse controls (IE – right click to access Copy function) will not work on the portal.

Ctrl+C = Copy   Ctrl+V = Paste
Ctrl+Z = Undo   Ctrl+X = Cut

Copying text directly into the Portal from a word processing program or Google docs typically works without issue, however a few stray marks may appear that would need to be deleted. After saving the content, using the "Save All Responses" button at the bottom of each report screen, the user will see the content displayed and will be able to identify any spare marks or text that will need additional editing.

Saving Data in the Portal
Be sure to SAVE all content before exiting the screen by clicking the "Save all Responses" button, which is located at the bottom of each data entry report screen.

After clicking save, the user is brought to a confirmation page which contains a green bar at the top. The green bar indicates that changes have been saved to the report. Below are three active buttons: Previous, Report Home, and Next. Clicking Previous will bring the user to the report section immediately prior to the recently saved section. Clicking Report Home will bring the user to the report home page. Clicking Next will advance the user to the next section of the report.


Sources of Evidence, and Self Study and Visiting Team tabs
After the initial data entry text box in each indicator, the user should review the Sources of Evidence list for each Indicator. Select as many sources as apply.

At the bottom of each screen are two tabs – *Self-Study* and *Visit Report*. The user can access the school's/center's self-study report for quick reference by selecting that option. The user can click on the visit report option to review the team's report in its current status.

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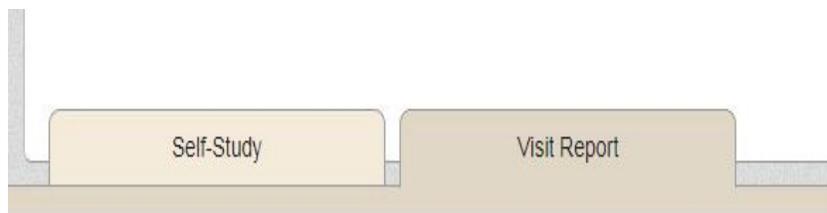
The Self-Study document contains pertinent information that can be used in the Visiting Team Report. A user is able to copy information from the Self-Study document as appropriate, click the tab closed, and paste the information into the team report, editing the content to include the team's

review and conclusions.

COLLABORATION

Multiple users can add and edit content within the portal simultaneously; however, only one user can edit each section with an "Open" button at one time. For instance, if there are five Indicators within one Standard, two users can edit within the same Standard as long as each is working on a different indicator. If a user opens a response area which is currently being edited by another user, this message will appear:

A second user on a page currently being edited by another team member will be able to see the data the first team member is processing, but only the first team member will have editing capabilities. Note: All team members can see the entire visiting team report by choosing the access option on the home page, or the tab available in the data entry areas, even if restricted from specific report areas. For instance, an automotive program evaluator may be restricted from having access to edit all other technical programs in the report aside from automotive. That evaluator can view, but not edit, the entire visiting team report by clicking one of the two "visiting team report" buttons on the home page.

Reviewing the Final Report with the Team

When it is time to review the final report, the team member(s) representing the Standard or program that is presenting should access that section of the portal so that changes can be made, if necessary. All other team members should use the "Print Visit Report" button on the Report Home page to generate the full report in a PDF format, for review and commentary. Team members should follow along on the PDF as the Standard or program report is read aloud. In this way, only those writing the Standard/program will have access to make changes, but the rest of the team can see the text of the report while those who wrote it read it aloud.

NOTES: