Portal Instruction for Head of School

Two-Year Progress Report

To begin working on the Two-Year Progress Report, go to the following website:

https://www.accportal.org/cpss

Login using the credentials provided by the NEASC staff. If login information is needed, please contact Rachelle Marconnot at rmarconnot@neasc.org or 781-425-7732.

Committee on Public Secondary Schools
NEASC Accreditation Portal

Username:

Password: (forgot your password?)

Submit

Upon logging in, this is the Dashboard screen: Your school’s name will show up in the box

Click Edit to continue to the school’s Homepage:
This is the school’s Homepage:

At the very top the toolbar provides the following options:

- **Dashboard:** Will bring the user back to the first page seen upon logging in
- **Report Home:** Will bring the user back to the school’s Homepage
- **School Help Page:** Will connect the user to the NEASC website
- **Chair Page:** For visiting team chairs only
- **Contact Us:** Will populate an email to a member of the NEASC staff
- **Instructional Materials:** Will connect the user to the Portal Instructional Guides located on the NEASC website
- **Evaluator Guides:** Will connect visiting team members to the standards review
In the upper right hand corner you will see two boxes:

1. Previous Reports
2. Control Panel

Previous Reports will provide PDF copies of the most recent reports (if reports were not completed in the portal there will not be any reports listed).

The Control Panel allows the head of school to add users to the portal.

Before continuing with the report, access to the portal will need to be given to the follow-up coordinators and any other administrator or faculty which you would like to have access to enter information into the portal.

To do this you will need to do the following:

- Click the Control Panel button to enter the Control Panel
- Click Manage Access to begin adding users

Here is a list of the school’s faculty members who have previously been added to the portal.

- In order to give users access to this specific report click Grant Access.
- If someone is listed that is no longer a faculty member at the school click Request Removal.
- If there is a faculty member who should have access but is not listed click Add Personnel.
To add new personnel, fill out the form and click **Add Person**.

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Return to the Report Homepage to begin working on the report

Instructions on how to write the report in the portal can be accessed through our website under “Ongoing Accreditation” or click the following link: [https://cpss.neasc.org/ongoing-accreditation/2-year-progress-report-0](https://cpss.neasc.org/ongoing-accreditation/2-year-progress-report-0)

**Note:** it may be helpful to first gather the most recent NEASC correspondence (i.e. letters and reports) before working on the Two-Year Progress Report.

Traditional Two-Year Progress Report Instructions and Sample are located on our website: [https://cpss.neasc.org/ongoing-accreditation](https://cpss.neasc.org/ongoing-accreditation)

At the top of the Homepage is the begin and end dates for the Two-Year Report.

Along with the **Response Areas** and **Report Questions**.

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**Response Areas**

- General Recommendations
- Highlighted Recommendations

**Report Questions**

<table>
<thead>
<tr>
<th>Open</th>
<th>Interim Question Set</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Two-Year Progress Report Sections III through IX</td>
<td>--</td>
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</tbody>
</table>
Open and respond to all General and Highlighted Recommendations

### Response Areas

#### General Recommendations

<table>
<thead>
<tr>
<th>Edit</th>
<th>Item</th>
<th># Requests</th>
<th>Last Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Standard 1...</td>
<td>1</td>
<td>–</td>
</tr>
<tr>
<td>Open</td>
<td>Standard 2...</td>
<td>1</td>
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<td>Open</td>
<td>Standard 4...</td>
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<td>Open</td>
<td>Standard 5...</td>
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<td>Open</td>
<td>Standard 6...</td>
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<tr>
<td>Open</td>
<td>Standard 7...</td>
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</tbody>
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#### Highlighted Recommendations

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<tr>
<th>Edit</th>
<th>Item</th>
<th># Requests</th>
<th>Last Edit</th>
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<tr>
<td>Open</td>
<td>Standard 1...</td>
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</tbody>
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**Note:** to see a complete list of recommendations without having to open each one individually, open the HTML or PDF version of the report at the top of the Homepage.
How to Respond to each General and Highlighted Recommendation:

1. Begin by clicking **Open**
2. Select a Response Status from the dropdown menu (right hand side above the text box)
3. Write a response in the dialogue box
4. Click **Save All Responses**

Once the response has been saved, this will appear at the top of the page:

Click **Next** to respond to the next recommendation, or click **Report Home** to return to the Homepage.

Once back on the Homepage, the system will provide a time stamp for when the section was last edited.

```
Last Edit
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05-19-2017 1:10pm
06-15-2017 12:57pm
```
How to respond to each report question

1. Under the Report Questions click Open and respond to all the prompts

2. Write a response in the dialogue box

3. Upload any files that may be used as evidence by clicking Add Files

4. Be sure to click, Save All Responses, before exiting this section

Once on the Homepage, scroll to the bottom. There is a section with the heading, Upload Support Files. This is where any additional files for the progress report can be.

Once the report is completed click the Mark Report Complete button at the top of the Homepage. This will not appear until at least 75% of the report has been completed. However, you should make sure that all Sections I – IX of your report are completed before you click on this button.

When you click the Mark Report Complete button you are submitting your report and you will not have access to the report after it is pressed.