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Introduction

The CACREP Liaison serves as the primary point of contact between CACREP and the institution's accredited program(s). The CACREP Liaison is responsible for maintaining current program information on the CACREP website. On a regular basis and when changes have occurred, the CACREP Liaison should log into the CACREP website to ensure that the program information (e.g., contact information, administrative information, and program descriptions) is current and accurate as listed, to update information as needed, and to ensure that you remain aware of the due dates for required reports.

CACREP Liaisons should update the following through logging in to the CACREP website:

- Contact information for all institutional contacts
- Websites and Program Outcome URLs
- Program Description text

There is some information that the CACREP Liaison cannot change. Please contact the CACREP office for any changes to the following:

- Change in CACREP Liaison
- Change in degree offered (e.g., M.S.)
- Alternative Deliveries (e.g., Campus Locations, Online/Hybrid, Distance Education)
- Accreditation Status
- Reports Due

Login

Each CACREP-accredited program has an assigned username and password for the academic unit. The login details will allow the CACREP Liaison access to review and update program information. A one page instruction sheet with the assigned username should have accompanied the annual fee invoice, which is mailed to the CACREP Liaison every April. Please contact the CACREP office if you have not received your program's login details. Information on how to reset passwords can be found on the next page. The CACREP Liaison can login either through the CACREP website (www.cacrep.org) (Screenshot 1) or www.cacrep.org/wp-login.php (Screenshot 2).

IMPORTANT!!!

If you have recently taken over as the CACREP Liaison, your email address will not be linked to the institution and you will not be able to login. Please contact the CACREP office to have this information updated to enable login.
Login from the CACREP website

Password Reset
If you do not know your password you will need to request a new password. For security purposes CACREP does not maintain a list of program passwords. To request a new password, go to the login area (www.cacrep.org/wp-login.php), enter your username, and then click "Lost your password" (Screenshot 2). You will then be sent a page where you are asked to re-enter the username or the email address that is attached to the username (Screenshot 3).

After clicking "Get New Password" you should receive email from WordPress. Check your spam folder, as it might have triggered a filter.
From the link provided in your email, create and confirm a new password (Screenshot 4). The strength indicator needs to be STRONG before your password will be accepted (Screenshot 5). Once your password has been reset (Screenshot 6) you will now be able to log into the CACREP website to update and edit contact details and program information.
Dashboard
After logging in you will be directed to a Dashboard page (Screenshot 7). On this screen you will be able to navigate to edit details on your institution and accredited programs pages.

Institution Page
To navigate to the institution page, click on the "Institutions" tab (Arrow 1) on the left and the name of your institution will appear on the right side of the toolbar. To be directed to your institution's main page click on the institution title (Arrow 2).
**Update Institution Page**

On the institution page you will be able to update the mailing address for the academic unit, indicate if your program has a Chi Sigma Iota Chapter, edit the institution's URL, view program history and accreditation status, and see reports that are due (Screenshot 9, 10, 11). The “Institution Type” (primary and secondary) applies to programs that have physical campuses in multiple states. If this is not applicable to your program “all” will be selected.

The institution page serves as the home page where you can navigate to other pages, including accredited programs and related points of contact (POCs) for the counseling program. POCs are individuals who are related to your institution and program.

**Edit Institution Page**

Don't forget to SAVE!
Reports Due
It is important to check the Reports Due section to verify whether your program is required to submit any reports to the CACREP office soon. This section includes information on interim, mid-cycle, and self-study reports; and when annual fees and vital statistics reports are due.

IMPORTANT!!!
To save any changes you must hit "Update" before navigating to another page.
Updating Programs
Once you have saved any edits on the institution page you can navigate to view and update programs. There are two ways to view/update your programs (Screenshots 12 & 13).

1) Directly clicking on each individual program listed on the Institution page.

2) Click on the "Programs" tab (Arrow 1) on the left and the name(s) of your program area(s) will appear on the right side of the toolbar. To be directed to the page for each program area click on the individual program area title (Arrow 2).

On the program page you will be able to edit the following fields: the program URL (this could be general to the counseling program as a whole or specific to a program area), the link to your program's outcomes report, and the program description field (Screenshot 14).
CACREP populates the following fields: program title, program type, alternative deliveries (based on what was included in the accreditation review in relation to the Multiple Sites Policy), program history, start/expiration date, accreditation status, and program degree. If you note any discrepancies please contact the CACREP office.

**Edit Program page**

Don't forget to SAVE!
Updating Points of Contact (POCs)

POCs are individuals who are related to your institution and program. It is important that you enter the most current information for the main POCs as this information is used for communicating with the institution and program on accreditation-related matters. These roles in the CACREP system are: President/CEO, Dean, Department Chair, and CACREP Liaison. Please note that these individuals can have a different title at your institution. For example, if your institution has a Chancellor, the role is CEO, and the title is Chancellor. There can be more than one person per role with the exception of the CACREP Liaison. For example, you could have a Dean of the College of Education and a Dean of the Graduate School. To update program POCs (with the exception of CACREP Liaison) you will need to navigate back to the institution page.

There are two ways to return to the institution page (Screenshot 16):

1) Toolbar on the left-hand side. Click on "Institutions" then click again on the institution title (Arrow 1)
2) From the program page click on institution's name in the right-hand column (Arrow 2)

IMPORTANT!!

If you have recently taken over as the CACREP Liaison please contact the CACREP office to have this information updated as the staff will need to complete additional steps to give you access.

From the Program page

Don’t forget to SAVE!
Once you are on the institution page (Screenshot 17), scroll down and select the POC you want to view and/or edit. In this case you will be directed to CEO/Carol Bobby (Screenshot 18 & 19).

The CACREP Liaison can edit the including: individual's name (please do not add prefix in the main header), email, mailing address, and telephone/fax numbers.
 IMPORTANT!!!
To save any changes you must hit "Update" before navigating to another page.

Only the CACREP Liaison should be listed under Connected POCs. All other POCs should be listed under Relationships.

To update other POCs you will need to return to the Institution page and repeat the process. If you want to add an additional person who is not already in the system (e.g., a Vice President of Academic Affairs in addition to CEO, Dean, and Department Chair) please contact the CACREP office to have this added.