

CACREP PROGRAM LIAISON LOGIN



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Table of Contents

Introduction.....	3
Login	3
Password Reset.....	4
Dashboard	6
Institution Page	6
Update Institution Page.....	7
Reports Due	8
Updating Programs.....	9
Updating Points of Contact (POCs).....	11

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

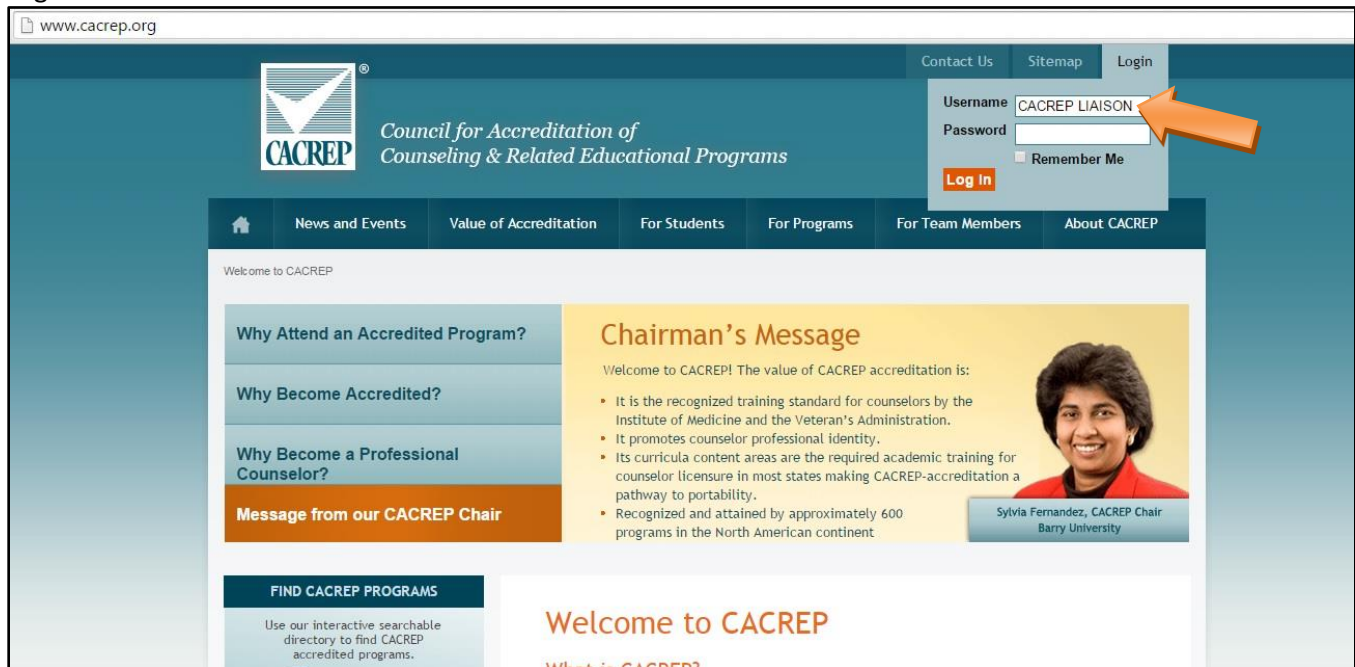
Login

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



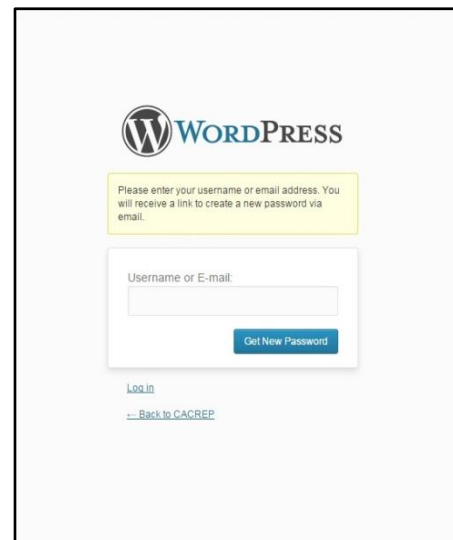
Screenshot 1

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).



Screenshot 2



Screenshot 3

After clicking "Get New Password" you should receive email from WordPress. Check your spam folder, as it might have triggered a filter.



WordPress

Enter your new password below.

New password

Confirm new password

Strength indicator

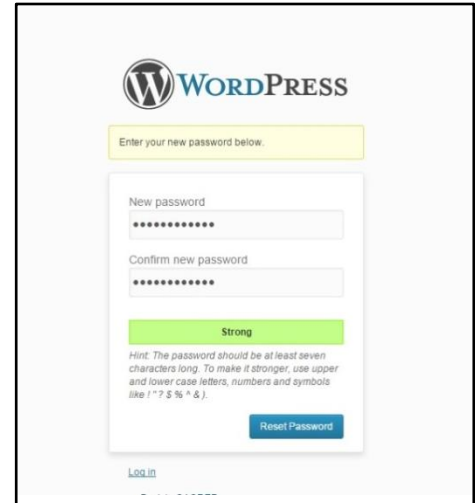
Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ; .

[Log in](#)

[Back to CACREP](#)

[Reset Password](#)

Screenshot 4



WordPress

Enter your new password below.

New password

Confirm new password

Strong

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ; .

[Log in](#)

[Back to CACREP](#)

[Reset Password](#)

Screenshot 5

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.



WordPress

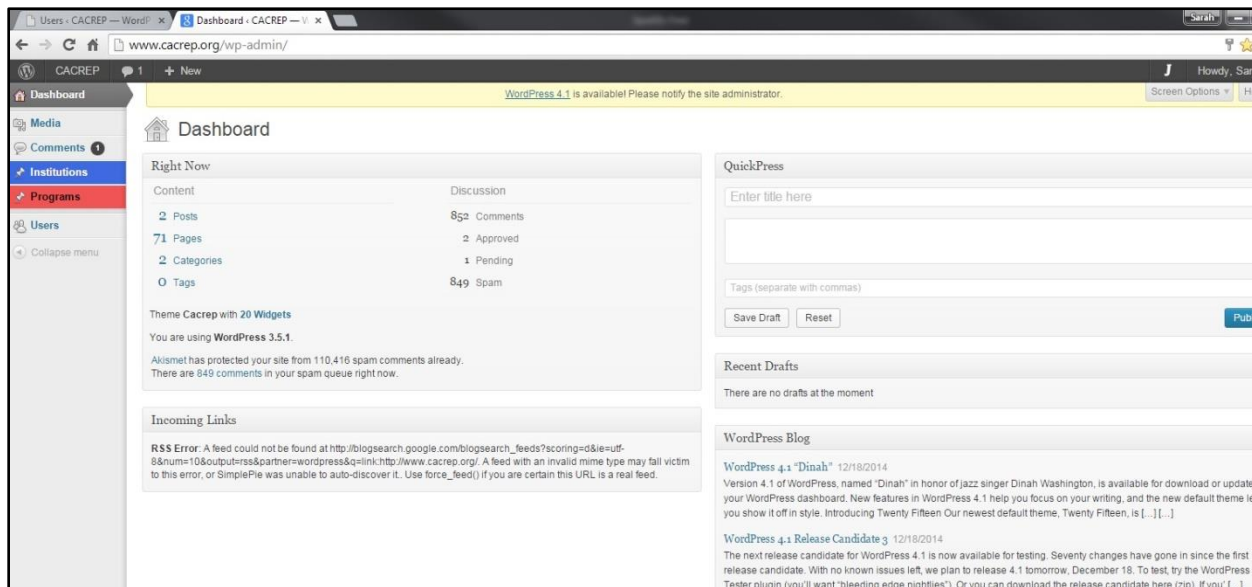
Your password has been reset. [Log in](#)

[Back to CACREP](#)

Screenshot 6

Dashboard

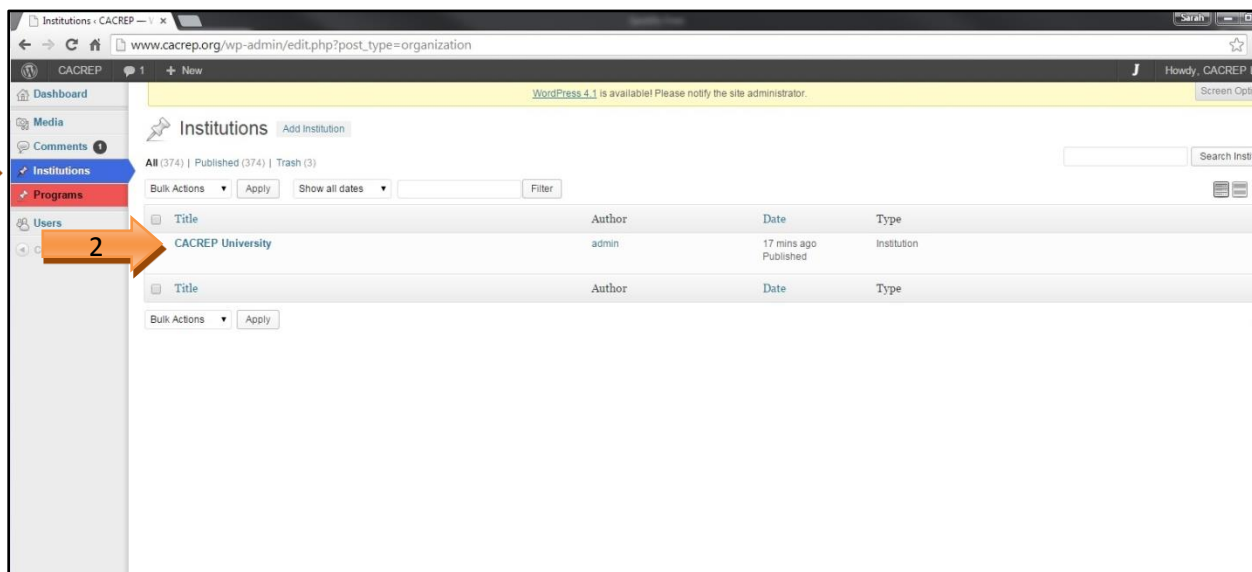
After logging in you will be directed to a Dashboard page (Screenshot 7). On this screen you will be able to navigate to edit details on your institution and accredited programs pages.



Screenshot 7

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).



Screenshot 8

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

WordPress 4.1 is available! Please notify the site administrator.

Edit Institution Add Institution

CACREP University

Permalink: <http://www.cacrep.org/organization/cacrep-university/> Edit View Institution

Author: admin

Institutions

Basic

Institution Type: ☒ All ☐ Primary ☐ Secondary

URL:

*Org Type: ☐ Consortium ☐ Other ☐ Private, Religious ☐ Private, Secular ☒ Public

Image File: No file chosen

Chi Sigma Iota: ☐

Address

Institution Name: CACREP University

Publish

Status: Published Edit

Visibility: Public Edit

Published on: Feb 10, 2015 @ 10:21 Edit

Post Type: Institution Edit

[Copy to a new draft](#) [Update](#)

Connected programs

Program

School Counseling (Full Time, Part Time, Public Institution / 8 Year)

Clinical Mental Health Counseling (Full Time, Part Time, Public Institution / 8 Year)

Create connections:

[New Program](#)

Don't forget to SAVE!

Screenshot 9

WordPress 4.1 is available! Please notify the site administrator.

Edit Institution Add Institution

CACREP University

Permalink: <http://www.cacrep.org/organization/cacrep-university/> Edit View Institution

Address

Address Line 3:

City: Alexandria

State: Virginia

Country: United States

Postal Code: 22314

Phone: 703-535-5990

Ext:

Fax:

Status

Expiration:

Accreditation Status: 8 Year

Program Info

Program History:

Notes

Connected pocs

POC

Sarah Betz: Program Liaison

Create connections:

[Search](#) [View All](#)

Relationship

POC

Carol Bobby: CEO

Robert Urofsky: Department Chair

Jenny Gunderman: Dean

Screenshot 10

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.

Expiration:
Accreditation Status: 8 Year

Program Info
Program History:

Notes
Reports Due (private)

CACREP populates this field

REPORTS DUE:
Interim Report: Required when a program receives a two-year accreditation with conditions.
Due by: N/A
Mid-Cycle Report: Program will receive specific instructions on current mid-cycle reporting requirements at the same time the annual fee invoice is sent for the Fiscal Year in which report is due.
Due by: September 15, 2017
Vital Statistics: Programs are required to submit a Vital Statistics report each year.

Search posts
Relationship
Create connections:
Search
Search posts
Dynamic Widgets
Apply exception rule to widgets:

Screenshot 11

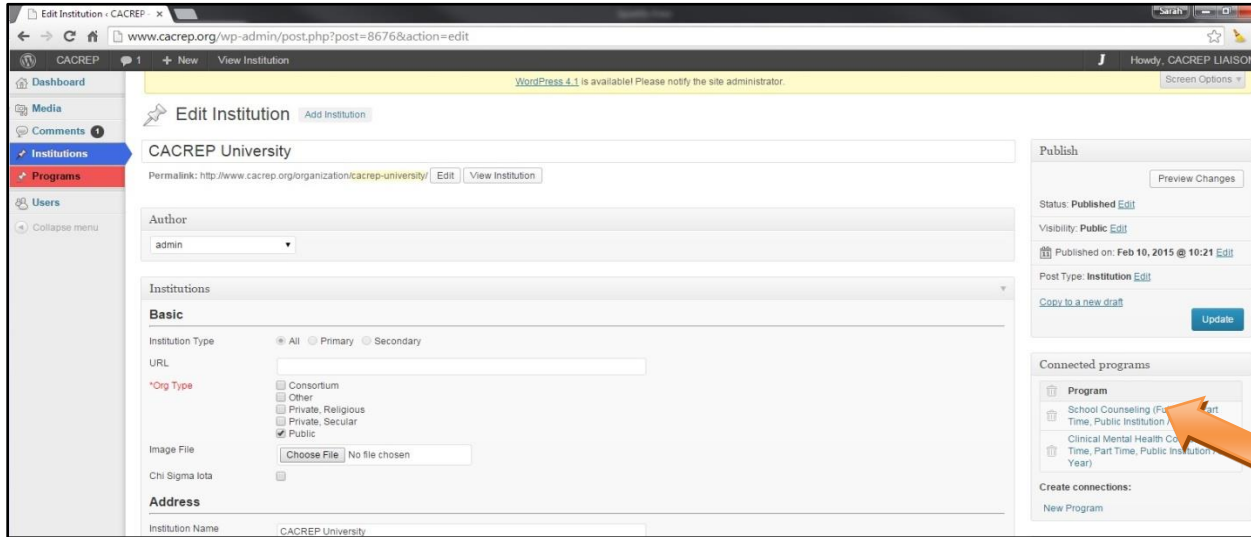
IMPORTANT!!!

To save any changes you must hit "Update" before navigating to another page.

Updating Programs

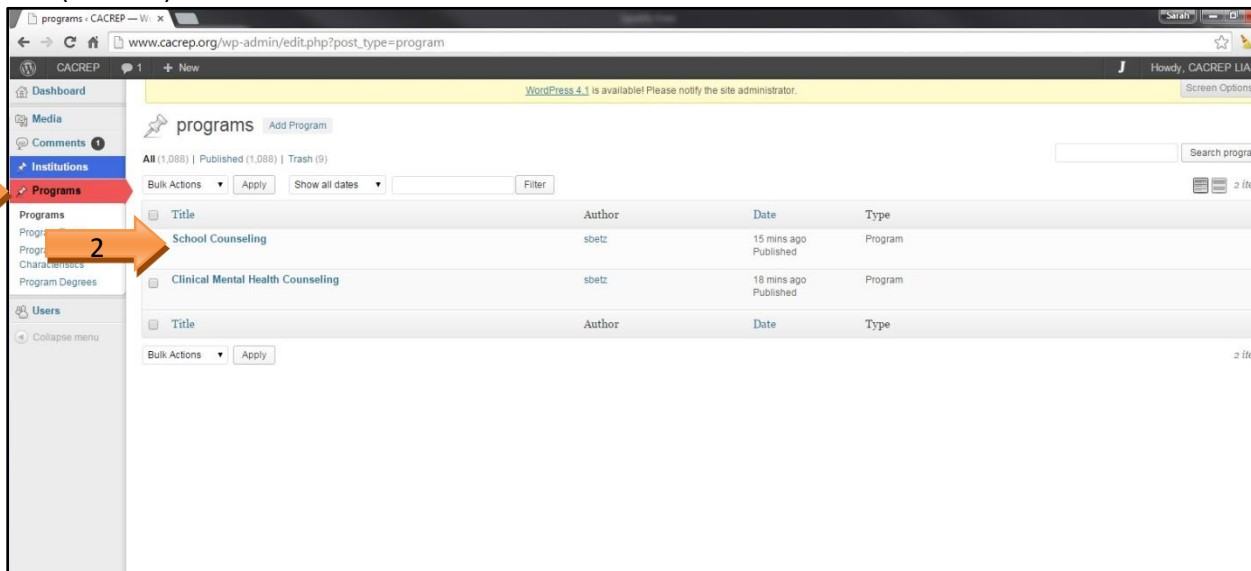
Once you have saved any edits on the institution page you can navigate to view and update programs. There are two ways to view/update your programs (Screenshots 12 & 13).

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



Screenshot 12

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).



Screenshot 13

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

EDIT

CACREP populates this field

Don't forget to SAVE!

Screenshot 14

CACREP populates these fields

CACREP populates these fields

CACREP populates these fields

Screenshot 15

IMPORTANT!!!

To save any changes you must hit "Update" before navigating to another page.

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.

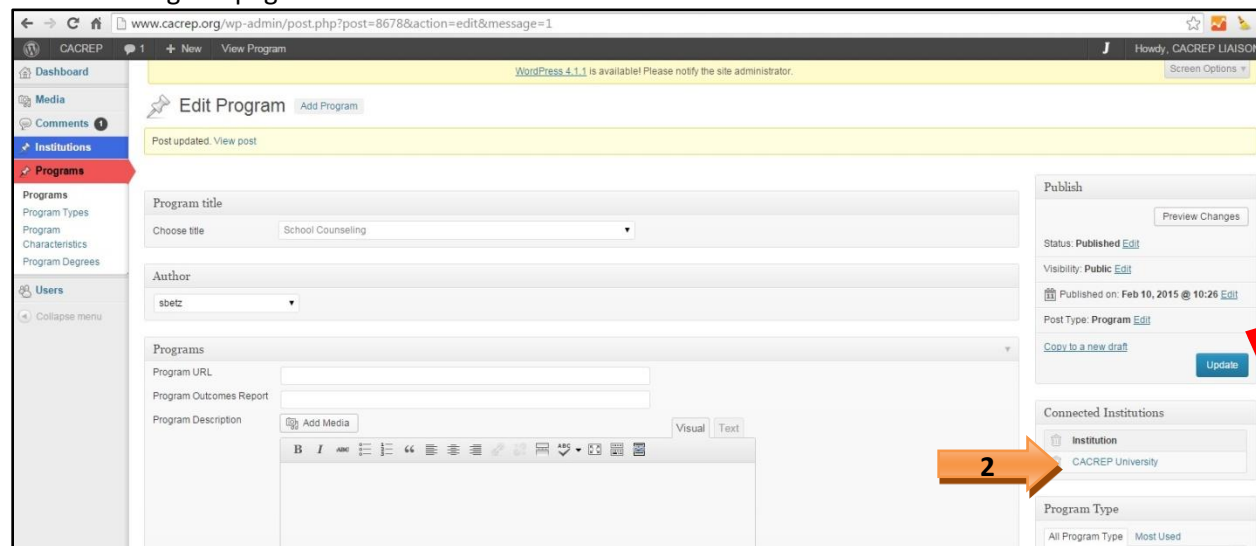
There are two ways to return to the institution page (Screenshot 16):

- 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



Screenshot 16

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).

Institution page

The screenshot displays the 'Edit Institution' page for 'CACREP University' in the WordPress admin interface. The left sidebar shows navigation links for Dashboard, Media, Comments, Institutions, Programs, and Users. The main content area is divided into sections: 'Basic' (Institution Name, Org Division, Room, Address Lines, City, State, Country, Postal Code, Phone, Ext, Fax), 'Status' (Expiration, Accreditation Status), and 'Program Info' (Program History). On the right sidebar, the 'Connected pocs' section lists 'Sarah Betz, Program Liaison'. Below it, the 'Relationship' section lists 'Carol Bobby, CEO' and 'Robert Urofsky, Department Chair'. An orange arrow points to the 'Carol Bobby, CEO' entry, with the text 'Click to access POC' next to it.

Screenshot 17

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.

Edit POC page

www.cacrep.org/wp-admin/post.php?post=8684&action=edit

CACREP 1 New View POC WordPress 4.1.1 is available! Please notify the site administrator. Screen Options

Howdy, CACREP LIAISON

Edit POC Add POC

Carol Bobby

Author srbetz

Point of Contact

Basic

Name 1 Prefix Dr.

*First Carol

Middle

*Last Bobby

Suffix

Former/Maiden

Informal

Formal

Email 1

Email 2

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: Feb 10, 2015 @ 10:56 [Edit](#)

Post Type: **POC** [Edit](#)

[Copy to a new draft](#)

Update

Connected Institutions

Create connections:

Search [New Institution](#)

[View All](#)

Relationship

[Institution](#)

Screenshot 18

www.cacrep.org/wp-admin/post.php?post=8684&action=edit

CACREP 1 New View POC

Howdy, CACREP LIAISON

Informal

Formal

Email 1

Email 2

Email 3

URL

Image File Choose File No file chosen

Flags Inactive ☐

Address

Type Work

Title at Org President and CEO

Org Division Counselor Education Department

Room

Address Line 1 1001 N. Fairfax Street

Address Line 2

Address Line 3

City Alexandria

State Virginia

Country United States

Postal Code 22314

Relationship

[View All](#)

Institution

CACREP University CEO

Create connections:

Search [New Institution](#)

[View All](#)

Connected Users

Create connections:

Search [New User](#)

[View All](#)

Connected programs

Create connections:

Search [New Program](#)

[View All](#)

Click to return to Institution Page

Screenshot 19

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.