

**CACREP
PROGRAM
LIAISON
LOGIN**



Council for Accreditation of Counseling & Related Educational Programs
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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 degree offered (e.g., M.S.)
- Alternative Deliveries (e.g., Campus Locations, Online/Hybrid, Distance Education)
- Accreditation Status
- Reports Due

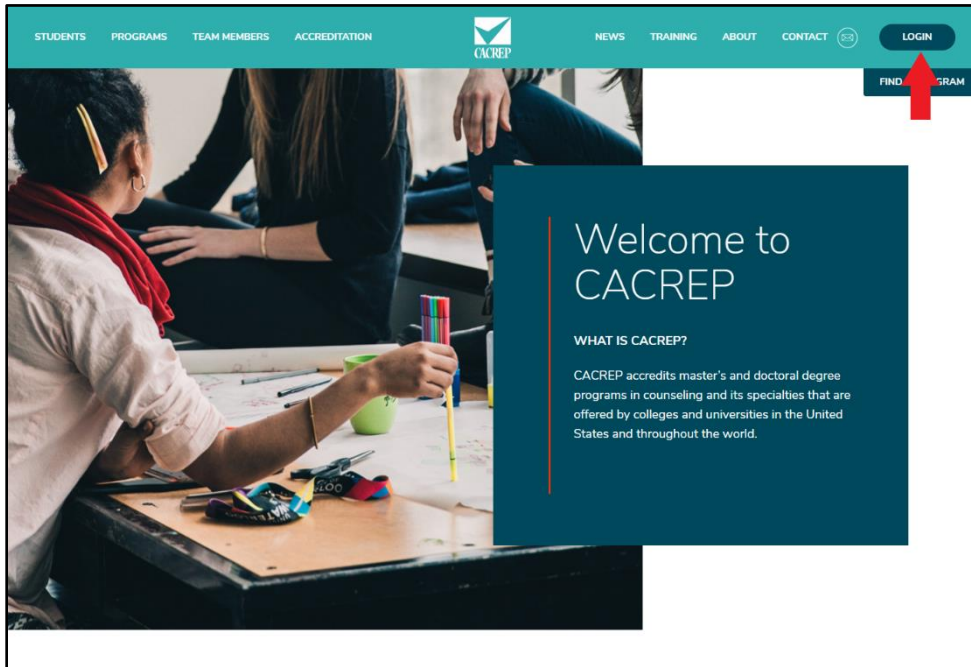
Login

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. 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.

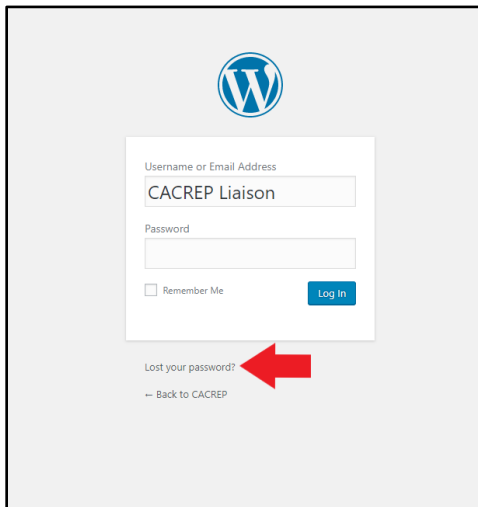
Login from the CACREP website



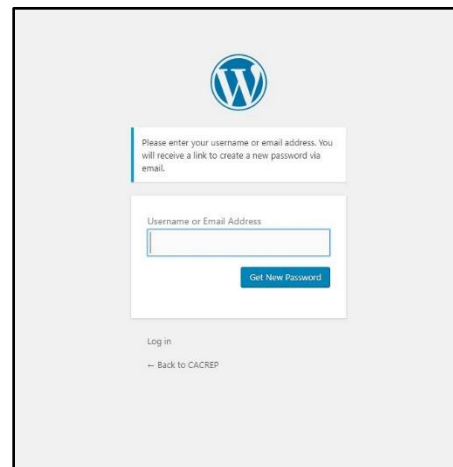
Screenshot 1

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).

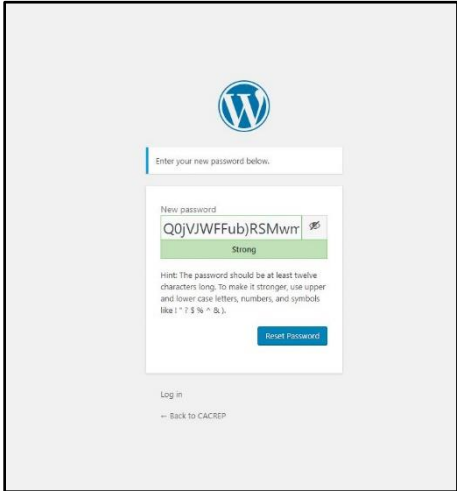


Screenshot 2

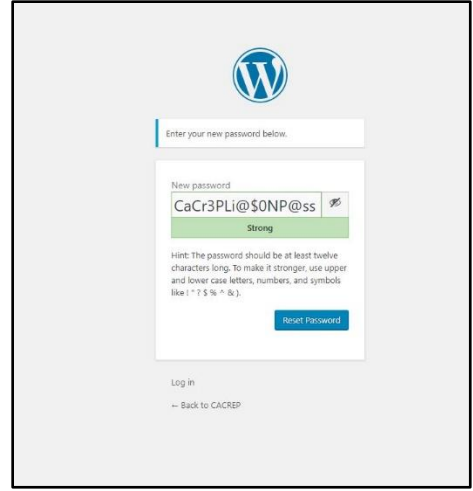


Screenshot 3

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

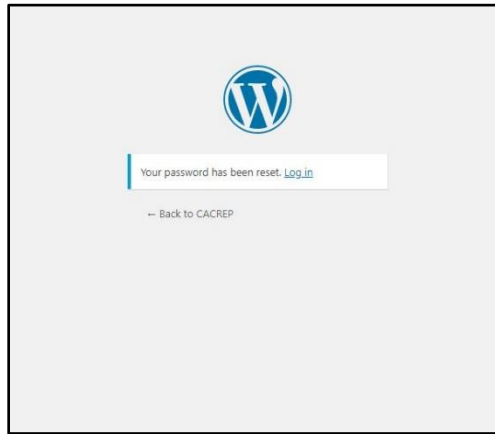


Screenshot 4



Screenshot 5

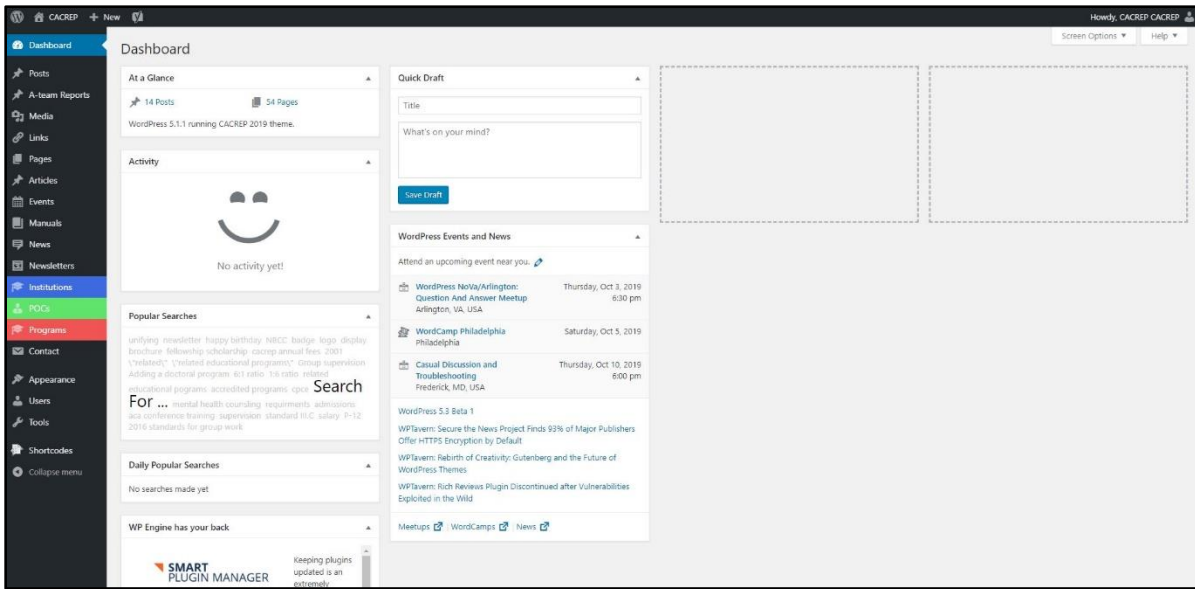
From the link provided in your email, you will come to a window with a pre-filled field with a new temporary password. You are able to type over this preset password (Screenshot 4) with any password of your choosing. The strength indicator needs to be STRONG before your password will be accepted (Screenshot 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.



Screenshot 6

Dashboard

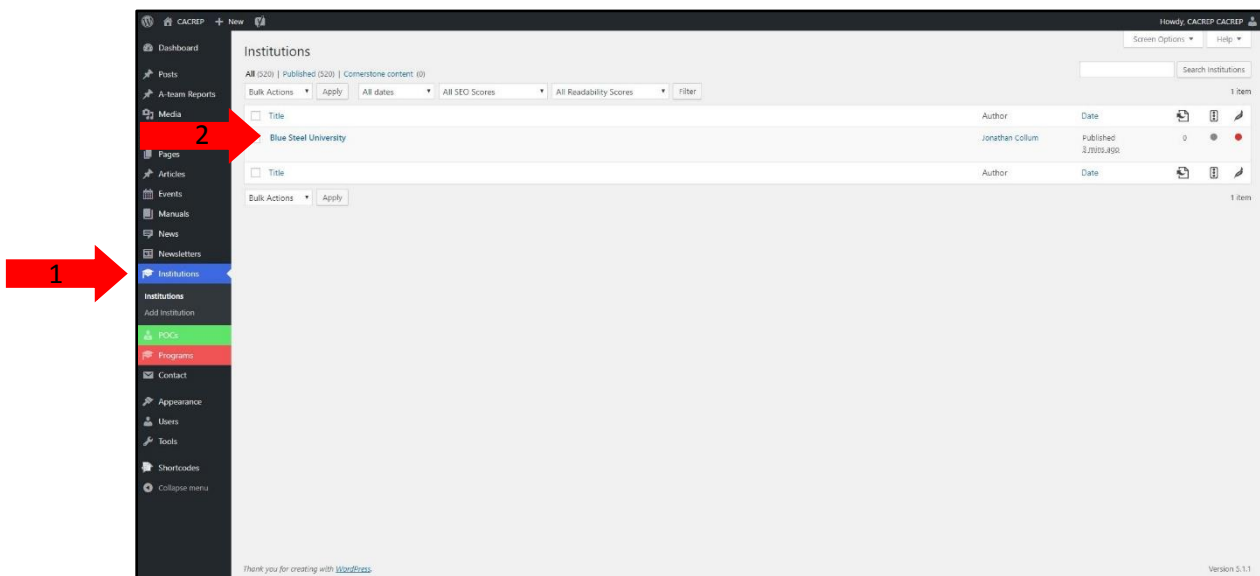
After logging in you will be directed to a Dashboard page (Screenshot 7). On this screen you will be able to navigate to edit details on your institution and accredited programs pages.



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).



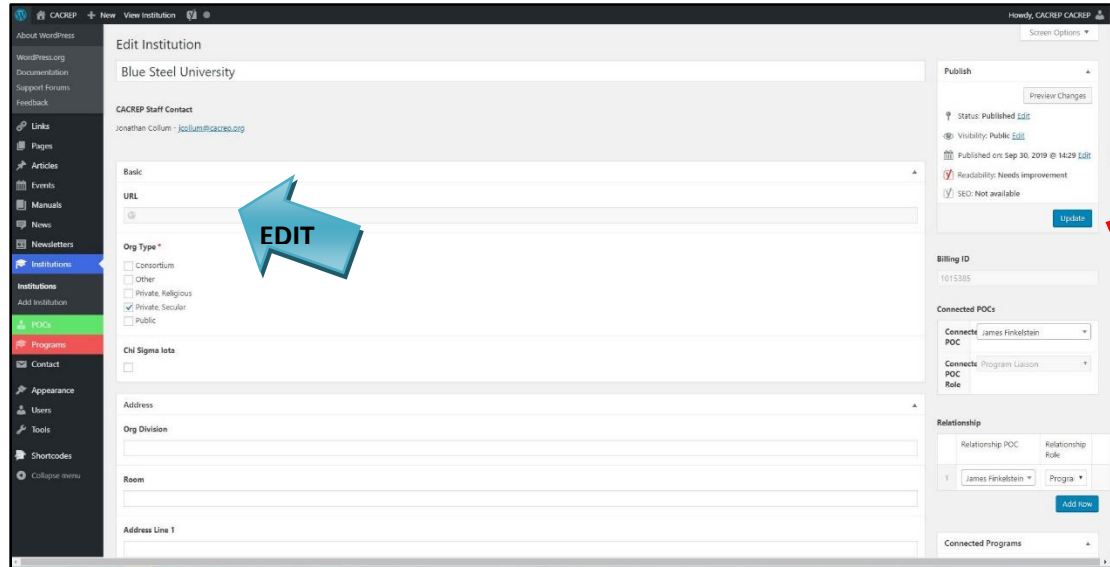
Screenshot 8

Update Institution Page

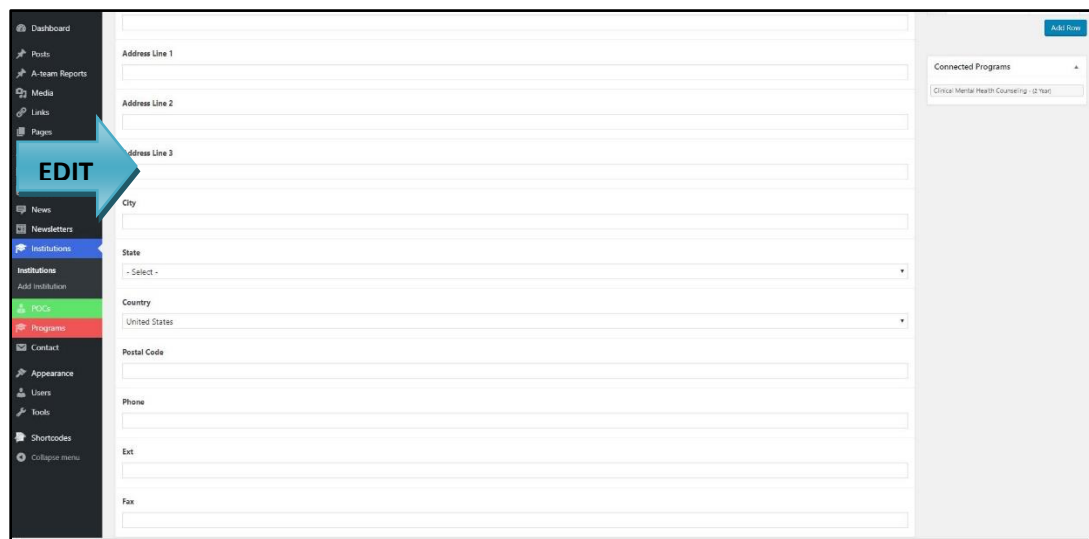
On the institution page you will be able to update the mailing address for the academic unit, edit the institution's URL, view program history and accreditation status, and see reports that are due (Screenshot 9, 10, 11).

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



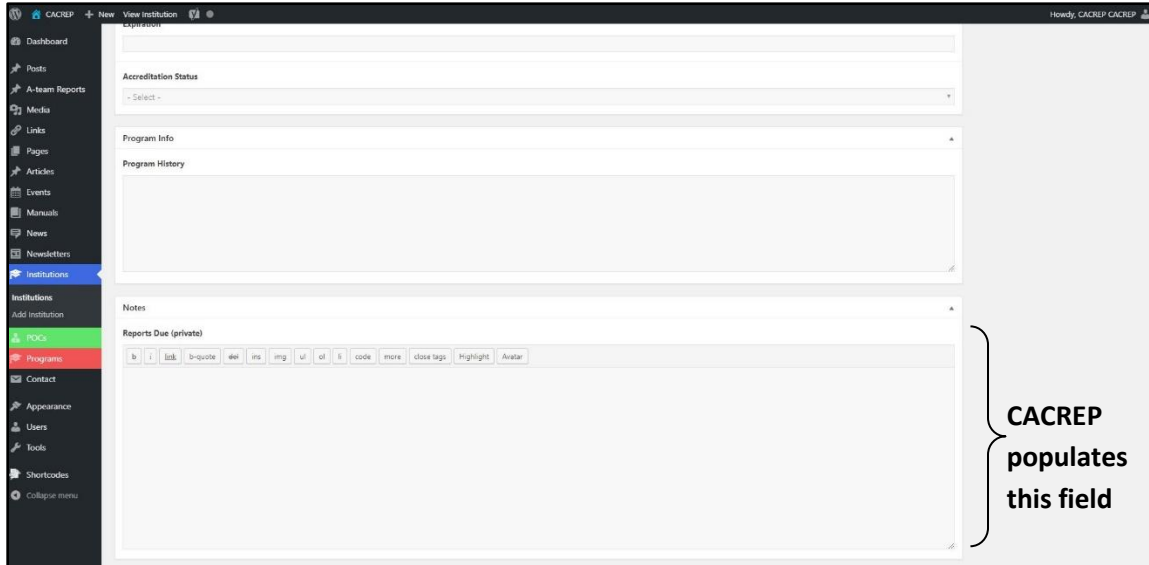
Screenshot 9



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.



Screenshot 11

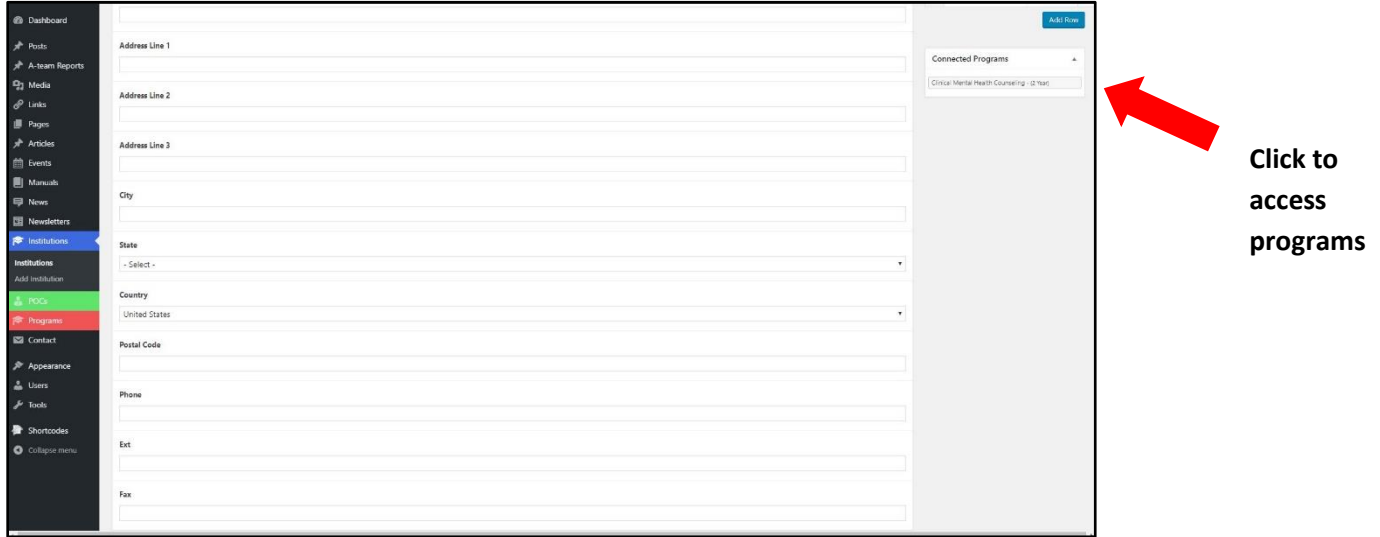
IMPORTANT!!!

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

Updating Programs

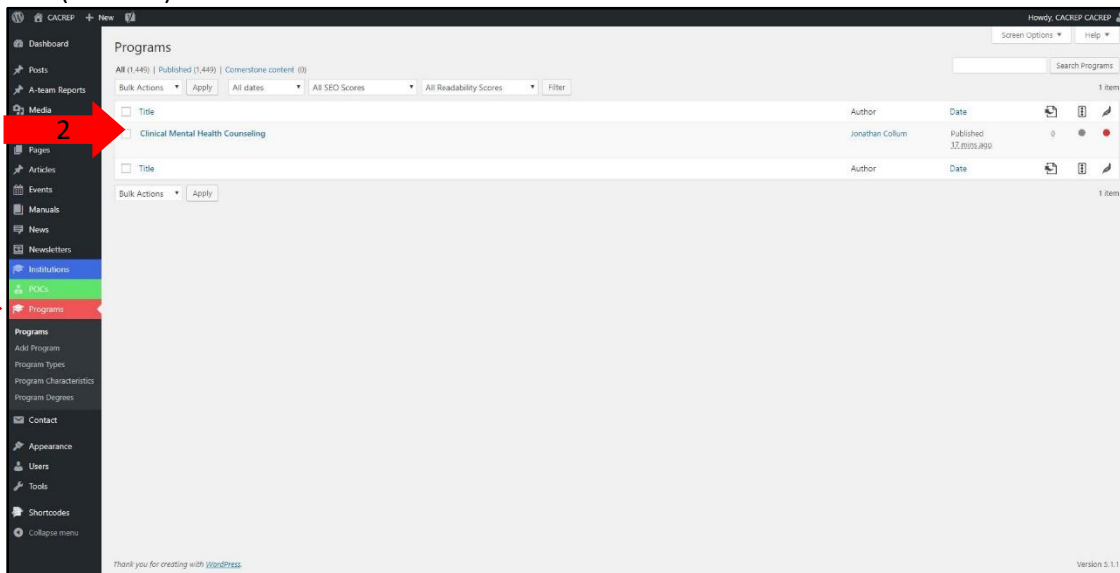
Once you have saved any edits on the institution page you can navigate to view and update programs. There are two ways to view/update your programs (Screenshots 12 & 13).

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



Screenshot 12

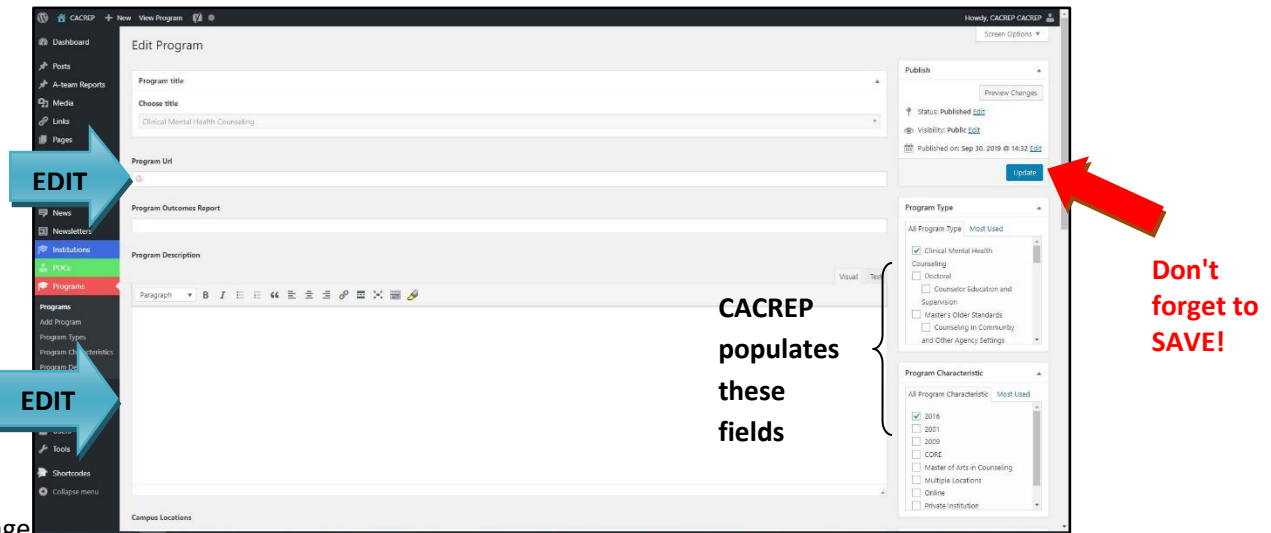
2) Click on the "Programs" tab (Arrow 1) on the left and the name(s) of your program area(s) will appear on the right side of the toolbar. To be directed to the page for each program area click on the individual program area title (Arrow 2).



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).

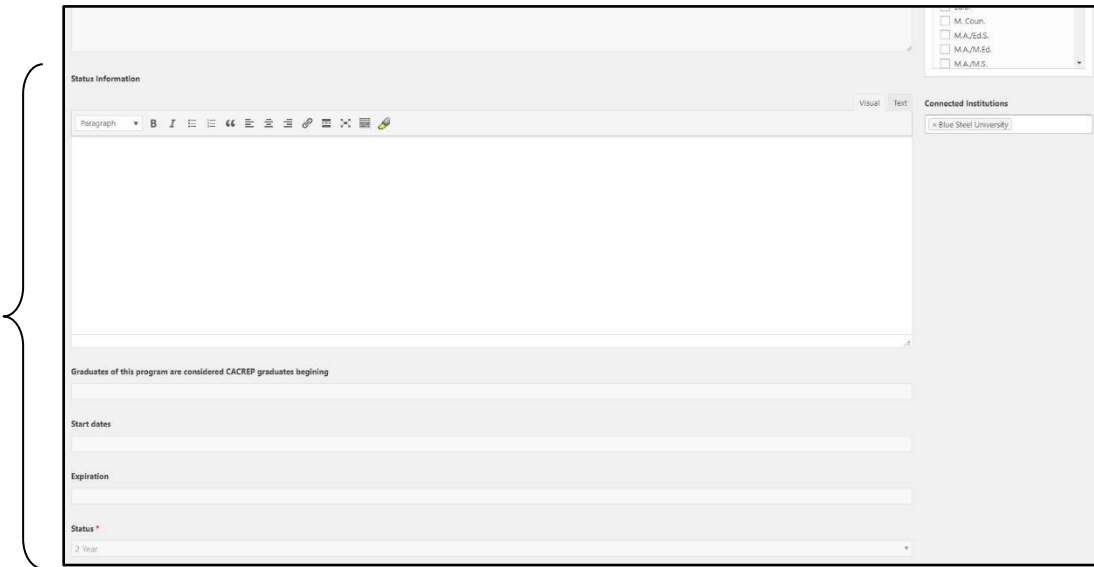
CACREP populates the following fields: program title, program type, alternative deliveries (based on what was included in the accreditation review in relation to the Multiple Sites Policy), program history, start/expiration date, accreditation status, and program degree. If you note any discrepancies please contact the CACREP office.



Edit Program page

Screenshot 14

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)

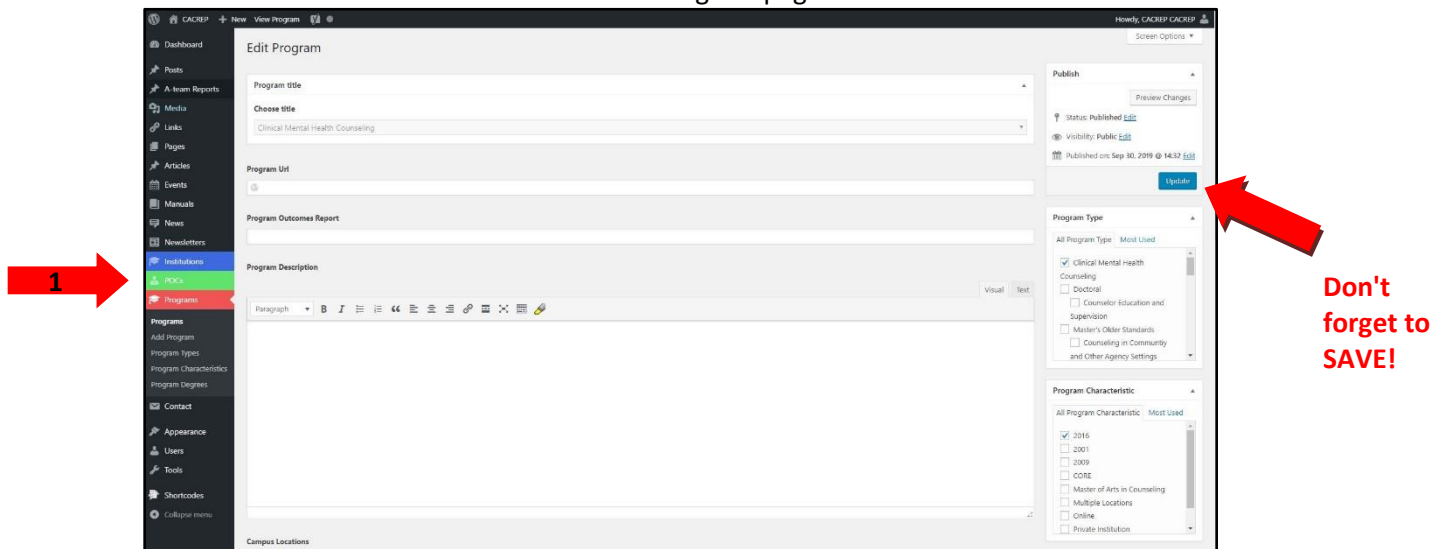
POCs are individuals who are related to your institution and program. It is important that you enter the most current information for the main POCs as this information is used for communicating with the institution and program on accreditation-related matters. These roles in the CACREP system are: President/CEO, 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 you will need to the POCs page.

To go to the click on "POCs" click again on the POCs title (Arrow 1)

IMPORTANT!!

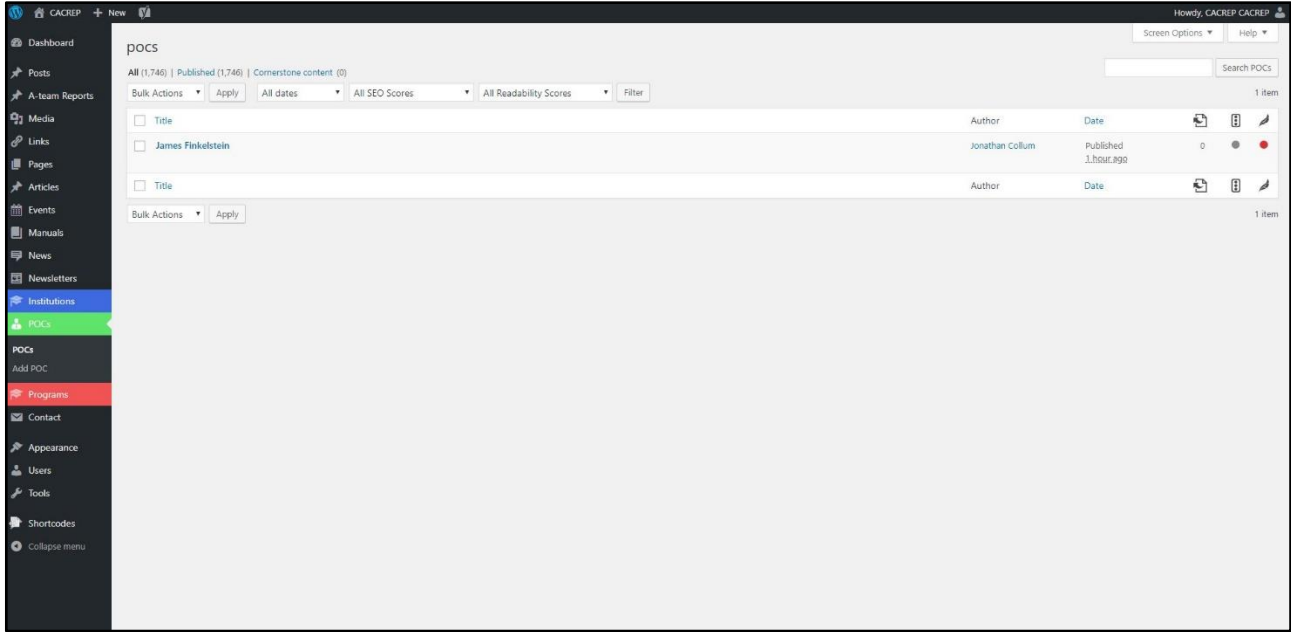
If you have recently taken over as the CACREP Liaison please contact the CACREP office to have this information updated as the staff will need to complete additional steps to give you access.

From the Program page



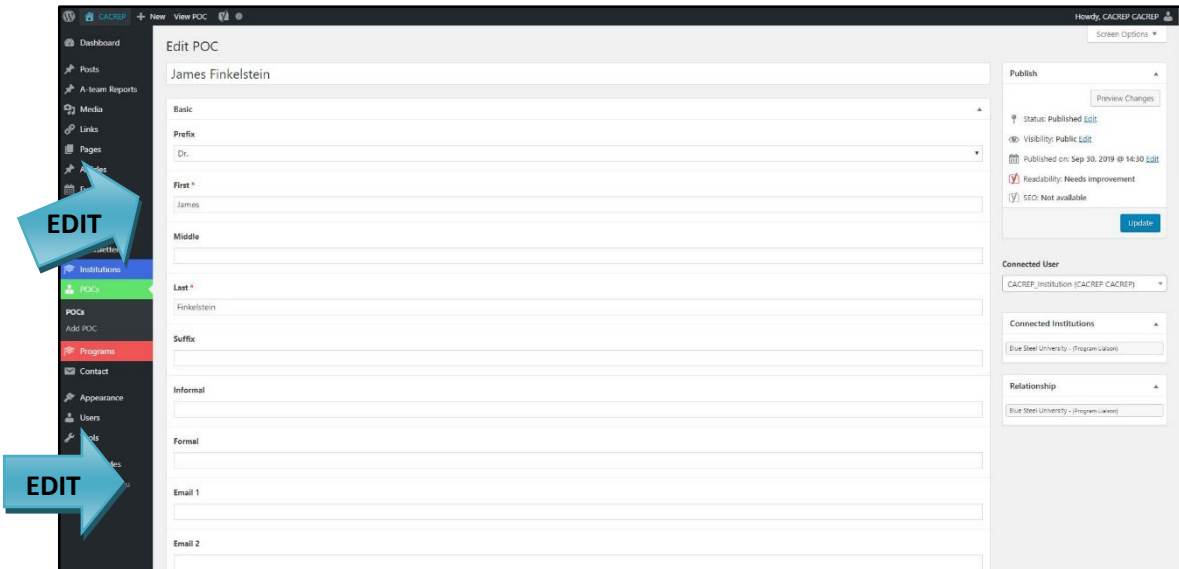
Screenshot 16

Once you are on the POCs page (Screenshot 17), click on the POC you want to view and/or edit. In this case you will be directed to *Program Liaison/James Finkelstein* (Screenshot 18).



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.



Screenshot 18

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 POCs 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.

If after reviewing this guide you have additional questions about any edits or changes needed to your institutional information please contact us at cacrep@cacrep.org