# CACREP PROGRAM LIAISON LOGIN



Council for Accreditation of Counseling & Related Educational Programs 500 Montgomery Street, Suite 350 • Alexandria, VA 22314 (703) 535-5990 • www.cacrep.org

# **Table of Contents**

Introduction	3
Login	3
Password Reset	4
Institution Page	6
Update Institution Page	6
Reports Due	7
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 degree offered (e.g., M.S.)
- Alternative Deliveries (e.g., Campus Locations, Online/Hybrid, Distance Education)
- Accreditation Status
- Reports Due

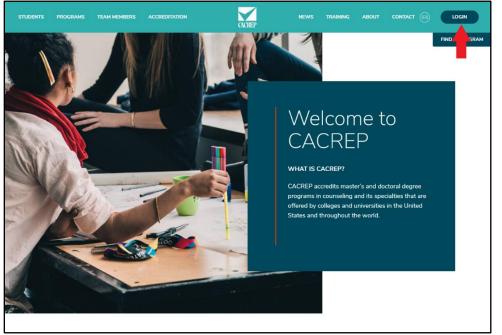
# Login

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 (<u>www.cacrep.org/wp-login.php</u>), 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).

Usemame or Email Address CACREP Liaison Password
Remember Me Log In
Lost your password?

Screenshot 2

Please enter your username or email address. You will receive a link to create a new password via email.	
Username or Email Address	
Log in Back to CACREP	

Screenshot 3

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

	Enter your new password below.
There parameter before.	New password CaCr3PLi@\$ONP@ss Sourg Hitt: The password should be at less twelve characters long. To make it storager, we upper also 17 \$ the ~ 0;} New Password
Log n Back to CACRP	Log in Back to CACREP
Screenshot 4	Screenshot 5

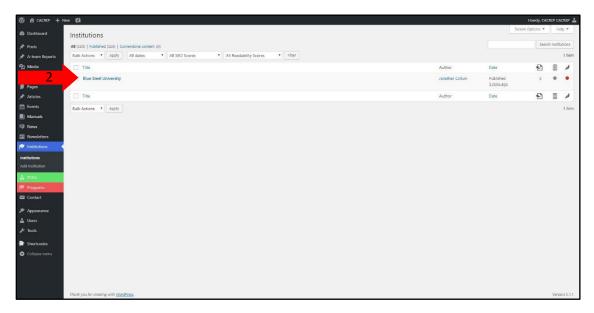
From the link provided in your email, you will come to a window with a prefilled field with a new temporary password. You are able to type over this preset password (Screenshot 4) with any password of your choosing. The strength indicator needs to be STRONG before your password will be accepted (Screenshot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

## **Institution Page**

After logging in you will be directed to the Institution page (Screenshot 8). On this screen you will be able to navigate to edit details on your institution and accredited programs pages. 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 7

## **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

	Nor Verintution 🕅 🗄	Howdy, CACREP CACREP 🚢	
About WordPress	Edit Institution	Screen Options 🔻	
WordPress.org Documentation	Blue Steel University	Publish +	
Support Forums Feedback ∂ Links III Pages ≯ Articles	CACREP Skiff Centact	Preview Changes	
<ul> <li>Fvents</li> <li>Manuals</li> <li>News</li> </ul>	Bade A		
Newsletters     Newsletters     Institutions     Add Institution	Org Type* Concordum Onter Protek Religious Protek Religious Relic	Billing ID 1015365 Connected POCs Connected James Hinkelstein	Don't
<ul> <li>Programs</li> <li>Contact</li> <li>Appearance</li> </ul>	CN Signs lata	POC Connects Program Liaison 7 POC Role	Don't forget to SAVE!
Lisers	Address		SAVE!
👗 Users 🎤 Tools	Org Division	Relationship Relationship Role Role Role Role Role Role Role Role	
<ul> <li>Collapse menu</li> </ul>	Room	1 James Finkelstein * Progra *	
	Address Line 1	Connected Programs	

#### Screenshot 8

Dashboard			Add Row
📌 Posts	Address Line 1		
📌 A-team Reports		Connected Programs	*
😭 Media		Clinical Mental Health Counseling - (2 Year)	
P Links	Address Line 2		
🏼 Pages			
	ddress Line 3		
EDIT			
📮 News	City		
Newsletters			
🔊 Institutions 🔸	State		
Institutions	- Select -		
Add Institution			
🛔 POCs	Country United States		
🎓 Programs	United states		
Contact	Postal Code		
🔊 Appearance			
👗 Users	Phone		
🖋 Tools	rion Contraction Contra		
Shortcodes			
Collapse menu	Ext		
19 <del>-1</del> 120-08070-0001			
	Fax		
	PAA		

Screenshot 9

## **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.

🔞 👩 CACREP 🕂 Nev	w View Institution 🗱 💿	Howdy, CACREP CACREP 📥
Dashboard		
📌 Posts	Accreditation Status	
📌 A-team Reports	- Select - *	
😏 Media	* 2009.1 *	
🔗 Links	Program Info	
📕 Pages		
📌 Articles	Program History	
🛗 Events		
Manuals		
👎 News		
Newsletters		
🎓 Institutions 🔸	4	
Institutions Add Institution	Notes A	
🛔 POCs	Reports Due (private)	)
🕫 Programs	b i link b-quote 441 ins img ul ol k code more dosetags Highlight Avatar	
Contact		
Appearance		CACRED
👗 Users 🎤 Tools		CACREP
& Tools		nonulates
Shortcodes		populates
<ul> <li>Collapse menu</li> </ul>		fopulates this field

Screenshot 10

## 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).

B Lubbard

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

#### Screenshot 11

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).

🝈 📸 CACREP 🕂	len Çâ		Howdy, CA	CREP CACE	REP 🛔
2 Dashboard	Programs		Screen Options *	Help	*
📌 Posts	All (1.449)   Published (1,449)   Connerstone content (0)		Se	earch Progra	ams
A-team Reports	Bulk Actions * Apply All dates * All SEO Scores * All Readability Scores * Filter			-	1 item
91 Media	Title Author	Date	2	I	1
2	Clinical Mental Health Courseling Jonathan Collum	Published 37 mins ag	0		•
Articles	Title Author	Date	2	1	ø
Conta Conta Conta Contact Con	Buk Actions • Apply			,	1 item
Collapse menu	Thank you for creating with <u>100x87455</u>			Version	n 5.1.1

#### Screenshot 12

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.

① 函 CACSEP + New View Program 段 ⊕	Howdy, CACREP CACREP 🛓 🌷	
a Duateout Edit Program	Screen Options *	
yh Pouta     Program tille       yh A team Reports     Program tille       Q1 Media     Choose tille	Publish * Preview Changes	
Image: Property     Clinical Metrial Health Counseling     *       Property     Program Did	Visbilty: Public <u>Edit</u> Published on: Sep 30, 2019 @ 14:32 <u>Edit</u> Update	k.
EDIT Program, Outcomer Report Program, Outcomer Report	Program Type * All Program Type Most Used	
(*)     Pergram Description       △     (*)       ●     Pergram       ●     Pergram       ●     Pergram	Clinical Mental Health Counseling Doctoral Counselor Education and	Don't
Add Program	Supervision Master's Older Standards Counseling in Community	forget to
Program Type Progr	and Other Agency Settings * Program Characteristic	SAVE!
EDIT	All Program Characteristic Most Used	
Fields	2001 2000 CORE Master of Arts in Counseling Multiple Locations Conine	
Edit Program page	Private Institution	

Screenshot 13

				M. Cour. M.A./Ed.S. M.A./M.Ed.
	$\left( \right)$	Status information	Text	Connected Institutions
		Pangaph · B I E E 44 E E E 8 E X E 8		× Blue Steel University
CACREP populates these fields		Graduates of this program are considered CACRIP graduates begining Start dates Explosition Status * 2 tour		

Screenshot 14

### 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 15

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).

🐧 🖆 CACREP 🕂 1	iew 🕅			Howdy, CA	CREP C	ACREP
Dashboard	pocs			Screen Options 🔻	H	ielp 🔻
Posts	All (1,746)   Published (1,746)   Cornerstone content (0)				Search	h POCs
A-team Reports	Bulk Actions V Apply All dates V All SEO Scores V All Readability Scores V Filter					1 iter
🕽 Media	Title	Author	Date	2	:	ø
P Links I Pages	James Finkelstein	Jonathan Collum	Published 1.hour.ago	0	•	•
Articles	Title	Author	Date	2	1	A
🖞 Events	Bulk Actions   Apply					1 ite
Manuals						
🖗 News						
Newsletters						
Institutions						
2004						
Programs						
Contact						
Appearance						
Users						
F Tools						
Shortcodes						
Collapse menu						
Compte meno						

#### Screenshot 16

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.

🛞 😤 CACREP 🕂	New View POC 🗱 🔿	Howdy, CACREP CACREP
Dashboard	Edit POC	Screen Options *
📌 Posts	James Finkelstein	Publish
A-team Reports		Preview Change
තු Media	Basic	Status: Published Edit
🖗 Links	Prefix	(III) Visibility: Public Edit
📕 Pages	Dr.	• Published on: Sep 30, 2019 @ 14:30 [
***		Readability: Needs improvement
	First*	[¥] SEC: Not available
DIT	James	Upds
	Middle	Up-3
wetter		Connected User
Institutions		Connected User CACREP, Institution (CACREP CACREP)
📩 POCs	Lost*	CACREP_Institution (LACREP CACREP)
POCs	Finkelstein	Connected Institutions
Add POC	Suffix	
Programs		Blue Steel University - (Program Udison)
Contact		
🔊 Appearance	Informal	Relationship
🕹 Users		Blue Steel University - (Program University
F 105	Formal	
tes -		
Т		
	Email 1	
77	Email 2	

#### Screenshot 17

#### 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 <a href="mailto:cacrep@cacrep.org">cacrep@cacrep.org</a>