



**Technical Instructions
Accreditation Maintenance Report
NASPAA Annual Data Report**

To access your program profile, you will log-in to the NASPAA portal at naspaa.civicore.com, using your e-mail address and password. If you have not previously created a profile please contact the NASPAA Data Center (drudy@naspaa.org).

Public Affairs Education Data Center

Login

Email Address

Password

[Forgot Password?](#)

[Click Here](#) to log in to the system as NASPAA Staff

[Click Here](#) to log in to your Annual Program Survey short form

Once you have accessed the portal, you will see three or four tabs associated with your school: Basic Info, School Reps, Site Visitors, and Programs. (If you are a site visitor, you will also have the ability to switch between your school representative and site visitor profiles on the left hand side of the screen).

First, select the Programs tab. Once opened, please select the program for which you are completing a self-study report, using the magnifying glass button on the right.

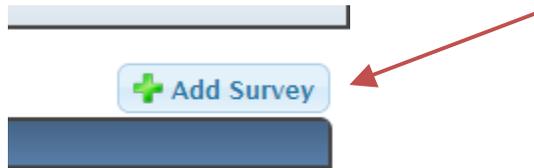
Basic Info | School Reps (4) | Site Visitors (2) | **Programs (9)**

Full Name Of The Degree Program	Accreditation Cohort	Current Accreditation Status	Current Cycle FDM Survey Completed
Master Of Public Administration	2010-2011	Accredited for 6 years	0
Master Of Public Policy		Not Accredited Member	0

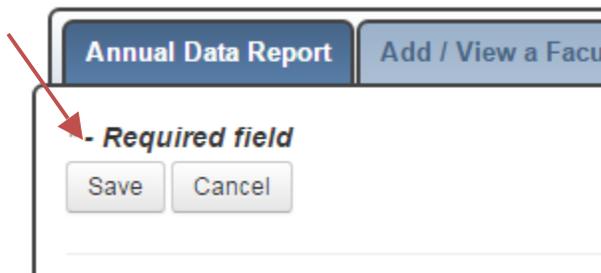
Once you have navigated to your program, you will see a new series of tabs. Select the **Annual Data Report** tab.



To begin the Annual Accreditation Maintenance Report, please select the Annual Data Report tab. From here, you will see an Add Survey button on the right of the screen. Select the button.



Once you have chosen the button, you will be brought into the edit mode of the annual data report for the current year. The report will automatically date itself. It should also auto-populate with applicable information (for example, your program mission and the Standards on which your program is being monitored. If it does not, please be sure to fill in the necessary blanks).



Complete the fields of the form, using the submit button (above) to save your changes. **You can enter and exit the form as many times as you need prior to your deadline.** Please be sure to abide by any validations written into the form, to ensure your data are entered correctly. The notepad picture (shown below) functions as the edit button.

Remember, if your program has multiple modalities (an online program, executive education cohort, etc.), you must provide all data for those as well! You can use the upload button (below) or the data explanation boxes to provide these data.



Your program has the option of uploading any supplementary materials it wishes. This is a good method for programs needing to submit additional data by modality. Using the Upload File button, navigate to your pre-saved file and click open.

16. Upload any relevant exhibits or explanatory supplements here. You may upload as many supplements as necessary. However, you can only upload one file. You should combine multiple documents into one pdf for upload. (Optional for all programs)

No file is currently uploaded. s.

Upload File

End Accreditation Maintenance Report

The file will automatically upload and appear within the form. *Note, only one attachment may be uploaded.* Please merge multiple documents into one file, if you wish to upload several pieces of information. Remember to “save” (submit) the form to save your upload.

Committing to Quality (CHEA).pdf ready to be saved.

Upload File

Remove File

As part of the maintenance report, please be sure to update your program’s faculty reports. At least 5 nucleus faculty should be detailed in the reports.



Once you have completed the Accreditation Maintenance Report, you can work to complete the NASPAA Annual Survey, which follows the maintenance report.

A screenshot of a web form titled 'Annual Program Survey'. It has a blue header bar with a 'Hide' button and the title. Below the header, there are two more sections: 'Short Form' and 'Membership Level Data', each with a 'Hide' button. Below the 'Membership Level Data' section, there is a paragraph of text: 'If your school has more than one degree that falls under your NASPAA membership, you should aggregate the data for each degree into one response for these questions. You will only need to complete this section for your first degree program.'

Again, as you are working, use the “Save” button to save your work. To edit, you can choose the notepad/pencil picture.

A screenshot of a form showing a 'Required field' indicator (an asterisk in a red circle) next to a text input field. Below the input field are two buttons: 'Save' and 'Cancel'. A red arrow points from the top left towards the asterisk.

Data Collection: Academic Year 2013-2014

Annual Data Report	Add / View a Faculty Member (5)
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Print to PDF  Lock Survey



Once your report is complete, you will use the submit button one final time. You will then select the “Lock Survey” button to lock the form.

NASPAA and COPRA migrated the maintenance report and program survey into one tab so accredited programs are not over-burdened with multiple data requirements/deadlines. As an accredited program, you are required to complete questions 1-16, including responses to any ongoing monitoring. The short and long form of the subsequent program survey are optional, but the short form ensures your program will be included in the NASPAA School Search.

If you have any questions or issues regarding the Annual Data Report, its content, or Civicore, please contact Heather Hamilton at Hamilton@naspaa.org.