You should have clicked on a link that took you to the correct program review portal for the year of the review cycle that your program(s) is/are currently assigned to. On the left side menu, you should see your list of programs that are scheduled for that type of review.

If you don t see any programs listed there, one of two things may be happening:

1. You may not be assigned permissions to access the programs for your department; request access from the Accreditation and Assessment Office.
2. You may be in the wrong reporting portal for the stage of the review cycle that your programs are in. Toggle to a different reporting portal using the menu at the top left of the screen.

Items contained in gray boxes are provided for your information, or to make the task of reporting easier for you. Some of these fields have information

There are also editable fields that ask you to select from a menu of options and apply labels to your report. Add labels by clicking on the plus sign (+) and using the drop-down menu that appears to make each selection.

The first program report where you checked the box will need to be   before the program profile responses are copied to the additional program portals takes place.

There are two steps to marking your report submission is done. The first is a simple check box. The second part is searching and selecting the email address(es) of one or more submitters for the report