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 data@naspaa.org.

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.

Full Name Of The Degree Program	Current Cohort	Current Accreditation Status	Current Cycle Annual Survey Completed?
Master Of Public Administration	2027-2028	Accredited for 7 years	No

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

| Program Info | Accreditation Status (3) | Eligibility | Documents (22) | Site Reviews (2) | Trend Graphs | Accreditation Maintenance Reports (Archived) (3) | Self Studies (4) |

| Annual Program Survey (Archived) (2) | Annual Data Report (12) |

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).

| Annual Data Report | Add / View a Faculty Member (16) |

* Required field

Save   Cancel

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 this 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.

18. 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.

Upload File

Click the "Upload File" button above or drag and drop a file over the "Upload File" button to upload.

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.

As part of the maintenance report, please be sure to update your program's faculty information using the "Add/View a Faculty Member" button. At least 5 nucleus faculty should be detailed in the reports.
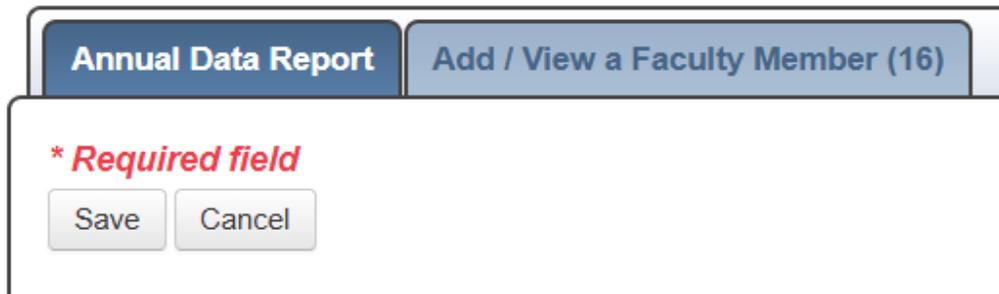
Once you have completed the Accreditation Maintenance Report, you can work to complete the NASPAA Annual Survey, which follows the maintenance report.

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

Data Collection: Academic Year 2025-2026

Print Screen | edit | 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. After locking the form, you have officially completed your Annual Report.

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 1-18, 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 the NASPAA Data Center, please contact data@naspaa.org.