Technical Instructions
NASPAA Self-Study Report

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

Public Affairs Education Data Center

Login

Email Address

Password

Login

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). Please note, the Site Visitors tab may not be visible if you have yet to host a Site Visit.
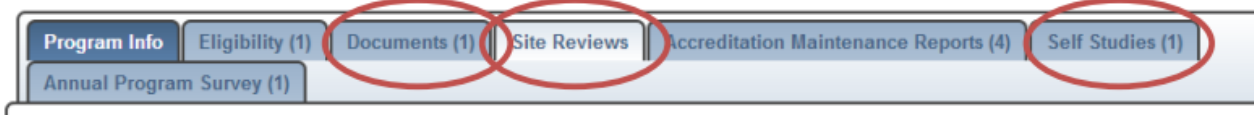
First, select the Programs tab. Once opened, please select the program for which you are completing a self-study report, using the magnifying glass button on the right.

| 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		Non Accredited Member	0		

Once you have navigated to your program, you will see a new series of tabs. Each of these allows you to examine the program in greater detail. Most important to the accreditation process are the Documents, Site Reviews, and Self Studies tabs. The Self-Study Report will be completed wholly online, using the Self Studies tab, the Site Reviews tab will house the Site Visit Report prepared by the team, and the Documents tab will serve as a portal for any additional documents during the process, including the interim report and decision letter. You can use the Program Info tab to update/edit your program's contact information.
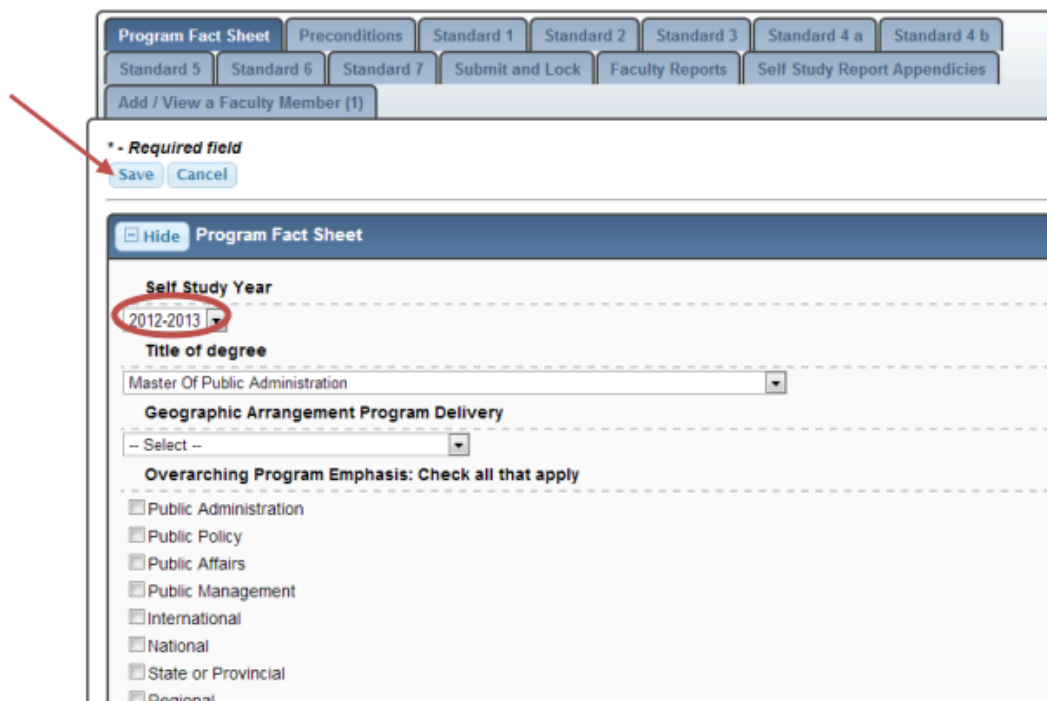
Master Of Public Administration - COPRA University

| Program Info | Eligibility (1) | Documents (1) | Site Reviews | Accreditation Maintenance Reports (4) | Self Studies (1) |
| Annual Program Survey (1) |

To begin the Self-Study Report, please select the Self Studies tab. From here, you will see a Create new Self Study button on the right of the screen. Select the button.

➕ Create new Self Study

Once you have chosen the button, you will be prompted to complete the Program Fact Sheet. Select your Self-Study Year (the academic year immediately preceding your Report deadline) and the remaining basic program info. You should then save the information, using the save button at the top or bottom of the form.
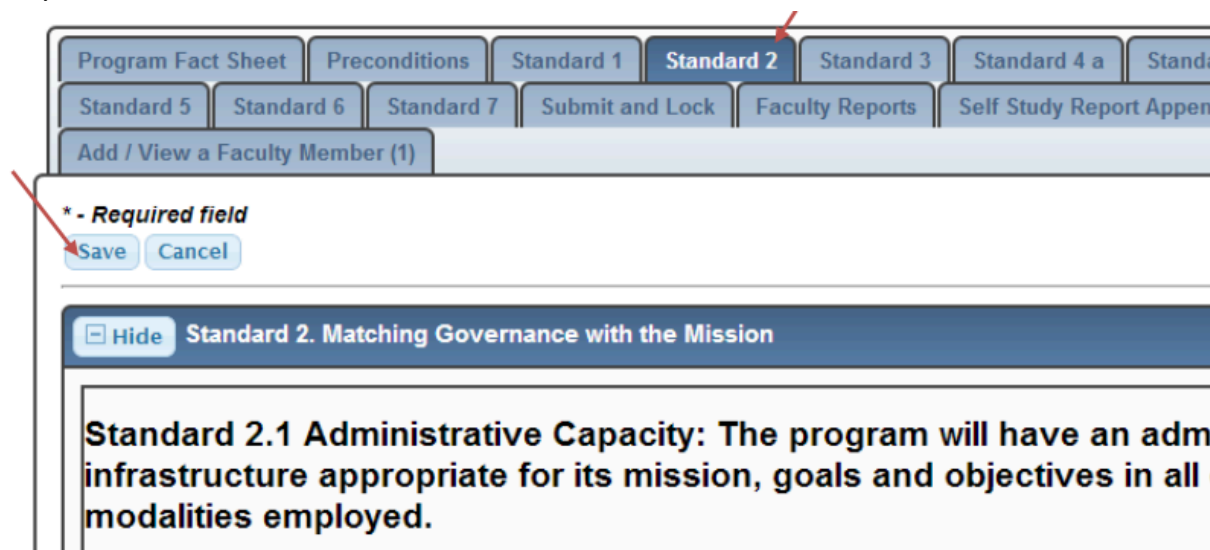
| Program Fact Sheet | Preconditions | Standard 1 | Standard 2 | Standard 3 | Standard 4 a | Standard 4 b |
| Standard 5 | Standard 6 | Standard 7 | Submit and Lock | Faculty Reports | Self Study Report Appendicies |
| Add / View a Faculty Member (1) |

*- Required field
Save Cancel

⊟ Hide **Program Fact Sheet**

Self Study Year
2012-2013 ▾

Title of degree
Master Of Public Administration ▾

Geographic Arrangement Program Delivery
-- Select -- ▾

Overarching Program Emphasis: Check all that apply
☐ Public Administration
☐ Public Policy
☐ Public Affairs
☐ Public Management
☐ International
☐ National
☐ State or Provincial
☐ Regional

You will now see all of the components of the Self-Study Report:

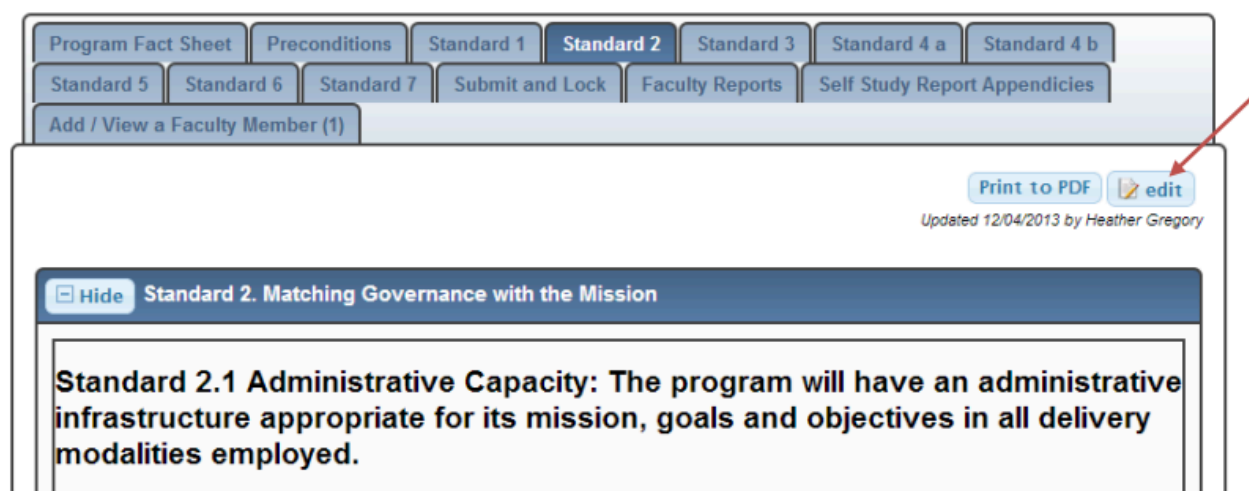| Program Fact Sheet | Preconditions | Standard 1 | Standard 2 | Standard 3 | Standard 4 a | Standard 4 b | Standard 5 |
| Standard 6 | Standard 7 | Submit and Lock | Faculty Reports | Self Study Report Appendicies | Add / View a Faculty Member (2) |

For each Standard (tab) you will repeat the same steps to edit and save.

Select the tab you wish to begin completing. The first time you open a tab, it will open directly into edit mode. Begin filling the form out and hit the save button at the top of the page to save any work.

| Program Fact Sheet | Preconditions | Standard 1 | Standard 2 | Standard 3 | Standard 4 a | Standa |
| Standard 5 | Standard 6 | Standard 7 | Submit and Lock | Faculty Reports | Self Study Report Appen |
| Add / View a Faculty Member (1) |

\- Required field

Save   Cancel

Hide   **Standard 2. Matching Governance with the Mission**

Standard 2.1 Administrative Capacity: The program will have an adm infrastructure appropriate for its mission, goals and objectives in all modalities employed.

Once you have saved, in the right hand corner of the form, you should see the option to click the edit button. From this point forward, any time you wish to edit an already begun tab, you will first need to select the edit button.

| Program Fact Sheet | Preconditions | Standard 1 | Standard 2 | Standard 3 | Standard 4 a | Standard 4 b |
| Standard 5 | Standard 6 | Standard 7 | Submit and Lock | Faculty Reports | Self Study Report Appendicies |
| Add / View a Faculty Member (1) |

Print to PDF   edit

Updated 12/04/2013 by Heather Gregory

Hide   **Standard 2. Matching Governance with the Mission**

Standard 2.1 Administrative Capacity: The program will have an administrative infrastructure appropriate for its mission, goals and objectives in all delivery modalities employed.

By selecting edit, the page opens and you can edit the narrative and data as needed. You can edit and save the page as many times as necessary, always using the Save button at the top or bottom of the form template to save and exit the page. You can also Cancel, if you wish to discard any changes.
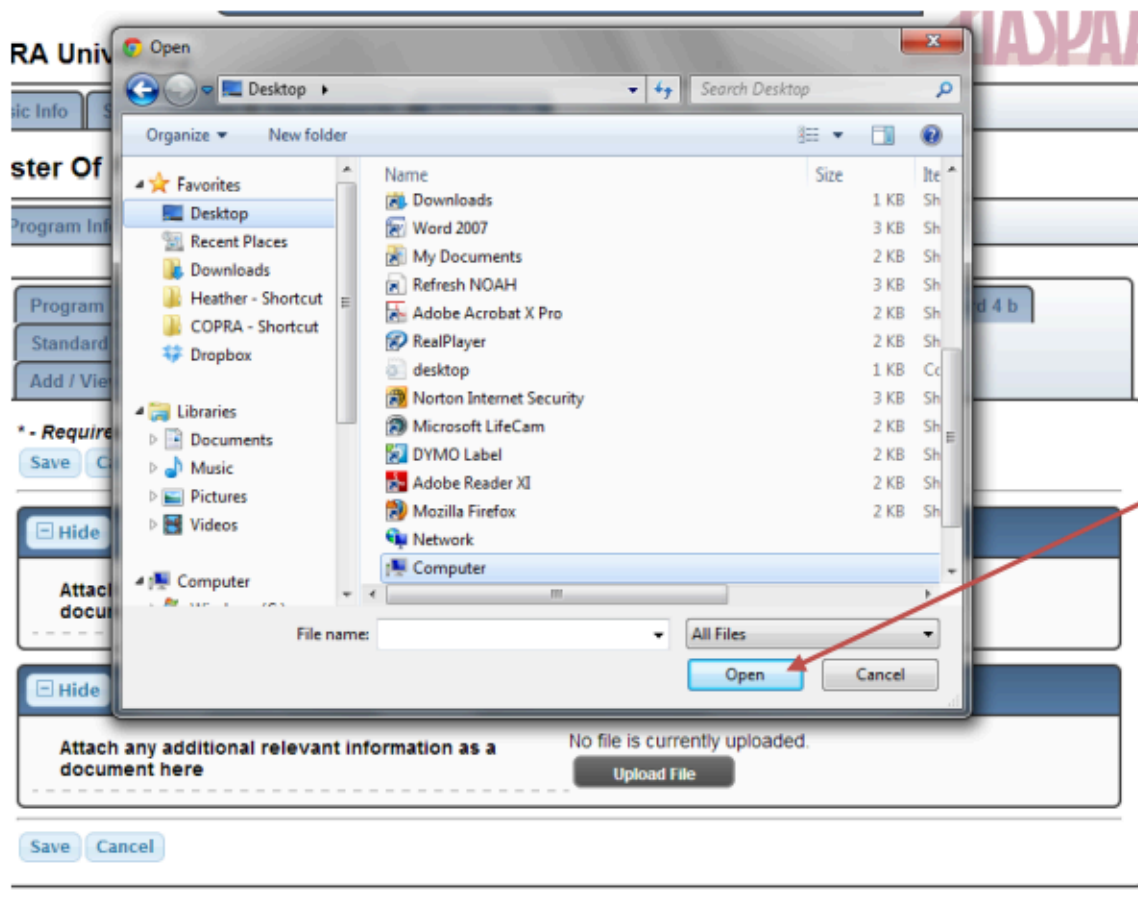
* - Required field

Save   Cancel

Be sure to remember that the system automatically locks itself after 3 hours– be careful to save as you enter information to ensure your data is not lost, just as you would any working document. (NASPAA recommends you work outside of the system, using the Self-Study Instructions as a template, and copy and paste as sections are prepared. This avoids drafting text directly in the system and risking any computer glitches).

The Self Study Report Appendices tab (shown above) allows programs to upload any supplementary materials needed for the report by selecting the upload button for each standard, navigating to the pre-saved file, selecting/opening the file, and saving the tab as you would other tabs. These documents should include anything referred to in the Self-Study Instructions, including your logic model, assessment plan, and diversity plans as well as any other documents the program deems necessary. _Only one file may be uploaded per standard, so please combine any documents into one file before uploading, using Adobe. Note, the size limit is 5MB and uploading multiple files will result in overwriting the previously uploaded. document._

RA Univ...

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Program Inf...

Program...
Standard...
Add / Vie...

* - Require...
Save   Ca...

Hide

Attach...
docum...

Hide

Attach any additional relevant information as a
document here

No file is currently uploaded.

Upload File

Save   Cancel

Open

Desktop ►

Search Desktop

Organize ▼   New folder

Favorites
- Desktop
- Recent Places
- Downloads
- Heather - Shortcut
- COPRA - Shortcut
- Dropbox

Libraries
- Documents
- Music
- Pictures
- Videos

Computer

Name	Size	Ite
Downloads	1 KB	Sh
Word 2007	3 KB	Sh
My Documents	2 KB	Sh
Refresh NOAH	3 KB	Sh
Adobe Acrobat X Pro	2 KB	Sh
RealPlayer	2 KB	Sh
desktop	1 KB	Co
Norton Internet Security	3 KB	Sh
Microsoft LifeCam	2 KB	Sh
DYMO Label	2 KB	Sh
Adobe Reader XI	2 KB	Sh
Mozilla Firefox	2 KB	Sh
Network		
Computer		

File name: _____   All Files

Open   Cancel

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* - Required field
Save   Cancel

Hide   Standard 2

Attach any additional relevant information as a
document here

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

Upload File   🔍 Remove File

Hide   Standard 3

Attach any additional relevant information as a
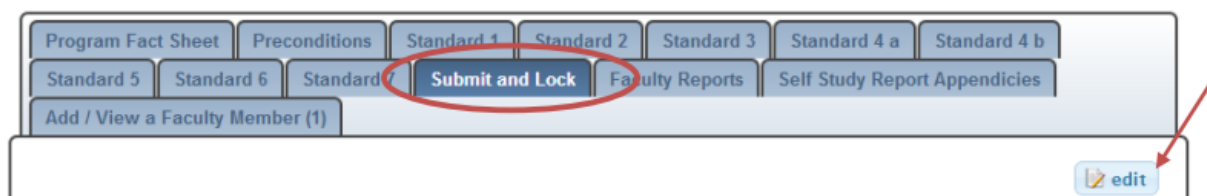document here

No file is currently uploaded.

Upload File

Save   Cancel

When you've successfully uploaded a document, the form should show the ability to download your upload. Remember, you can only upload **one** (merged) PDF file per standard. Note, the file size limit is 5MB.

When the report is complete, the program should submit and lock it, by August 15. To submit and lock, select the appropriate tab and select edit.

Check the empty box to indicate the report is completed and can be locked. Finally, select submit to lock the report.

Once the report is locked, you are finished! Congratulations!

If you have any questions or issues regarding the Self-Study Report, please contact accreditation@naspaa.org*.*