



## Technical Instructions NASPAA Eligibility Application

To access your program profile, you will log-in to the NASPAA portal at [naspaa.civicores.com](http://naspaa.civicores.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](mailto:drudy@naspaa.org)).

### Public Affairs Education Data Center

A screenshot of the login form. It has a blue header with the word "Login". Below the header are two input fields: "Email Address" and "Password". A blue "Login" button is positioned to the right of the password field. A link "Forgot Password?" is located below the email field. A red arrow points to the "Email Address" input field.

[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 four tabs associated with your school: Basic Info, School Reps, Site Visitors, and Programs. Please note, having not hosted a Site Visit, the Site Visitors tab may not be visible. Please contact NASPAA to indicate your intentions and to activate the accreditation portion of Civicores.

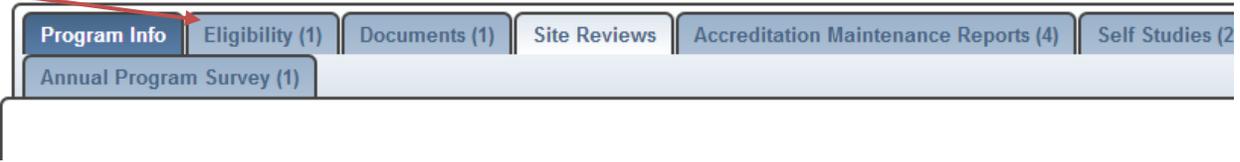
First, select the Programs tab. Once opened, please select the program for which you are completing a self-study report, using the magnifying glass button on the right.

A screenshot of the "Programs" tab in the application. At the top, there are four tabs: "Basic Info", "School Reps (4)", "Site Visitors (2)", and "Programs (9)". The "Programs (9)" tab is selected and highlighted in blue. Below the tabs is a table with the following columns: "Full Name Of The Degree Program", "Accreditation Cohort", "Current Accreditation Status", and "Current Cycle FDM Survey Completed". The first row of data shows "Master Of Public Administration", "2010-2011", "Accredited for 6 years", and "0". To the right of the table, there are two icons: a magnifying glass and a document with a pencil. Red arrows point to the "Programs (9)" tab and the magnifying glass icon.

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 further within the accreditation process. To

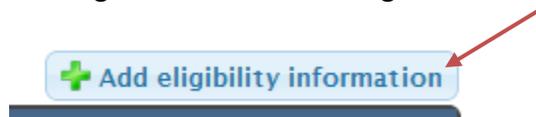
complete the Eligibility Application, select the Eligibility tab. If you do not show the Eligibility tab, your program has not yet been activated as seeking accreditation. Please contact NASPAA to indicate your intentions and to activate the accreditation portion of Civicore.

### Master Of Public Administration - COPRA University



Program Info Eligibility (1) Documents (1) Site Reviews Accreditation Maintenance Reports (4) Self Studies (2)  
Annual Program Survey (1)

To begin your application, select the green button on the right hand side of the screen.



The Eligibility application will open directly into edit mode:

\* - Required field

Submit Cancel

#### Eligibility Application (Instructions) for NASPAA Accreditation

##### Basic Information

Name of Institution Seeking Review	<input type="text"/>
Name of Degree Seeking Review	<input type="text"/>

##### Hide Verify

Please verify the program is a member of NASPAA

##### Hide External Quality Assurance

Is the program at an institution accredited by a U.S. national or regional accrediting body?

If Yes,

Provide Name of Accreditor

List Year of Most Recent Recognition

The application does not need to be completed in one sitting. Use the Submit button to save the application as many times as needed. (Likewise, the Cancel button will disregard any new changes).

\* - Required field

Submit Cancel

Eligibility Application (In

Once the application has been completed, you must submit and lock the application by the deadline. The submit and lock section of the report is at the bottom of the template.

Hide Submit and Lock

When you have completed your Eligibility Application you should click the Submit and Lock button below. This certifies that you have finished the application and wish to submit it for review. After you have clicked the Submit and Lock button you will no longer be able to edit your data (though you will be able to view it). If you have mistakenly clicked the submit and lock button please contact Stacy Drudy at [drudy@naspaa.org](mailto:drudy@naspaa.org).

Submit and Lock

Submit Cancel

To lock the report, check the empty box (shown above) and then select the Submit button. With the lock box checked, you will no longer be able to edit the application.

When the report is successfully locked, the screen should show a Yes:

Hide Submit and Lock

When you have completed your Eligibility Application you should click the Submit and Lock button below. This certifies that you have finished the application and wish to submit it for review. After you have clicked the Submit and Lock button you will no longer be able to edit your data (though you will be able to view it). If you have mistakenly clicked the submit and lock button please contact Stacy Drudy at [drudy@naspaa.org](mailto:drudy@naspaa.org).

Submit and Lock  Yes

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

*If you have any questions or issues regarding the Eligibility Application, its content, or Civicore, please contact [copra@naspaa.org](mailto:copra@naspaa.org).*