Technical Instructions
Site Visitor Report

You will need to log in to the NASPAA Data Center portal at naspaa.civicore.com, using your e-mail address and password. If you are experiencing issues with accessing your account please contact gabrielli@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 four tabs associated with your Site Visit school: Basic Info, School Reps, Site Visitors, and Programs. If you are a school representative at your own institution, you will also have the ability to switch between your profiles on the upper left hand side of the screen using the drop-down function.

First, select the Programs tab. Once opened, please select the program for which you are completing a site visit, using the magnifying glass button on the right.

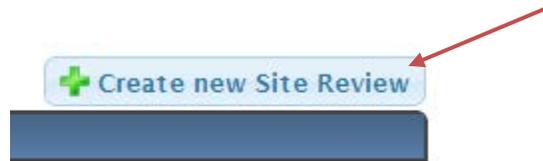| Basic Info | School Reps (4) | Site Visitors (2) | Programs (9) |

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 the program's profile, you will see a new series of tabs. To complete the site visit report, select the Site Reviews tab.

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)					

Using the button on the right, create a new site review.

✚ Create new Site Review

The Site Visit Report entry will open in edit mode.

- Required field

Submit   Cancel

⊟ Hide   **Site Visit Report**

Draft Management

- Check the "Make Report Visible To School And COPRA (Draft Ready)" box when you are ready for the report to be externally.

- Do not click the "Submit and Lock Site Visit Report" button until you are completely finished with the report; you will be able to edit the report after this button is checked and the report is saved.

Make Report Visible To School And COPRA (Draft Ready)   ☐

Submit and Lock Site Visit Report   ☐

SECTION 1 INTRODUCTION:

1. List Members of site visit team, with Title and University
2. Dates of the site visit
3. Upload of Site Visit Schedule
   Names of Site Visit Team

Begin filling out the blank fields with the appropriate information. You will use the Save button to save the information in the report each time it is edited. **Please note, only one person can edit this page at a time. If multiple people are editing the page, the last one to save will overwrite any changes made simultaneously.** NASPAA suggests using the site visit report template, provided by staff in the confirmation email, to work outside of the system, delegating one team member to compile (copy and paste) all parts in the system at once.

*** - Required field***

Submit | **Cancel**

Unlike other NASPAA Data Center documents, the site visit report allows the site visitors to manage its visibility.

Draft Management

- Check the "Make Report Visible To School And COPRA (Draft Ready)" box when you are ready for the report to be viewed externally.

- Do not click the "Submit and Lock Site Visit Report" button until you are completely finished with the report; you will no longer be able to edit the report after this button is checked and the report is saved.

Make Report Visible To School And COPRA (Draft Ready)	☐
Submit and Lock Site Visit Report	☐

Once the team has completed the initial draft, check the "Make Report Visible to School and COPRA (Draft Ready)" box and submit the report. This allows the program to review the draft before it is final, while reserving all editing function to only the team. At no time can COPRA or the program edit the report.

Once the report is finalized, the team should check the "Submit and Lock Site Visit Report" check box and submit the report. At this time, the report will no longer be editable and will be considered ready for COPRA review.

If you have any questions or issues regarding the NASPAA Data Center please contact Shaun Gabrielli at gabrielli@naspaa.org.