Technical Instructions
NASPAA Eligibility Application

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 the NASPAA Data Center (drudy@naspaa.org).

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 Civicore.

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.

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.

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:

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).
Once the application has been completed, you must submit and lock the application by the deadline (April 1 or August 1). The submit and lock section of the report is at the bottom of the template.

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:

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 Heather Gregory at gregory@naspaa.org.