U.S. Department of Education
Office of Postsecondary Education

Accreditation and State Liaison (ASL) e-Recognition System

User Guide

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1 Access and Login

In preparation for using the online submission process, prior to accessing the e-Recognition system, you should:

- Review the Secretary's Criteria for Recognition and consider your responses to each criterion.

- Have a list of the documentation files on your desktop or network that you wish to upload to support your narrative for each criterion. We encourage you to separate large files into smaller ones, so they will upload more quickly. The files uploaded are limited to a size of 150 MB.

- Make sure that each file is in a valid format. These include:

  - Text file (TXT extension)
  - MS Word file (DOC, DOCX, or RTF extension)
  - Excel spreadsheet (XLS or XLSX extension)
  - Adobe PDF file (PDF extension)
  - Image file (GIF, JPG, or TIFF extension) or a
  - Powerpoint presentation (PPT or PPTX extension)

- Be prepared to verify your agency's contact information and to update it, if necessary.

ASL will provide your agency with a User ID and initial password. For security reasons, the e-Recognition system requires that you change the password the first time you access the site. Please note the new password you select, as it will be required for future access to the site. You may share the password with other staff members at your agency; **however, only one person should access the account at a time.**

If you need help while using the ASL e-Recognition system, you can email the help desk at ASLHelpDesk@cbmiweb.com.

1.1 Accessing the e-Recognition System

1. Open the Internet via a supported browser:

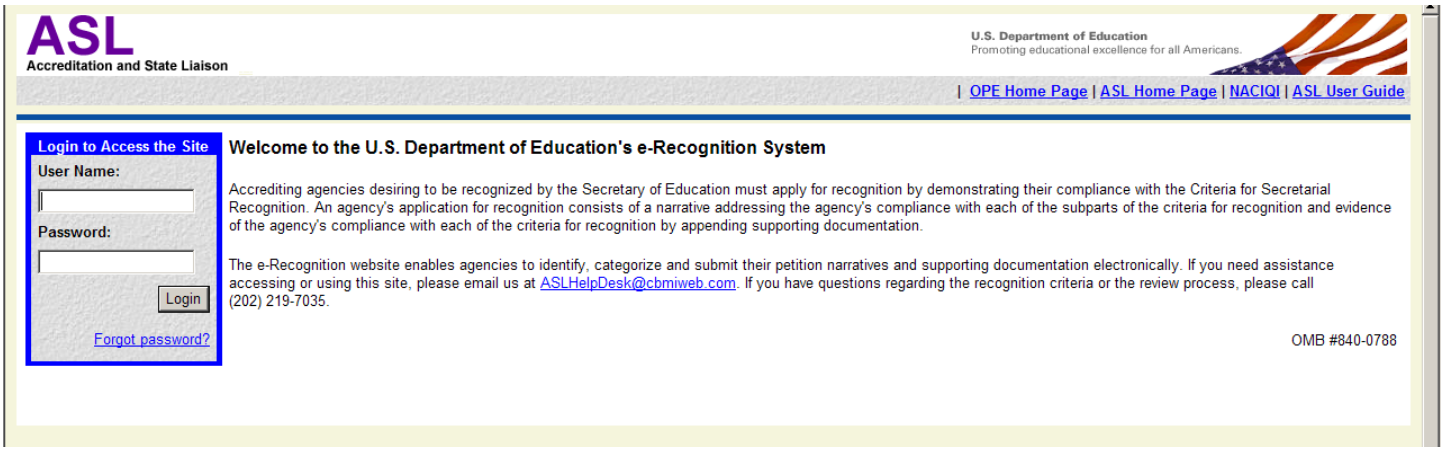
   a. For MS Windows users, Internet Explorer version 6.0+, Firefox 1.0+ or Netscape Navigator 7.0+ is required.
   b. For MAC users, OS X is required and Safari 1.0+ is the recommended browser; or Internet Explorer or Netscape Navigator 7.1.

2. Enter the URL http://opeweb.ed.gov/aslweb in the address box of the browser. The Accreditation and State Liaison Login screen will display as seen in Figure 1.

3. Enter your User Name and Password and click the **Login** button to log in to the e-Recognition system.

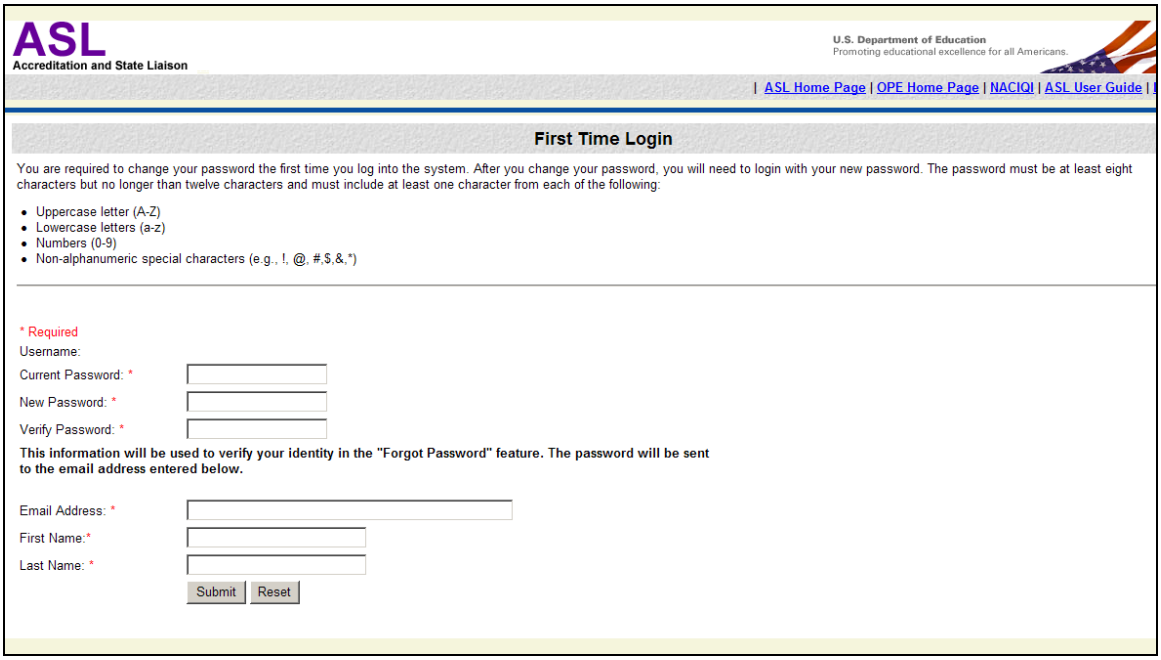
4. Please note that the password is case-sensitive.

5. If you have forgotten your password, click **Forgot password?** to have it emailed to you.



1.2 First Time Users

ASL will provide you with a User ID and an initial password. All first-time users are required to change their passwords. After you login to the e-Recognition system for the first time, the First Time Users screen will display.



a. Enter your current and new passwords, email, and name.

b. The new password you enter must have at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric character.

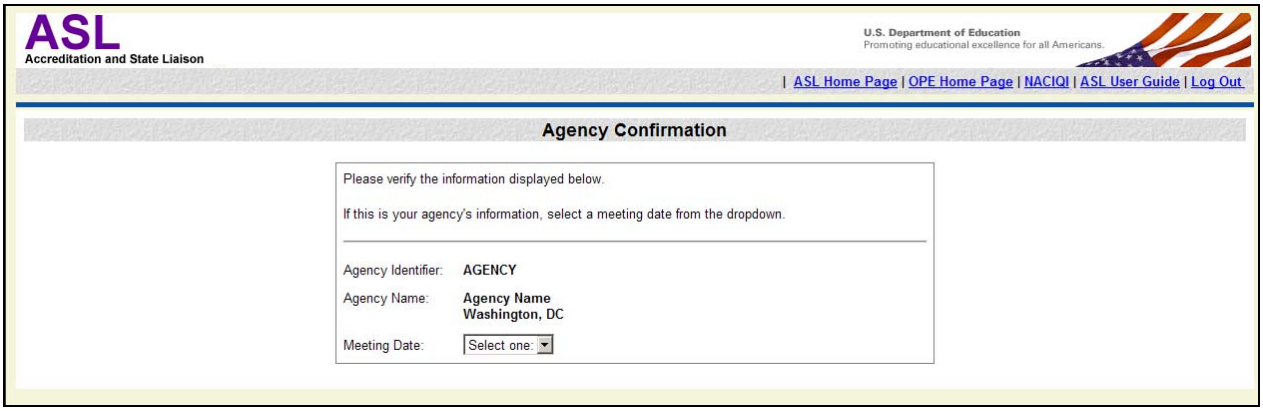
c. Click the **Submit** button.

d. The Login screen will redisplay.

e. Re-login using your new password.

1.3 Agency Confirmation

After you log in to the e-Recognition system, the Agency Confirmation screen will display. Verify that the information is for your agency. Select the meeting date from the dropdown.



2 Enter your Report

2.1 Instructions Screen

After you select the meeting date on the *Agency Confirmation* screen, the *Instructions* screen will display. The process of entering your petition has been divided into four steps. Each step may be accessed by either clicking on the corresponding link at the top of each page or on the *Instructions* screen.

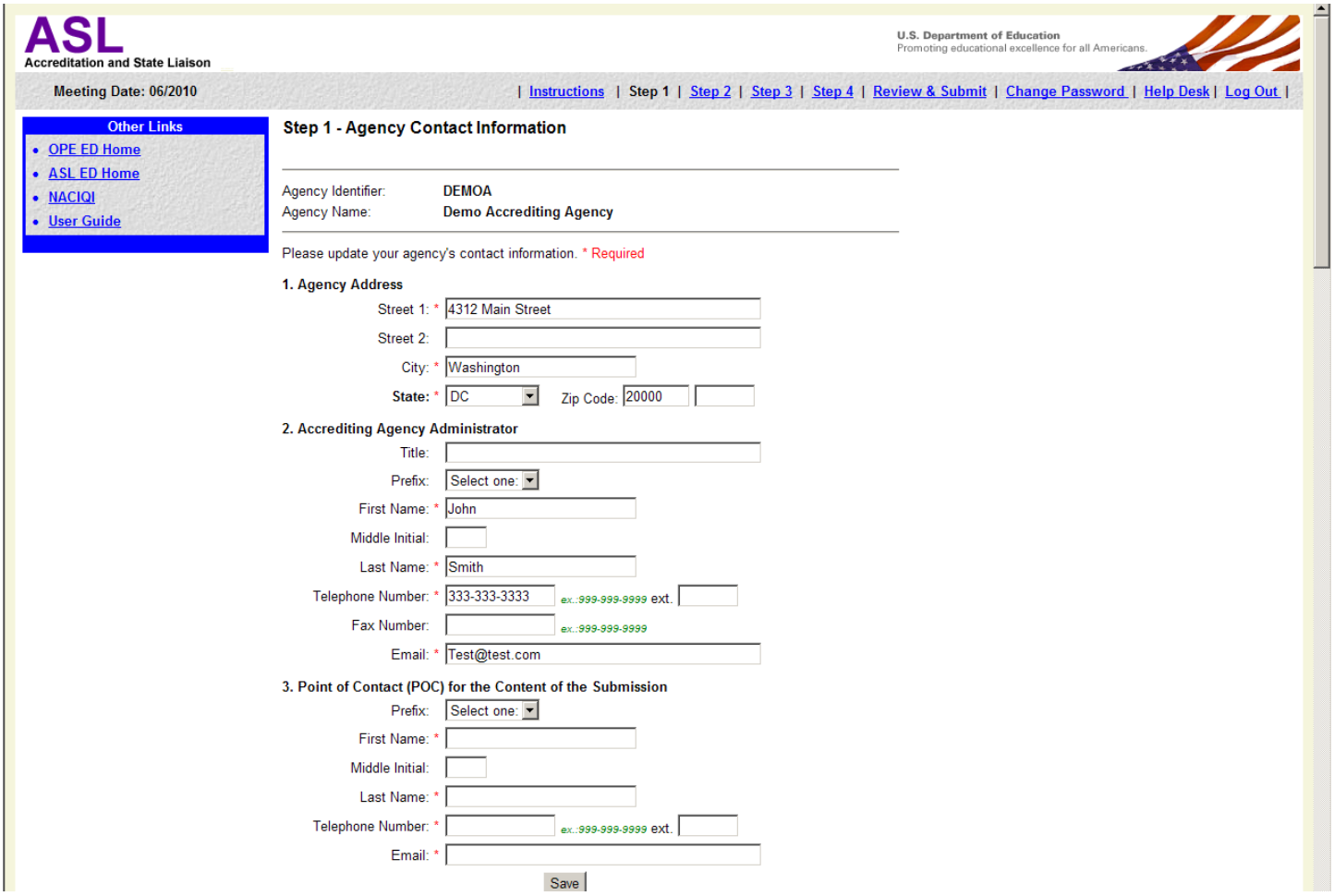
The following links appear in the blue box on the left side of the screen. When you click a link, a new browser window to display the page requested.

- **ASL ED Home** –Displays the Accreditation home page on the ed.gov web site.
- **NACIQI** – Displays the National Advisory Committee on Institutional Quality and Integrity (NACIQI) home page on the ed.gov web site.
- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **User Guide** – Displays this document.

The following sections explain each of the e-Recognition system screens which you can access from the *Instructions* screen.

2.2 Step 1 - Agency Contact Information

Step 1 allows you to review and update your agency's contact information. ASL will use this information to contact your agency regarding your submission.



- Verify that the e-Recognition system has current agency contact information.
- All fields marked with a red * are required.
- Enter any necessary changes and click the **Save** button.
- Changing the information in this section will only change your information within the e-Recognition system, not Department-wide. A confirmation email will be sent to the Point of Contact email address when the petition is submitted.

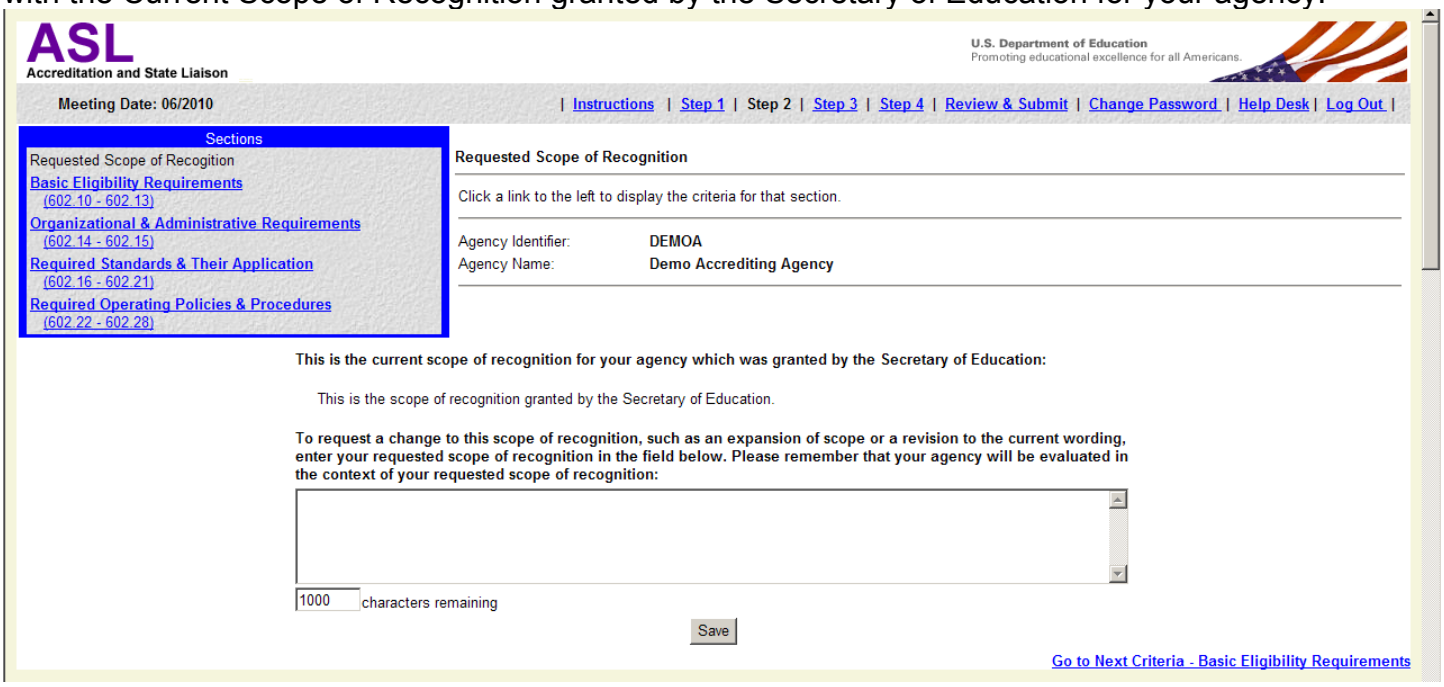
2.3 Step 2 - Narratives

In Step 2 you will enter a narrative explanation for each applicable criterion.

- For initial and renewal petitions, you must either respond to each criterion by entering an explanation or checking the N/A (Not Applicable) box.
- For all other petition types, you are only required to enter a response for the required criteria which are listed on the *Instructions* screen. You may enter a response for any of the other criteria, if you like. You do not need to check N/A for non-applicable criteria.
- Text boxes for responses are limited to 7,500 characters and spaces. A counter is provided to track the number of characters remaining.
- You must click the **Save** button on each page to save your responses. You do not need to enter a response for each criterion on a page before saving.

2.3.1 Requested Scope of Recognition

When you click the **Step 2** link, the *Step 2A – Requested Scope of Recognition* screen will display with the Current Scope of Recognition granted by the Secretary of Education for your agency.



If you are requesting any type of change to this scope of recognition, such as an expansion of scope or any revision to the current wording, please enter your requested scope of recognition in the text box on this page and click the **Save** button. Please remember that your agency will be evaluated in the context of your requested scope of recognition.

After you click the **Save** button, the screen will redisplay with a message that the entry was saved.

Click the **Go to Next Criteria – Eligibility Requirements** link to continue.

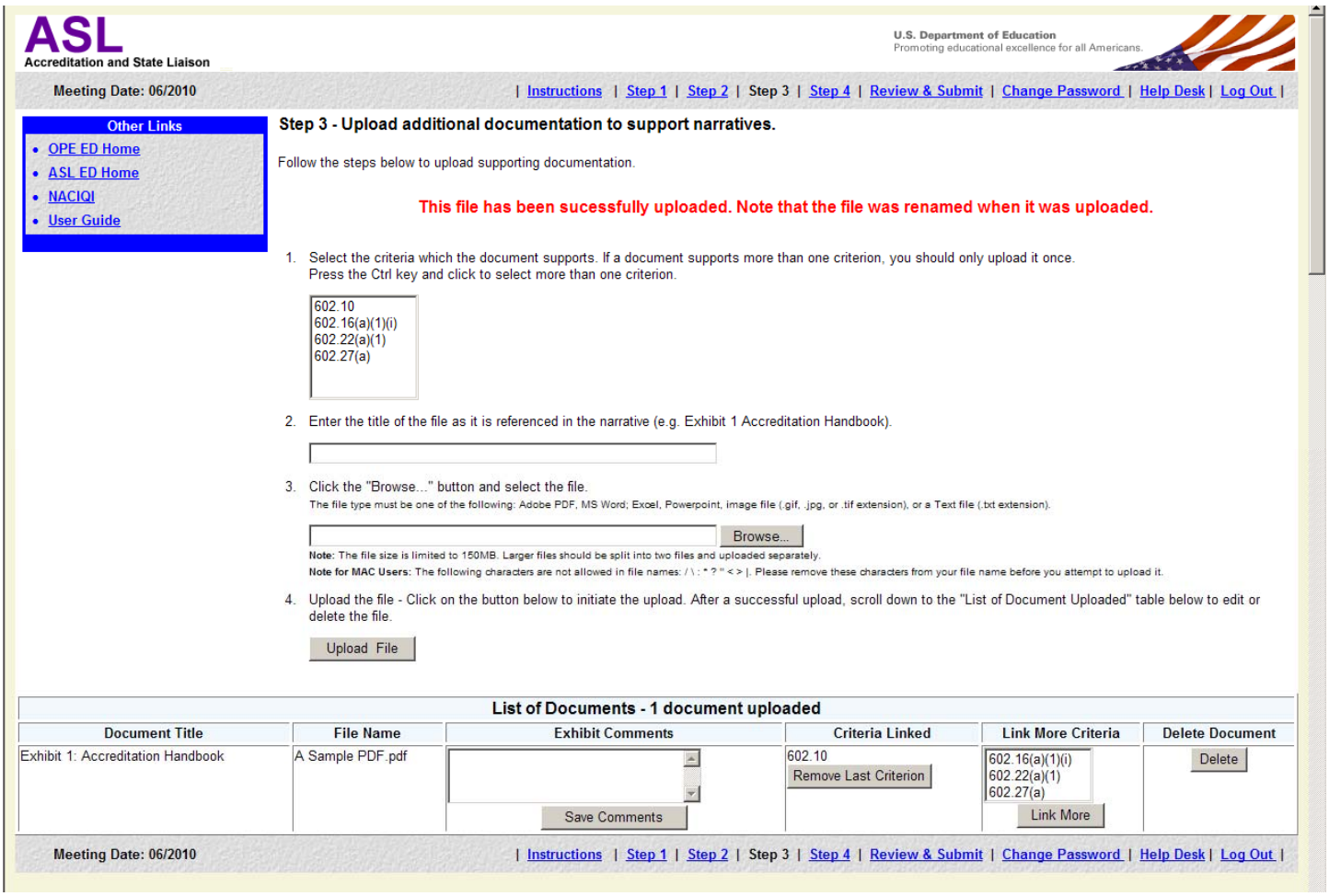
2.3.2 Criteria for Recognition

The remaining Step 2 pages list the criteria for recognition. Enter your response for each applicable criteria and click the **Save** button. Click the Criterion links at the top of the page or the section links in the blue box on the left side of the screen to display each criterion.

A spell checker has been provided for your convenience. To perform a spell check after you enter your narrative, click the button below the narrative text box. A spell checker window will pop up with a list of any spelling errors. You will have the option to change or ignore any spelling errors.

2.4 Step 3 – Upload Supporting Documentation

You can upload as many documents as you wish to demonstrate compliance with the criteria. You can only link a document to criteria for which you have entered a narrative. Each document should only be uploaded once. A document can be linked to multiple criteria.



For each document you wish to upload:

1. Select one or more criteria for which the document demonstrates compliance. To select multiple criteria, press the **Ctrl** key while clicking on the appropriate criteria.

2. Enter a title for the document.

3. Click the **Browse…** button and select the file from your desktop.

4. Click the **Upload File** button.

The Step 3 screen will redisplay with a list of uploaded documents.

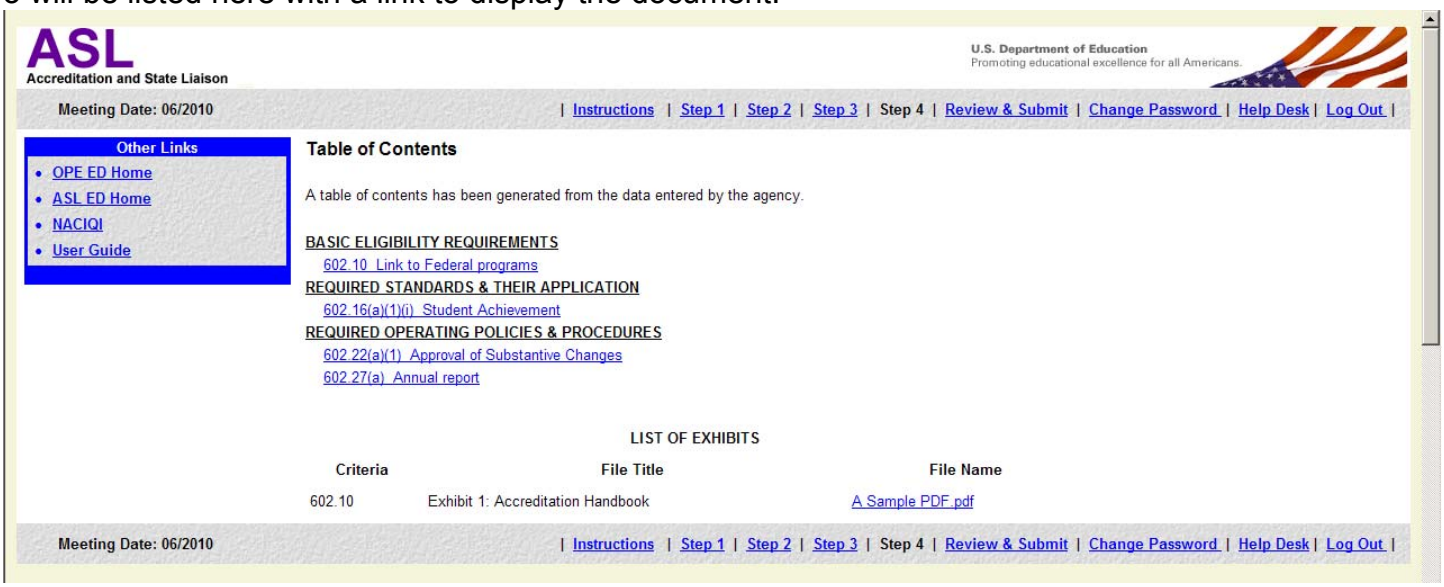
Once you have uploaded a file, you may perform any of the following actions on it:

- **Enter Exhibit Comments** – If you would like to enter a comment about a document, enter the comment in the Exhibit Comments field and click the **Save Comments** button.

- **Remove the Last Criterion Linked** – To remove a criterion linked to the document, click the **Remove Last Criterion** button.
- **Link More Criteria** – To link additional criteria to a document, click on the criteria in the Link More Criteria column and click the **Link More** button.
- **Delete the Document** – To delete a document from the e-Recognition system, click the **Delete** button. Click the **OK** button on the delete confirmation pop-up.

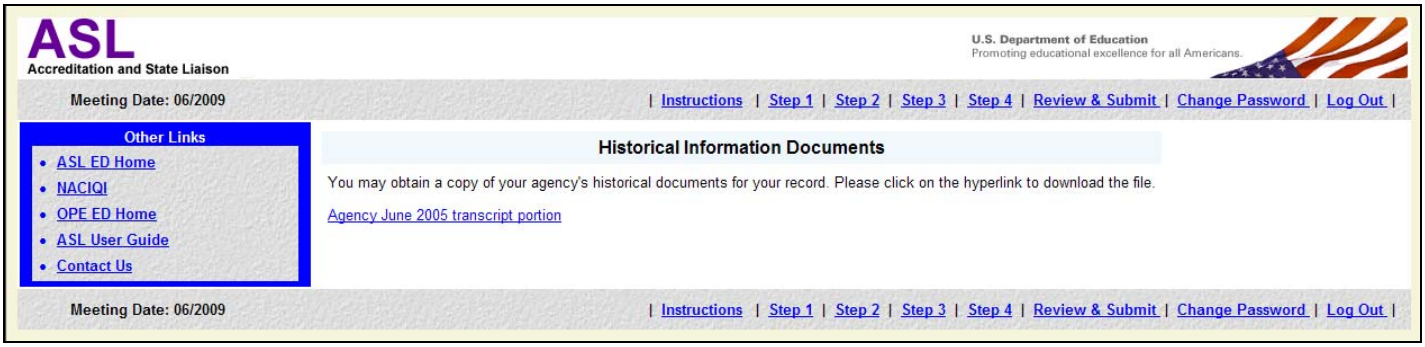
2.5 Step 4 - Table of Contents

The Table of Contents is automatically generated based on your input. The link on each criterion will take you to the narrative entry in Step 2 for that criterion. All of the documents you uploaded in Step 3 will be listed here with a link to display the document.



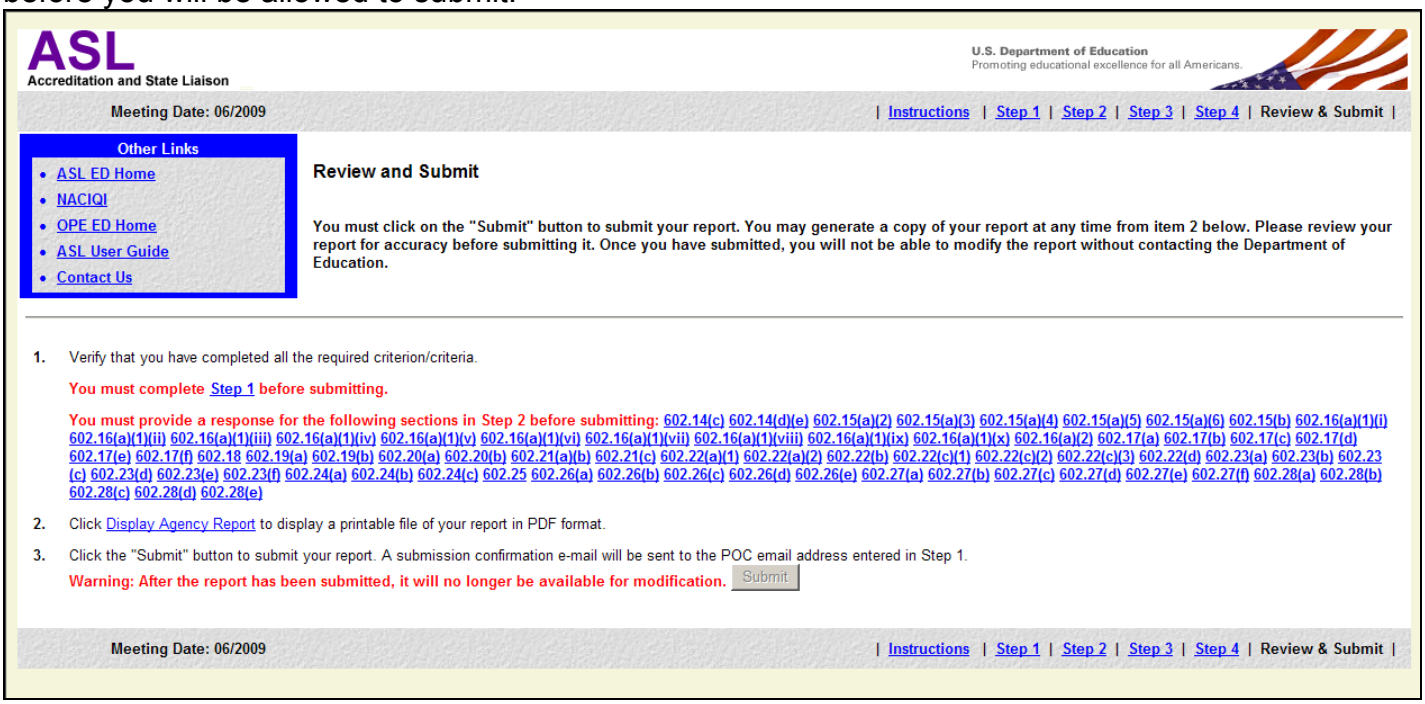
2.6 Historical Information

If historical documents have been uploaded for your agency, a link for them will display on the Instructions screen. Click the **Historical information** link on the *Instructions* screen. When the Historical Information screen displays, click the document name link to display the document.



2.7 Review and Submit Screen

The Review and Submit screen allows you to submit your report to ASL. Your report is **NOT** submitted until you click on the **Submit** button. If there are any required criteria which you have not responded to, you will not be able to submit your report. The required criteria which need to be entered will be listed as a link to that criterion in Step 2. You must also complete Step 1 and Step 3 before you will be allowed to submit.



When you click the Submit button, the report will be submitted to ASL and a confirmation email will be sent to the Point of Contact email entered in Step 1.

2.8 Display Agency Report

You can display your report in PDF format by clicking on the **Display Agency Report** link on the *Review and Submit* screen. Once the PDF document displays, you can save it for your records by clicking the **Save a Copy** button.

Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

2.9 After Submission

Once your report is submitted, it cannot be updated unless it is re-opened by ASL staff. If you login to the e-Recognition system after your report is submitted, the following screen will display after you select your meeting date from the *Agency Confirmation* screen.

- Click the Original Submission link to display your agency's report in PDF format.
- If the Final Analysis of your report has been completed, you will be able to click a link to generate the Final Analysis Document and the Final Staff Report.
- If historical documents have been uploaded by ASL staff for your agency, you will be able to view the document by clicking on the link.
- If you would like to update your contact information, click the Contact Information button.
- Click the Log Out link to log out of the e-Recognition system.

3 Enter your Response

After your report is submitted, it will be reviewed by ASL staff. If they need additional information, an email will be sent to the email addresses entered on the Step 1 – Contact Information screen. When you log into the e-Recognition system you will be allowed to enter a response to the remarks made by the ASL staff and upload supporting documentation for the criteria for which additional information has been requested.

3.1 Resubmit Instructions

After you log into the e-Recognition system and select your meeting date from *Agency Confirmation* screen, the *Resubmit Instructions* screen will display.

The following links appear in the blue box on the left side of the screen. When you click a link, a new browser window will open to display the page requested.

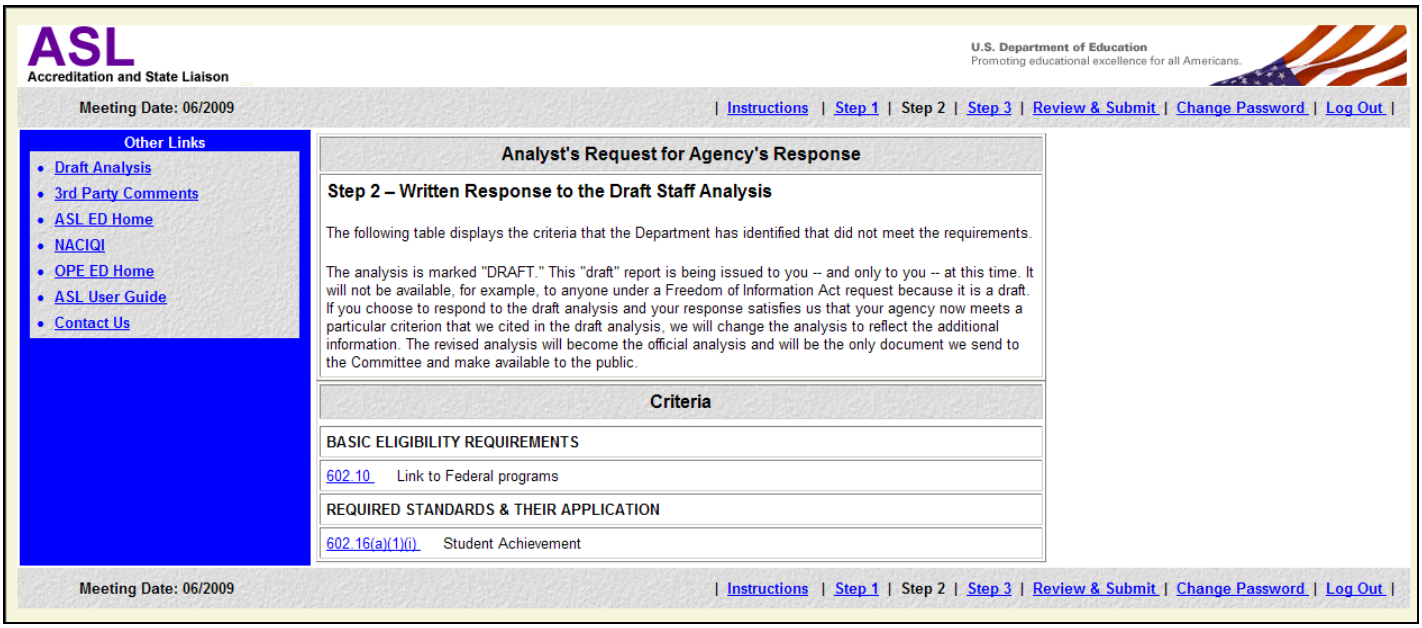
- **Draft Analysis** – Displays a Draft version of the Staff Report to the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for your agency in PDF format.
- **3rd Party Comments** – Allows you to display any 3rd Party comments which ASL has received and enter a response to those comments.
- **ASL ED Home** –Displays the Accreditation home page on the ed.gov web site.
- **NACIQI** – Displays the National Advisory Committee on Institutional Quality and Integrity (NACIQI) home page on the ed.gov web site.
- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **User Guide** – Displays this document.

The Resubmit process has been divided into the following steps:

- To update your contact information, click the **Step 1** link. Refer to *Section 2.2* for more information.
- To enter your response to the agency remarks for each criterion which did not meet the requirements, click the **Step 2** link. Refer to the following section for more information.
- To upload supporting documentation for your response, click the **Step 3** link. Refer to *Section 2.4* for more information.
- To submit your response, click the **Review & Submit** link. Refer to *Section 2.6* for more information. You must enter a response for each criterion which ASL staff indicated did not meet the requirements before you can submit.

3.2 Resubmit Step 2

In Resubmit Step 2, you will enter a response for each criterion which ASL staff indicated in their report did not meet the requirements.

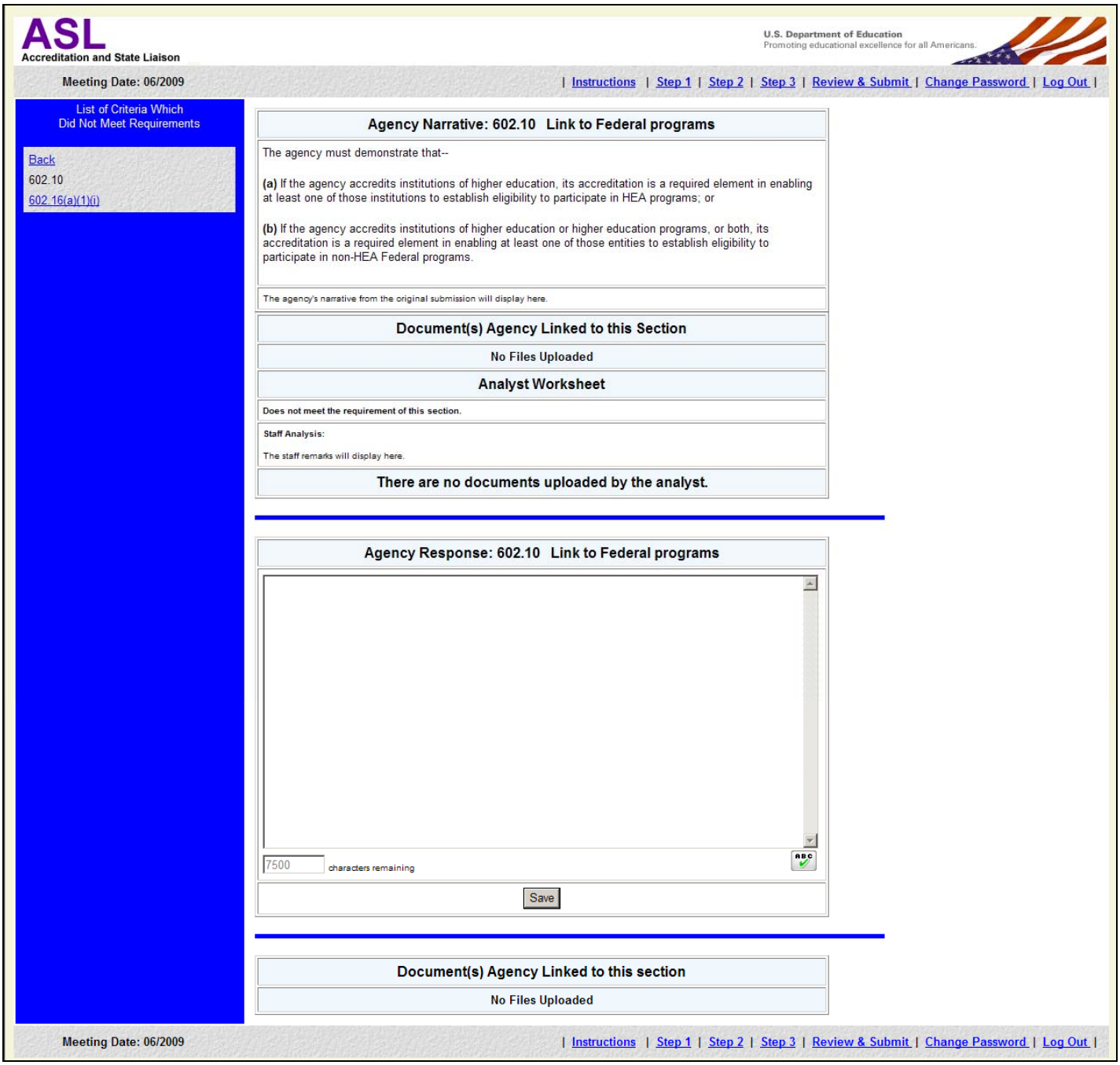


The *Analyst's Request for Agency's Response* screen lists all of the criteria which did not meet the requirements. Click the criterion link to display the staff remarks for that criterion and enter your response.

When the criterion link is clicked, the *Agency Narrative* screen will display.

This screen displays:

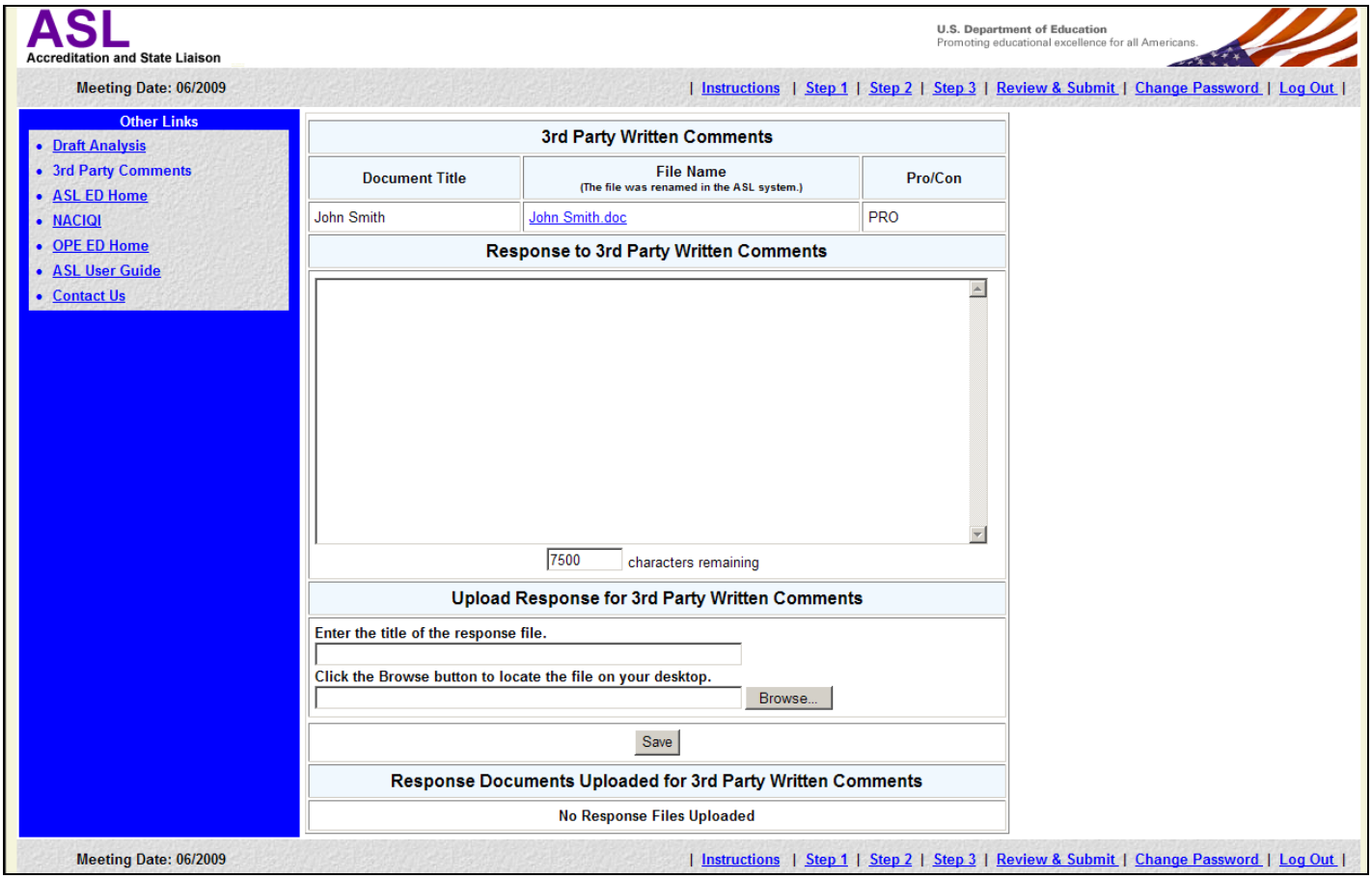
- The narrative entered by the agency on the original submission,
- The documents linked to the criterion which were uploaded in the original submission,
- The documents linked to the criterion which were uploaded in the resubmission, and
- The staff analysis and remarks explaining why the agency did not meet the requirements for the criterion.



Enter your response to the analyst's remarks and click the **Save** button. Click a criterion link on the left side of the page to display the *Agency Narrative* screen for that criterion.

3.3 3rd Party Comments

The 3rd Party Comments screen lists any comments about your agency which have been submitted to ASL by a third party.



The document title will contain the name of the person who submitted the comment. Click on the File Name link to display the document containing the comments.

If you would like to enter a response to the third party comments, you may enter it in the response field or to upload a file with your response, enter the title of the file and click the **Browse…** button to select the file from your desktop. Click the **Save** button to save your comments.