Commission on Independent Schools

Portal Instructions
For Schools Writing the Self-Study
Using either Chrome or Firefox go to: http://www.accportal.org/cis

After initially accessing the portal you should create your own unique password.

Your username and password will be emailed to you when you have notified us with the names of your Self-Study Coordinators.

The Edit Login Information button is located in the top right corner of your screen.
Your Dashboard will look like this...

The Control Panel button is useful for adding personnel and assigning standards.

The PDF button gives you a complete view of your Report in the format the Visiting Committee will see it.

Your Head of School and Self-Study Coordinators are listed here as well as your Visiting Committee.

Only click on the Mark Report Complete button when you are ready to submit your Report.

Open each section to write your Report.
In Manage Access you can add personnel to the portal.

In Manage Access you will grant access to specific school personnel.

You can use the other buttons to choose who may write in each section of the Self-Study. Note: while multiple sections may be worked on at any one time, only one person at a time can edit a section.
Managing Portal Access

By default, everyone given access to the portal is assigned to every Standard. Uncheck them to remove access.

You can add personnel yourself. At this time you will create their username and password. You will need to let them know what password you chose.

Staff members will be listed here. You can add or remove their access to the portal.

Assigning Standards
The information you add to the School Data Sheet (Mission, History and Culture, Process, Overview and Legal/Regulatory Documents) is automatically populated into the Visiting Committee Report.
Writing the Report...

Foundation Standard 1

Enrolled Students Align Appropriately with the Mission

Standard 1 Indicators:
1. a. The enrollment process aligns with the mission and values of the school.
1. b. The school identifies and addresses current enrollment trends and challenges.
1. c. The school articulates its “value proposition” in light of enrollment, mission and societal trends.
1. d. If applicable, the school understands and addresses boarding/homeschool trends.
1. e. The school applies and plans to strengthen its alignment with this Standard.

☐ School’s Rating:

Standard Met (SM1, SM2). The students’ experience is supported.
Standard Unmet (SU1, SU2). The students’ experience is compromised.

☐ SM1. Standard Met: Evidences clear understanding, effective implementation and thorough planning for further improvement.
☐ SM2. Standard Met: Evidences understanding, evolving implementation and planning for improvement.
☐ SU1. Standard Unmet: Evidences inadequate understanding, implementation and planning for remediation that may foreseeably compromise student experience.
☐ SU2. Standard Unmet: Lacks understanding, implementation and planning for remediation, thereby compromising student experience.

☐ Explanation of Rating:

Type directly into the text box or copy/paste from a document.

Editing tools can be helpful.

Always Save Your Work!

Save All Responses
A word about uploads...

**Dashboard View**

Uploads added to the Dashboard page will be accessed separately by the Visiting Committee via the portal. These links will not appear in your final PDF.

**Standard View**

You can also add a hyperlink in the textboxes within each Standard.

Looking at the PDF version of your Report will give you an idea of what the Visiting Committee will see.

Uploads added within each Standard will be listed as links and accessed from the PDF of your Report.
When a section is **Marked Complete** the only people who can edit it are the Head and Self-Study Coordinators.

Clicking on the **PDF** button prior to submission of the Report shows you the Visiting Committee’s view of your Report. It is a useful tool for further edits too.

When you click on the **Mark Report Complete** button an email is automatically sent to our office. We will immediately notify your Visiting Committee that your Report is complete and give them access to the portal.
This completes your introduction to our portal.

Both the Foundation Self-Study and the Program Self-Study are due no later than four weeks prior to your visits.

Please email Carol Dyson at cdyson@neasc.org if you need any help or have any questions.