



Program Review Web-Based SharePoint Site Submitter Training

September 2017

Contents

Prior to Accessing the Program Review SharePoint Site	3
Accessing the Program Review SharePoint Site	3
Saving or Submitting a New Program Review Application	6
Uploading a New Supporting Document	11
Editing and/or Resubmitting an Application	15

Prior to Accessing the Program Review SharePoint Site

In order for you to be granted access to the Program Review SharePoint Site, you must (in order):

1. Be registered with PA Login ([PA Login Registration](#)).
2. Provide the email address and username you used to register with PA Login to your PDE Program Review representative.
3. The representative grants you access to the Program Review SharePoint Site and notifies you that you've been granted access.

Note: Just because you have access to one PDE SharePoint site doesn't mean you have access to the Program Review SharePoint Site. You will have access to the Program Review SharePoint Site only after you've registered with PA Login AND you've been granted access by a Program Review program representative.

Accessing the Program Review SharePoint Site

After you've been notified that you've been granted access, **using Internet Explorer (Version 7 or higher) on a Windows machine connected directly to the internet**, follow the instructions below to access the Program Review SharePoint Site:

IMPORTANT: You may experience issues when using SharePoint through other browsers (such as Chrome, Firefox, or Safari) or on other operating systems (such as MAC/Apple). You will also likely experience issues when connected wirelessly to the internet.

IMPORTANT: Using Microsoft Edge requires that you add the Program Review SharePoint Site to your browser's compatibility view settings.

1. Click on [Program Review Home Page](#).



2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER** click here.



3. In **Username**, enter “user*your PA Login username*”. Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it's important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username:
“user\mytestmachine” (no quotes)

4. In **Password**, enter *your PA Login password*.

Note: If you forgot your password, visit [PA Login Password Recovery](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

5. Click **Sign In**. The *Program Review Application Submission Home* page appears. The *Program Review Application Submission Home* page displays instructions for submitting an application, as well as a list of the applications that you or other institution representatives have saved or submitted, but are not currently being reviewed by PDE.

Program Review My Supporting Documents Training Search this site

Program Review

Program Review Application Submission

The Program Review SharePoint Site processes Initial and Major Program Review applications. To start the application process, click on one of the following:

[New Major Review Application](#) [New Initial Review Application](#)

My Applications

<input type="checkbox"/>	Status	Name	Content Type	Program	Level	Credential	PDE Liaison	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Secondary Contact	<input type="checkbox"/> Tertiary Contact	Date Submitted	Date Reviewed	Date Response	Date Reassessed	Created	<input type="checkbox"/> Created By
<input type="checkbox"/>	Submitted	2017-2018_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_BD	Major Review	COOPERATIVE ED 7-12	Post-Baccalaureate	Bachelors Degree		<input type="checkbox"/> Schooluser2000@outlook.com			9/8/2017				9/8/2017 9:42 AM	<input type="checkbox"/> Schooluser2000@outlook.com

6. Do one of the following:
 - a. To save or submit a new application, see *Saving or Submitting a New Program Review Application*.
 - b. To upload a supporting document, see *Uploading a New Supporting Document*.
 - c. To edit and/or resubmit an application, see *Editing and/or Resubmitting an Application*.

Saving or Submitting a New Program Review Application

Program Review (Major Review and Initial Review) applications are created, edited, submitted, and processed entirely online through the Program Review SharePoint Site. The following are the requirements to save or submit a new application:

- **You MUST save your application at least every ten minutes.** Otherwise, you'll lose your changes. The **Save My Work** button is located throughout the application form.
- **You can't save your application until the required fields on the General Information tab have been completed.**
- You can not save an application for a program for which you have already created an application.
- You must complete all unshaded fields on the General, Program, Courses, and Faculty tabs. You may also enter information in the Submitter Response fields on the Review Rubric tab, particularly when an application has been returned to you for more information.
- Documents cannot be embedded in the application. Unless otherwise noted, links to supporting documents cannot be entered in any field. Supporting documents must be uploaded to the Supporting Documents Document Library – See *Uploading a New Supporting Document*.
- In order to submit an application for PDE review, you must confirm that the application is ready for review by choosing Yes on the bottom of the General, Program, Courses, or Faculty tab before saving the application for the last time.
- You must submit a separate application each certification program application that the Institution intends to offer at either the undergraduate and post-baccalaureate levels. In the circumstance where the proposed program exists at either the undergraduate and post-baccalaureate level please contact your PDE Liaison. Endorsement programs must submit a different application.

To save or submit a new application:

1. Click on [Program Review Home Page](#).



2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.



3. In **Username**, enter “user*your PA Login username*”. Note the following:

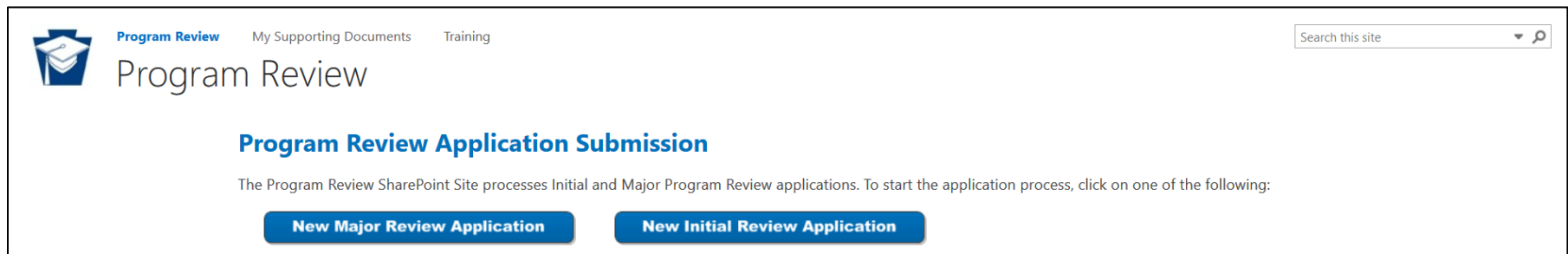
- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can’t remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it’s important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username:
“user\mytestmachine” (no quotes)

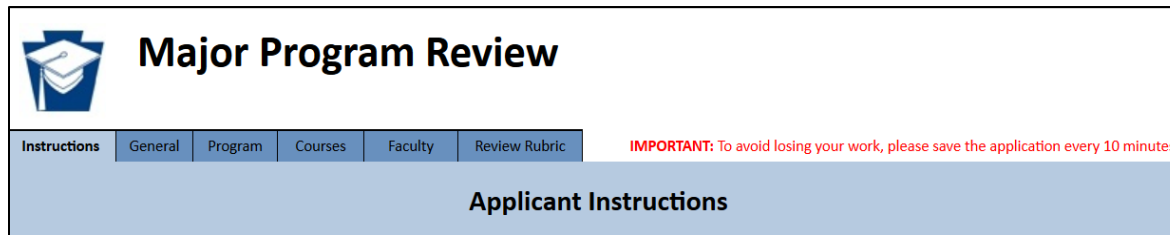
4. In **Password**, enter *your PA Login password*.

Note: If you forgot your password, visit [PA Login Password Recovery](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

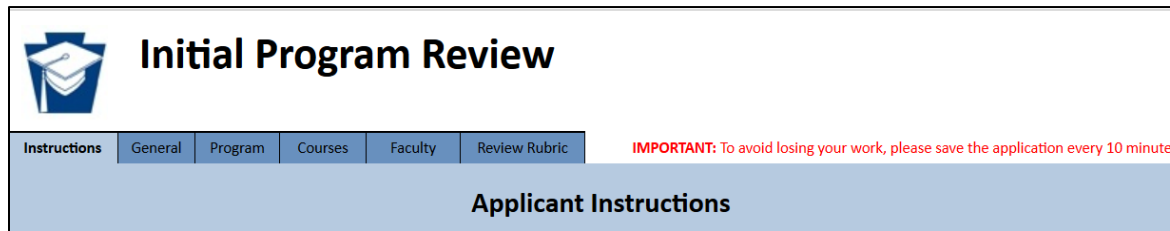
5. Click **Sign In**. The *Program Review Application Submission Home* page appears.



6. The *Program Review Application Submission Home* page displays instructions for submitting an application, as well as a list of the applications that you or other institution representatives have submitted.
7. On the *Program Review Application Submission Home* page, in the *Applications* table, click on one of the following:
 - New Major Program Review Application
 - New Initial Review Application



The screenshot shows the 'Major Program Review' application form. At the top left is a blue graduation cap icon. To its right is the title 'Major Program Review' in bold black text. Below the title is a horizontal navigation bar with tabs: 'Instructions' (highlighted in blue), 'General', 'Program', 'Courses', 'Faculty', and 'Review Rubric'. To the right of the tabs is a red warning message: 'IMPORTANT: To avoid losing your work, please save the application every 10 minutes.' Below the navigation bar is a large blue box with the text 'Applicant Instructions' in white.



The screenshot shows the 'Initial Program Review' application form. At the top left is a blue graduation cap icon. To its right is the title 'Initial Program Review' in bold black text. Below the title is a horizontal navigation bar with tabs: 'Instructions' (highlighted in blue), 'General', 'Program', 'Courses', 'Faculty', and 'Review Rubric'. To the right of the tabs is a red warning message: 'IMPORTANT: To avoid losing your work, please save the application every 10 minutes.' Below the navigation bar is a large blue box with the text 'Applicant Instructions' in white.

8. In the application form, review the Applicant Instructions and then click on the **General** tab.
9. Enter the following information:

IMPORTANT: Before you save your application for the first time, you **MUST** complete the required information on the **General** tab. Otherwise, when you click **Save My Work**, you will receive an error message.

- a) For **Institution**, choose your institution. AUN and Institution Number will be automatically populated.
- b) For **Program**, choose the program.
- c) For **Level**, choose the program level.
- d) For **Credential**, choose the program credential.

- e) In **Contact Name**, enter the name of the primary program provider contact for the application.
- f) In **Contact Phone**, enter the phone number of the primary program provider contact for the application. The phone number must be in the following format: (XXX) XXX-XXXX
- g) In **Contact Email**, enter the email address of the primary program provider contact for the application. The email address must be in the following format: XXXXXXXX@XXXXXX.XXX

- 10. Click **Save My Work**. Your application is saved, but remains open for additional editing.
- 11. Continue entering information on the Program, Courses, and Faculty tabs. You can also upload supporting documents in the Supporting Documents Library – see *Uploading a New Supporting Document*.

IMPORTANT: You MUST save your application at least every ten minutes, and when you leave your computer. Otherwise, you'll lose your changes. The **Save My Work** button is located throughout the application form.

- 12. When you are finished entering information, do one of the following:
 - To close the application (without saving your changes), click **Cancel**.
 - To save the application, but not submit the application for PDE review, click **Save My Work**.
 - To save and submit the application for PDE review, click **Submit to PDE** on the bottom of the General, Program, Courses, or Faculty tab. Then, on the confirmation page, click **Yes, submit my application to PDE**. The application closes and the *My Applications* table on the *Program Review Application Submission Home* page lists your application in a Saved status. After a few minutes, the application status changes to Submitted. You will see your application listed in the Applications table until PDE starts reviewing the application. You are not able to edit or replace your application unless PDE returns the application to you for changes.

Note: You may need to refresh your browser to see application status changes.

When PDE is reviewing your application, you will not be able to see your application in the *Applications* table. After PDE finishes reviewing the application, one of the following will occur:

- **The application is returned to you for changes** - When an application is returned, you will be notified via email and your application is listed as *Returned* in the Applications table. You'll need to edit and then resubmit your application. See *Editing and/or Resubmitting an Application*.
- **The application is approved**. When an application is approved, you will be notified via email and your application is listed as *Approved* in the *Applications* table.

Uploading a New Supporting Document

Supporting documents cannot be attached to or embedded in a Program Review application. Instead, documents that support an application must be uploaded to the Supporting Documents Library. The following are the requirements to edit upload a supporting document:

- Documents cannot be larger than 200MB. Attempting to upload a document that is larger than 200MB will result in an error message.
- While the maximum is 200MB, the speed of your network will determine whether a document much larger than 20MB will upload. Some issues may occur on wireless networks and/or networks with smaller upload speeds. SharePoint will timeout after two minutes. For best upload results, consider uploading a smaller document on a wired internet connection.
- Documents will be automatically renamed after they are uploaded. However, the original filename should not include any special characters.
- Documents associated with an application that has been approved or is being reviewed by PDE are not displayed.

To upload a supporting document:

1. Click on [Supporting Documents Library](#).



2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.



3. In **Username**, enter “user*your PA Login username*”. Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can’t remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it’s important that you make sure you provided us with the email address you entered in your PA Login account.
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username:
 “user\mytestmachine” (no quotes)

4. In **Password**, enter *your PA Login password*.

Note: If you forgot your password, visit [PA Login Password Recovery](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

- Click **Sign In**. The *Supporting Documents* page appears, displays instructions for uploading a supporting document, and includes a list of the documents that you or other institution representatives have uploaded. Documents that are being displayed by PDE are not displayed.

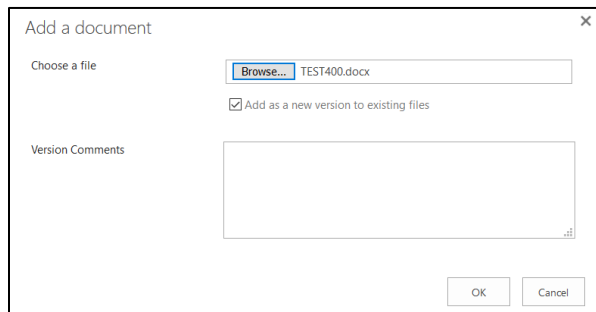


My Supporting Documents

ID	Type	Name	Review Type	Application	Program	Level	Credential	Document Descriptor	Step	Created
Application : 2017-2018_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_BD.xml (1)										
94		2017-2018_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_BD_94	Major Review	2017-2018_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_BD.xml	COOPERATIVE ED 7-12	Post-Baccalaureate	Bachelors Degree	Competency Matrix	Major Step 1 - Accreditation	9/8/2017 12:10 PM

Add document

- Below the My Supporting Documents table below, click **Add document**.



- In the Add a Document dialog, click **Browse** to find and select a document to upload.
- Click **OK**.

IMPORTANT: After you click OK, the Supporting Document dialog appears and **MUST** be completed. It may take a few moments for the dialog to appear. **DO NOT click Cancel. DO NOT Close.** Otherwise, the document will be in an erroneous state and may not be processed promptly.

9. In the Supporting Documents dialog, enter the required information:

- For **Review Type**, choose whether the associated application is for Initial Review or Major Review.
- For **Application**, choose the application to which the document pertains. The choices include the applications that are listed in the My Applications table on the [Program Review Home](#) page. Only the users listed as the Primary Contact, Secondary Contact, and/or Tertiary Contact can view and/or edit the respective application. If the correct users are not listed and/or can not view an application for which they are listed as a contact, please contact your PDE Liaison.
- For **Step**, choose the step in the application to which the document pertains.
- For **Document Descriptor**, choose the descriptor that best describes the document.
- In **Description**, enter any additional information pertaining to the document.

10. Click **Save**. After a few moments, the document will be renamed and appear in the *My Supporting Documents* table. Likewise, the document will be listed in the appropriate location in the associated Program Review application.

NOTE: You may need to refresh your browser to see document property changes. Likewise, you will need to reopen a Program Review application to see the supporting document listed in that application.

Editing and/or Resubmitting an Application

The *My Applications* table on the *Program Review Application Submission Home* page lists the applications you or other institution representatives have saved or submitted, but are not currently being reviewed by PDE. Applications in a Saved, Submitted, Returned, or Approved status can be viewed. However, only applications in a Saved or Returned status can be edited. The following are the requirements to edit and/or resubmit an application:

- **You MUST save your application at least every ten minutes.** Otherwise, you'll lose your changes. The **Save My Work** button is located throughout the application form.
- You can't save your application until the required fields on the General Information tab have been completed.
- You must complete all unshaded fields on the General, Program, Courses, and Faculty tabs. You may also enter information in the Submitter Response fields on the Review Rubric tab, particularly when an application has been returned to you for more information.
- Documents cannot be embedded in the application. Unless otherwise noted, links to supporting documents cannot be entered in any field. Supporting documents must be uploaded to the Supporting Documents Document Library – See *Uploading a New Supporting Document*.
- In order to submit an application for PDE review, you must confirm that the application is ready for review by choosing Yes on the bottom of the General, Program, Courses, Faculty, or Review Rubric tab before saving the application.
- Only the users listed as the Primary Contact, Secondary Contact, and/or Tertiary Contact can view and/or edit the respective application. If the correct users are not listed and/or can not view an application for which they are listed as a contact, please contact your PDE Liaison.

To edit and/or resubmit an application:

1. Click on [Program Review Home Page](#).



2. On the *Commonwealth of Pennsylvania* page, click **Login to USER and MUSER click here**.



3. In **Username**, enter “user*your PA Login username*”. Note the following:

- *Your PA Login username* is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can't remember your PA Login username, visit [PA Login Password Recovery](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (To verify, you can visit [PA Login Password Recovery](#)). Everyone has multiple email addresses these days, and often times we forget which email address we entered where. So, it's important that you make sure you provided us with the email address you entered in your PA Login account.

- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username:
 “user\mytestmachine” (no quotes)


4. In **Password**, enter *your PA Login password*.

Note: If you forgot your password, visit [PA Login Password Recovery](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.

5. Click **Sign In**. The *Program Review Application Submission Home* page appears and includes a list of the applications that you or other institution representatives have submitted, but are not being reviewed by PDE.

Status	Name	Content Type	Program	Level	Credential	PDE Liaison	Primary Contact	Secondary Contact	Tertiary Contact	Date Submitted	Date Reviewed	Date Response	Date Reassessed	Created	Created By
Submitted	2017-2018_PDE University_COOPERATIVE ED 7-12_Post-Baccalaureate_Major_BD	Major Review	COOPERATIVE ED 7-12	Post-Baccalaureate	Bachelors Degree		<input type="checkbox"/> Schooluser2000@outlook.com			9/8/2017				9/8/2017 9:42 AM	<input type="checkbox"/> Schooluser2000@outlook.com

6. Under **Name**, click on the name of the application you want to edit and/or resubmit.
7. For applications that have been returned to you for changes, click on the **Review Rubric** tab, and review the changes that are required. Data points that require your attention are noted in red.



Major Program Review

2017-2018 PDE University BUS COMPUTER INFO TECH K-12 Post-Baccalaureate Masters Degree

Instructions
General
Program
Courses
Faculty
Review Rubric

IMPORTANT: To avoid losing your work, please save the application every 10 minutes.

Submitter Response to Rubric Review

Step 1: Accreditation

(1.1 to 1.4) Does the institution or program provide documentation of accreditation from a regional or national accrediting agency? No

8. Edit information as necessary on the Program, Courses, and Faculty tabs. On the Review Rubric tab, you can also enter comments in the Submitter Response field for any data point. You can also upload supporting documents in the Supporting Documents Library – see *Uploading a New Supporting Document*.

IMPORTANT: You MUST save your application at least every ten minutes, and when you leave your computer. Otherwise, you'll lose your changes. The **Save My Work** button is located throughout the application form.

9. When you are finished entering information, do one of the following:
 - To close the application (without saving your changes), click **Cancel**.
 - To save the application, but not submit the application for PDE review, click **Save My Work**.
 - To save and submit the application for PDE review, click **Submit to PDE** on the bottom of the General, Program, Courses, Faculty, or Review Rubric tab. Then, on the confirmation page, click **Yes, submit my application to PDE**. The application closes and the *My Applications* table on the *Program Review Application Submission Home* page lists your application in a Saved status. After a few minutes, the application status changes to Submitted (or, if you're resubmitting an application, Assessment Response). You will see your application listed in the Applications table until PDE starts reviewing the application. You are not able to edit or replace your application unless PDE returns the application to you for changes.

Note: You may need to refresh your browser to see application status changes.

When PDE is reviewing your application, you will not be able to see your application in the *Applications* table. After PDE finishes reviewing the application, one of the following will occur:

- **The application is returned to you for changes** - When an application is returned, you will be notified via email and your application is listed as *Returned* in the Applications table. You'll need to edit and then resubmit your application. See *Editing and/or Resubmitting an Application*.
- **The application is approved**. When an application is approved, you will be notified via email and your application is listed as *Approved* in the *Applications* table.