# Chemistry Program Approval and Reporting System (CPARS)

## Instructions for Institutional Access

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ACS Program Approval Office
11-4-2019

# Username & Password

This system uses Single Sign On (SSO) security. Each user must have their own unique username and password to log in. This means that institution users cannot use the login and password previously supplied by ACS, but instead must create unique ACS IDs and passwords.

1. Navigate to the institution portal at: https://institution.acs.org/institution

2. If you have an ACS ID and password, you can enter them on this page. If you can't remember either your username or password from this page, you can recover them here as well.



3. If you do NOT have an ACS ID and password, then you must create one by clicking on the "Create a free ACS ID" button (see above). Please note that each user will have to request their own ACS ID. This single sign on feature significantly improves the security of your data. Also, you do NOT have to be an ACS member to create an ACS ID.

   a. If you enter an email address and receive a notification that this email address already exists in the system, please contact us at cpt@acs.org.



[1]

# Request Portal Access

1. Once you create your ACS ID, return to https://institution.acs.org/institution to log in. Although we've tried to provide access to department chairs, you still may need to request access to the portal. If you are one of the folks that needs to request access, you will see the following page after logging in:



b. Provide your institution and role (either chairperson or other authorized user) to send a portal access request to the ACS Approval Program Office.

c. If your institution is not listed, please contact us at cpt@acs.org or at 202-872-4589

2. The ACS Approval Program Office will receive your request for access to CPARS. You should have access to the portal within 1-2 business days. If you need immediate access, please call us at 202-872-4589.

3. Other faculty and staff can access the portal and will be able to assist the chairperson in completing and submitting reports. However, each portal user will have to create their own ACS ID and password and request access to the portal as described above.

## Navigating the Portal

Log in by using the instructions above. An annotated version of the portal landing page is shown in Figure 1.



**Figure 1:**
* Contacts: Number of faculty and staff associated with the program
* Portal users: Number of authorized portal users (typically the department chair and admins)
* Annual report due date: For 2019, this date has been changed to 12/15/2019
* Approved since: Date that the program was initially approved.

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**Periodic Reports:** The due date is erroneously listed as January 1, 2020. Periodic reports will be due on June 30, 2020. Forms will be available on January 4, 2020.

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## Institutional Information Tab

From the landing page, click on "Institution Details". The following will appear (Figure 2):



**Figure 2:** Institution Details tab.

## Contacts Tab

Clicking on the "Contacts" tab opens the following (Figure 3):



**Figure 3**: Contacts tab

## Users Tab

Clicking on the "Users" tab, opens the following (Figure 4):



**Figure 4:** Users tab.

## Submission History Tab

To access all reports submitted by the department, click on "Submission History." The following will appear (Figure 5).



**Figure 5:** To access reports and decisions, use the "Submission History" tab. Please see the next page for instructions on viewing the reviewer comments.

Additional notes for locating the outcome (decision) and the reviewer comments:
1. Reports are listed by the date they were submitted (most recent submission first).
2. Outcomes are associated with the periodic report.
3. Scroll through the reports to find the most recent periodic report.
4. The outcome will be listed under "Status".
   a. Continued approval
   b. Requires More Information – The reviewers could not come to a consensus on their decision because key information was missing. The information that the reviewers need will be noted in the review comments.
   c. Reviewed – Non Compliant – The program did not meet one or more of the guidelines. The reviewer comments will provide more context for the decision as well as how to remediate the issue. Typically, programs will be asked to submit additional supporting materials that address the issue identified.
   d. Reviewed – Probation – The program did not adequately address the issues that arose during a previous non-compliant review. The program will have 18 months to address the issue before approval is withdrawn
   e. Approval Withdrawn
5. Last status date – This is the date that the last decision was made by the reviewers
6. Submission date – The date that the original periodic report was submitted

7. Submitted by – Name of person that submitted report (is blank for data that was transferred from the old reporting system)
8. Comments from the reviewers can be accessed by clicking "View my Submission".

## Viewing Reviewer Comments

After clicking on "View my Submission" the following page will appear: The "Reviewer Decision" and "Decision Summary" provide the outcome and reviewer comments, respectively.   (Note, you will only see these instructions if your program was reviewed after August 2019).



In addition to the summary, the following may be available:

1. "Musts" – Issues that are currently compliant with the guidelines, but might result in non-compliance if not addressed.  These items must be addressed in the next periodic report.
2. "Shoulds" – These items reflect best practices for chemistry programs.
3. "Exemplary" – Outstanding pedagogical or curricular initiatives that the reviewers would like to highlight in our newsletter or on our website.
4. "Strengths" – Curricular or pedagogical practices where the department excels.

## Additional Comments

- At this time, you will not be able to download a pdf of your previously submitted reports; that functionality will be available only after you've submitted a report through CPARS.
- Annual and periodic report documents are available during the open submission period.
    - Periodic Reports:  January 1 – June 30
    - Annual Reports: May 1 – August 31 (except for 2019)