Chemistry Program Approval and Reporting System (CPARS)

Instructions for Institutional Access

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ACS Program Approval Office
10-7-2019
Login to Salesforce

1. Navigate to the institution portal at: https://institution.acs.org/institution
2. Click the “Institution SSO Login” to access the login page.

3. If you have an ACS ID and password, then you can enter that information in the appropriate fields.

4. 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. Please note that you do NOT have to be an ACS member to create an ACS ID.
Request Portal Access

1. Once you create your ACS ID, return to https://institution.acs.org/institution to log in.

2. We’ve tried to enable as many department chair accounts as possible. If you log in and the portal request form appears (see below), then you will have to formally request access. If you do not see the request form, skip to the Navigating the Portal section below. If you’d like to enable access for department staff, please see step 4 below.

   a. Provide your institution and role (either chairperson or other authorized user) to send a portal access request to the ACS Approval Program Office.
   
   b. If your institution is not listed, please contact us at cpt@acs.org or at 202-872-4589.

3. 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.

4. In addition to department chairs, other faculty and staff can access the portal and will be able to assist the chair in completing and submitting periodic and annual reports.
   
   a. To ensure that access is provided to the proper personnel, department chairs will be asked to provide a list of approved users. Please complete this form to provide us with the list.
   
   b. Once the list has been submitted, each user will have to create an ACS ID and password and then request access (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.
Institutional Information Tab

From the landing page, click on “Institution Information”. The following will appear (Figure 2):

Figure 2: Institution Details tab.

Comments on Annual Reports

- Annual reports will be available October 15. Instructions for completing the report will be emailed to department chairs on October 14. The reports will be due December 15, 2019.
- To access the annual report form, click on “Start a New Report”. If you see the report available prior to October 15, please do not start the report.
- Annual reports will be pre-populated with information from your 2018 annual report.
Contacts Tab
Clicking on the “Contacts” tab opens the following (Figure 3):

![Contacts tab](image)

**Figure 3: Contacts tab**

Users Tab
Clicking on the “Users” tab, opens the following (Figure 4):

![Users tab](image)

**Figure 4: Users tab. Please note that you can also report a change of department chair by using the “Report a Change” button.**
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 (blank for data transferred from the old reporting system)
8. Comments from the reviewers can be accessed by clicking “View my Submission”.

**Viewing Reviewer Comments**

*For programs reviewed during the fall, 2019 meeting only*

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.
- The next periodic report date due date will eventually be found on the main portal page. This should be available early in October.
- 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)