

Instructions for Completing and Submitting a Pre-Application

1. Accessing the Chemistry Program Approval & Review System (CPARS)

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.

The image shows two screenshots of the ACS website. The left screenshot is the Salesforce login page, featuring a 'salesforce' logo, fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. A red circle highlights the 'Institution SSO Login' button, with an annotation 'Click here' and an arrow pointing to the right. The right screenshot is the ACS 'Log In' page, featuring the ACS logo, a 'Log In' button, and a 'Forgot User Name or Password?' link. A red circle highlights the 'Create a free ACS ID' button, with an annotation 'If you do not have an ACS ID and password, click here to create one' and an arrow pointing down to the next screenshot. A red box on the right side of the ACS page contains the text 'If you have an ACS ID and password, enter them here'.

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.

The image shows the 'Create Your ACS ID' form on the ACS website. The form includes fields for 'Email *', 'First Name *', 'Last Name *', 'Member Number' (with the example 'ex:123456789'), 'Username *', and 'Password *'. Below the password field is a 'Password Strength' indicator showing 'Too Short' and a note: 'Letters, numbers, and special characters (no spaces)'. There is also a 'Confirm Password *' field. At the bottom, there is a checkbox for 'Yes, I want to participate in the ACS Network. I agree to the [Privacy Policy](#) and [User Agreement](#) for the ACS Network.' and two buttons: 'Cancel' and 'Create an account'.

2. Request Portal Access

Once you create your ACS ID, return to <https://institution.acs.org/institution> to log in. The portal request form will appear. Provide your institution and role (either chairperson or other authorized user) to send a portal access request to the ACS Approval Program Office. If your institution is not listed, please contact us at cpt@acs.org or at 202-872-4589

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.

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Current user

Home

Institution Web Portal - Select Institution you are working for

* Institution Start typing the name of your institution and then choose from the list

If your institution is not shown, contact us at cpt@acs.org

Office Phone Number Phone Extension

* Role Department chairperson OR other authorized user

Don't forget to submit the request

Submit

3. Complete the Pre-application Form

The form capsule in CPARS is being updated, so instead of entering your information directly into the system, we've created a separate form (in Excel) for you to complete. Once you've completed this form please send it to us at cpt@acs.org. We will enter the information into CPARS for you as soon as the form capsule is updated. The due date for submissions is October 31, 2019.

4. Outcome from Review

Reviewers from the Committee on Professional Training (CPT) will evaluate the form and render a decision. This usually occurs within a month of the deadline. You'll receive an automated message from the ACS Approval Program when the decision is available.

5. Accessing the Decision

Log back into CPARS (use <https://institution.acs.org/institution>). From the landing page, click on “Institution Details” (see below)

The screenshot shows the ACS APPROVAL PROGRAM landing page. At the top left is the ACS logo with the tagline "Chemistry for Life". To its right is the text "ACS APPROVAL PROGRAM". A yellow navigation bar contains a home icon (labeled "Click here to return to the landing page") and a user profile icon (labeled "Current user"). Below the navigation bar is a left sidebar with sections: MENU (containing "Institution Details"), Start a New Report, RESOURCES (containing "Guidelines", "Report Guide", and "Resource Guides"), and CONTACT (containing "CONTACT US"). The main content area is titled "Institution Summary" and includes a box for "Institution name & address". Below this, it displays "Chairperson:", "Approval Status: Active", "Contacts: 16", "Annual Report due by 08/31/2019", "Portal Users: 1", and "Approved Since:". There are two boxes at the bottom: "Announcements" (showing "No Announcements.") and "Pending Transactions". Annotations with red arrows point to the home icon, the "Institution Details" link, the "Resources" section, and the "Pending Transactions" box.

Click here to return to the landing page

Click here to access reports, contacts, and portal users

Current user

MENU

Institution Details

Start a New Report

RESOURCES

Guidelines

Report Guide

Resource Guides

CONTACT

CONTACT US

Institution Summary

Institution name & address

Chairperson:

Approval Status: Active

Contacts: 16

Annual Report due by 08/31/2019

Portal Users: 1

Approved Since:

Announcements

No Announcements.

Pending Transactions

A list of any reports (transaction) that have been started and saved, but not submitted

* 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.

Submission History Tab

To access all reports submitted by the department, click on “Submission History.”

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MENU

Start a New Report

INSTITUTION INFORMATION CONTACTS USERS **SUBMISSION HISTORY**

Start a new report

Available once reports have been submitted through the system.

Scroll here

Arranged by the date that the report was submitted, most recent first

Decisions are associated with the periodic report

Report Type	Reference Number	Type of Transaction	Status	Last Status Date	Submission Date	Submitted By	View my Submission	Download PDF
Annual Report -	00009540	Annual Report			9/13/2018			
Annual Report -	00008868	Annual Report			6/7/2017			
Periodic Report - Continued Approval	00009907	Periodic Report	Continued Approval		8/25/2019 8/1/2016			

- Click on “View my Submission.”
- The only report available to you should be the pre-application.
- The decision is listed under “Status”
- To see comments and additional information, click on “View my Submission.”
- Last status date – This is the date that the last decision was made by the reviewers
- Submission date – The date that the original report was submitted (in this case, it will be the date that we entered the data that we received from you).