



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.

The screenshot shows the ACS login page. On the left, under "Don't have an ACS ID?", there is a link "Create a free ACS ID and:" circled in red. Below it are bullet points and a "Join ACS today" link. At the bottom of this section is a blue button "Create a free ACS ID" also circled in red. A red arrow points from this button to the "Create a free ACS ID and:" link. On the right, the "Log In" form has fields for "User Name" and "Password", a "Log In" button, and a link "Forgot User Name or Password? | Help" circled in red. Red text annotations are placed over the page: "If you do not have an ACS ID and password, click here to create one" points to the "Create a free ACS ID and:" link, and "If you have an ACS ID and password, enter them here" is placed above the login form. Below the login form, red text says "If you forgot your ACS ID and, or, your password, click here" pointing to the "Forgot User Name or Password? | Help" link.

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.

The screenshot shows the "Create Your ACS ID" form. It includes fields for "Email *", "First Name *", "Last Name *", "Member Number" (with example "ex:123456789"), "Username *", and "Password *". Below the password field is a "Password Strength" indicator showing "Too Short" in a red box, with instructions: "Letters, numbers, and special characters (no spaces)". There is a "Confirm Password *" field. At the bottom, there is a checked checkbox "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".

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:

The screenshot shows the ACS Institution Web Portal interface. At the top left is the ACS logo with the tagline 'Chemistry for Life' and the text 'ACS APPROVAL PROGRAM'. On the top right, there is a 'Current user' label next to a user profile icon, both circled in red. Below the header is a yellow navigation bar with a home icon. The main content area is titled 'Institution Web Portal - Select Institution you are working for'. A red annotation points to the '* Institution' dropdown menu, stating 'Start typing the name of your institution and then choose from the list'. Below this is a text input field with a note: 'If your institution is not shown, contact us at cpt@acs.org'. There are two input fields for 'Office Phone Number' and 'Phone Extension'. Another red annotation points to the '* Role' dropdown menu, stating 'Department chairperson OR other authorized user'. At the bottom right, there is a 'Submit' button circled in red, with a red annotation saying 'Don't forget to submit the request'.

- 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.

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

Links to download the current version of the Guidelines, to a report guide, and to the supplements

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.

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.

Institutional Information Tab

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

The screenshot shows the ACS APPROVAL PROGRAM interface. At the top left is the ACS logo with the tagline "Chemistry for Life". To its right is the text "ACS APPROVAL PROGRAM". On the top right, there is a user profile icon labeled "Current user". A yellow horizontal bar contains a "Home button" (a house icon) on the left and a "MENU" on the right. The menu includes "INSTITUTION INFORMATION" (highlighted with a red box and labeled "Indicates the active tab"), "CONTACTS", "USERS", and "SUBMISSION HISTORY". Below the menu, there are three main sections:

- Start a New Report:** A button highlighted with a red box. Below it, text reads: "Click here to begin a new periodic or annual report. Periodic reports are available Jan 1 - June 30. Annual reports are available May 1 - August 31 (except in 2019)".
- Institution Information:** A section with a header "Institution Information". It includes:
 - Name: Institution Name (highlighted with a red box)
 - Certificate Status: Active (highlighted with a red box and labeled "Active = Approved Program")
 - Certificate Issue Date: 8/24/2019 (highlighted with a red box and labeled "The date of the most recent decision")
- Chemistry Department Information:** A section with a header "Chemistry Department Information". It includes:
 - Chair Person
 - Street 1
 - City
 - Zip Code
 - Phone
 - Chemistry Department Name: Department of Chemistry
 - Street 2
 - State
 - Website
 - Phone Extension

On the right side of the page, there is a button "Edit Chemistry Department Information" highlighted with a red box, with an arrow pointing to it and the text "Use to edit department information".

Figure 2: Institution Details tab.

Contacts Tab

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

ACS Chemistry for Life[®] | ACS APPROVAL PROGRAM

Home button

Click on these to switch between tabs

Current user

MENU

INSTITUTION INFORMATION CONTACTS USERS SUBMISSION HISTORY

Feature isn't currently available

How to register a new contact?

Start a New Report

Contacts are listed alphabetically by title.

This list should include all faculty and staff, including adjuncts, teaching faculty, and administrative staff.

Title: Adjunct

Phone:

Email:

Title: Adjunct

Phone:

Email:

Title: Adjunct

Phone:

Email:

Title: Adjunct

Phone:

Email:

Report a Change

Use this to request that portal access be removed. Typically used when faculty or staff are no longer affiliated with the department

Figure 3: Contacts tab

Users Tab

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

ACS Chemistry for Life[®] | ACS APPROVAL PROGRAM

Home button

MENU

INSTITUTION INFORMATION CONTACTS **USERS** SUBMISSION HISTORY

Start a New Report

Report a Change

Use this to request that portal access be removed. Typically used when faculty or staff are no longer affiliated with the department

Title: Chair

Phone:

Email:

Provides a list of all faculty and staff that have portal access.

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).

ACS
Chemistry for Life®

ACS APPROVAL PROGRAM

MENU

Start a New Report

Start a new report

INSTITUTION INFORMATION CONTACTS USERS SUBMISSION HISTORY

Scroll here

Available once reports have been submitted through the system.

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

Decisions are associated with the periodic report

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

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

- Submitted by – Name of person that submitted report (is blank for data that was transferred from the old reporting system)
- 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).

The screenshot shows the ACS APPROVAL PROGRAM interface. At the top left is the ACS logo with the tagline 'Chemistry for Life'. To its right is the text 'ACS APPROVAL PROGRAM' and a user profile icon. Below this is a yellow navigation bar with a home icon. On the left is a 'MENU' section with a 'Start a New Report' button. The main content area displays a 'Case Periodic Report' with a 'Download PDF' button. Below this is a table of case details: Case Number 00009907 and Institution Status Active. The 'Primary Information' section shows Transaction Type: Periodic Report, External status: Continued Approval, Screening Decision: Approved, and Screening Feedback. The 'Additional Information' section contains a table with 'Reviewer Decision' and 'Continued Approval' circled in red. Below this, 'Decision Summary' and 'Final Decision Executive Summary:' are also circled in red, with a callout box containing the text 'Summary Text Here'.

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

- “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.
- “Shoulds” – These items reflect best practices for chemistry programs.
- “Exemplary” – Outstanding pedagogical or curricular initiatives that the reviewers would like to highlight in our newsletter or on our website.
- “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)