

## Department of Accreditation 2021 Annual Accreditation Report Helpful Tips for Using the Portal

Here are some things you need to know about the 2021 AAR:

- The recommended web browsers are Internet Explorer, Microsoft Edge, and Mozilla Firefox. We do not recommend Google Chrome or Safari.
- Adjust your Internet Settings so that the CAPTE Accreditation Portal site is set as a trusted site and allows pop ups, if applicable to your browser.
- Your username and password is included in the email notification that the 2021 AAR is available on the CAPTE Accreditation Portal. Except for portal access for expansion programs, if you don't remember your username or your password, you can click on the Forgot Password link on the CAPTE Accreditation Portal homepage. You only need your email address to request your username and password. If you do not receive an email response within half an hour, please contact [accreditation@apta.org](mailto:accreditation@apta.org). Remember to check your spam/junk folders as automated messages may be filtered by your in-box.
- **If you have an expansion program**, a separate AAR for the expansion program has been created. The log-in credentials for expansion programs were provided in a prior e-mail. If you need the log-in credentials for your expansion program, contact Accreditation staff at [accreditation@apta.org](mailto:accreditation@apta.org).
- Please use the instructions for individual questions in the Word version of the AAR that were previously provided. In addition, they are available at: <http://www.capteonline.org/AAR/>. Also, **if there are any instructions at the top of a portal page, read them carefully.**
- When moving through pages on the portal, if you click the next page button but remain on the same page, there is likely an error message at the top of the page; scroll up to see it.
- Regarding Faculty Details: the 'Years as a faculty member' and 'Years as a faculty member in program' fields automatically update to +1 from your last AAR response so you **don't need** to update those fields.
- The page to provide salary data is accessed from the Faculty list page; please don't skip it. Requests for salary information are the most frequent requests we receive. Once you have entered the salary data and click on save, the response will change to asterisks (\*\*\*\*\*).
- Validation for the presence of data has been added to all fields as appropriate.
- **DO NOT upload any documents** (syllabus, exams, CVs, etc) as they are not part of the AAR.
- Questions/fields have been added for you to provide explanations to certain responses with the intent that it could help prevent CAPTE from needing to ask for further information in the form of a Compliance Report. If necessary, email any additional information to [accreditation@apta.org](mailto:accreditation@apta.org). If emailing additional AAR information, include the institution name and the letters AAR in the subject line.
- **It is critical that you print the AAR and carefully confirm, and if necessary correct, your data PRIOR TO submitting the AAR!**

The majority of our communication is now primarily via email from our database server. In order to make certain that our communications are received as intended, we have two requests:

- Please make certain we have the correct email addresses for you, the person to whom you report (e.g., Dean), the Chief Academic Officer (e.g., Provost, VP for Academic Affairs), and the Chief Executive Officer (e.g., President, Chancellor). You can view the data on record from the portal ("View Program Contacts"). If any information is incorrect, please send the correct information to: [accreditation@apta.org](mailto:accreditation@apta.org).
- Please make certain that emails from our server can get through your firewall, spam filters, etc. The emails will come from **accreditation.org**.

**Questions?** Feel free to contact us at [accreditation@apta.org](mailto:accreditation@apta.org).