



SAIS ACCREDITATION PORTAL™

Quick Reference

portal.sais.org

A screenshot of the SAIS Accreditation Portal User Login page. The page features the SAIS logo and the text 'Accreditation Portal User Login'. Below this, there are two input fields: one for 'Email:' and one for 'Password: (forgot your password?)'. A blue 'Submit' button is located at the bottom of the form area.

SAIS Accreditation Portal
User Login

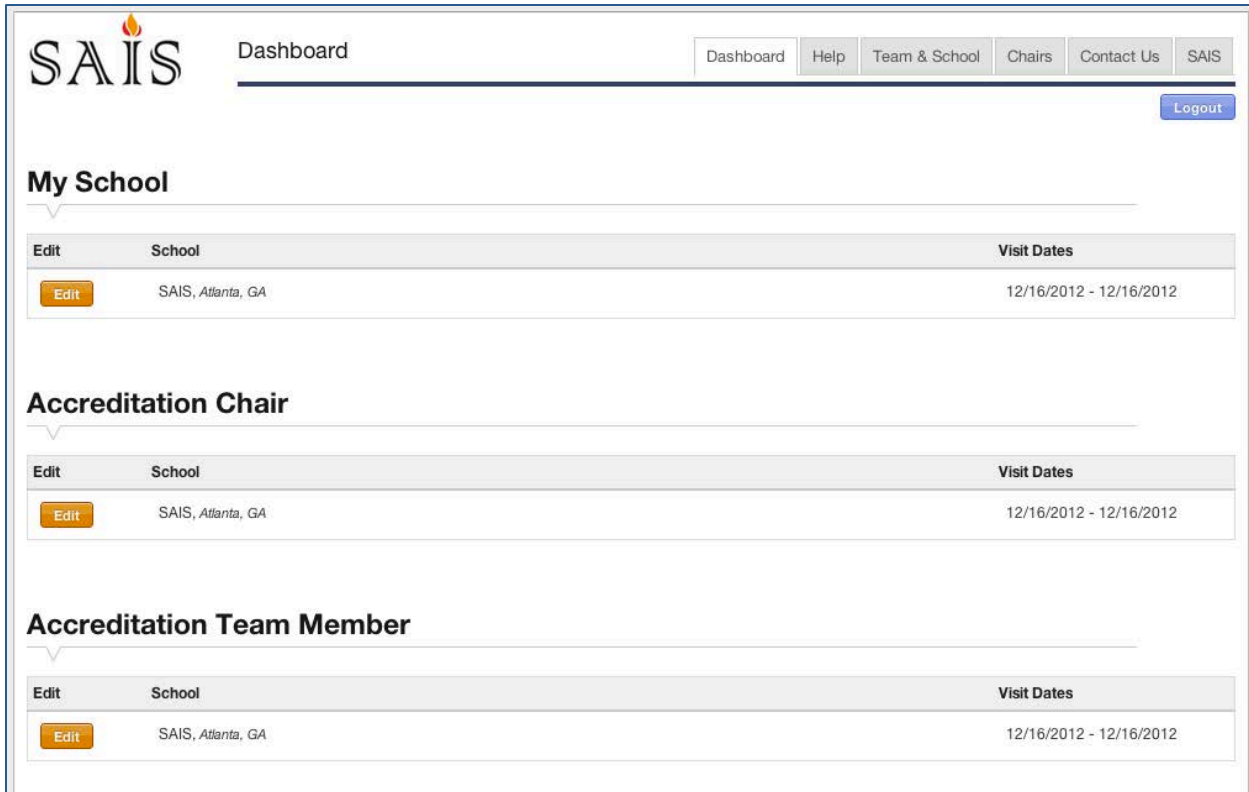
Email:

Password: [\(forgot your password?\)](#)

Submit

The Dashboard View

The initial screen that you will see after you log in is your Dashboard. You will only see the school(s) to which you have access either as a Head of School, Accreditation Coordinator, Visiting Team Chair, or Visiting Team Member.

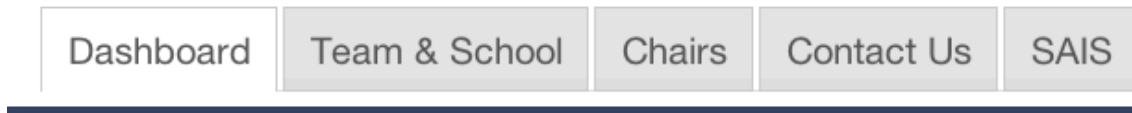


The screenshot shows the SAIS Dashboard interface. At the top left is the SAIS logo. To its right is the word "Dashboard". In the top right corner, there is a navigation menu with buttons for "Dashboard", "Help", "Team & School", "Chairs", "Contact Us", and "SAIS". A "Logout" button is located in the top right corner of the main content area.

The dashboard is divided into three sections, each with a table of data:

- My School:** A table with columns "Edit", "School", and "Visit Dates". The "Edit" column contains an orange "Edit" button. The "School" column contains "SAIS, Atlanta, GA". The "Visit Dates" column contains "12/16/2012 - 12/16/2012".
- Accreditation Chair:** A table with columns "Edit", "School", and "Visit Dates". The "Edit" column contains an orange "Edit" button. The "School" column contains "SAIS, Atlanta, GA". The "Visit Dates" column contains "12/16/2012 - 12/16/2012".
- Accreditation Team Member:** A table with columns "Edit", "School", and "Visit Dates". The "Edit" column contains an orange "Edit" button. The "School" column contains "SAIS, Atlanta, GA". The "Visit Dates" column contains "12/16/2012 - 12/16/2012".

The menu choices in the top right hand corner are consistent on all page views:



Dashboard: returns to your Dashboard View

Team & School: links to the public accreditation community page inside of *SAISconnect* (your username and password are what you use to login to the Portal)

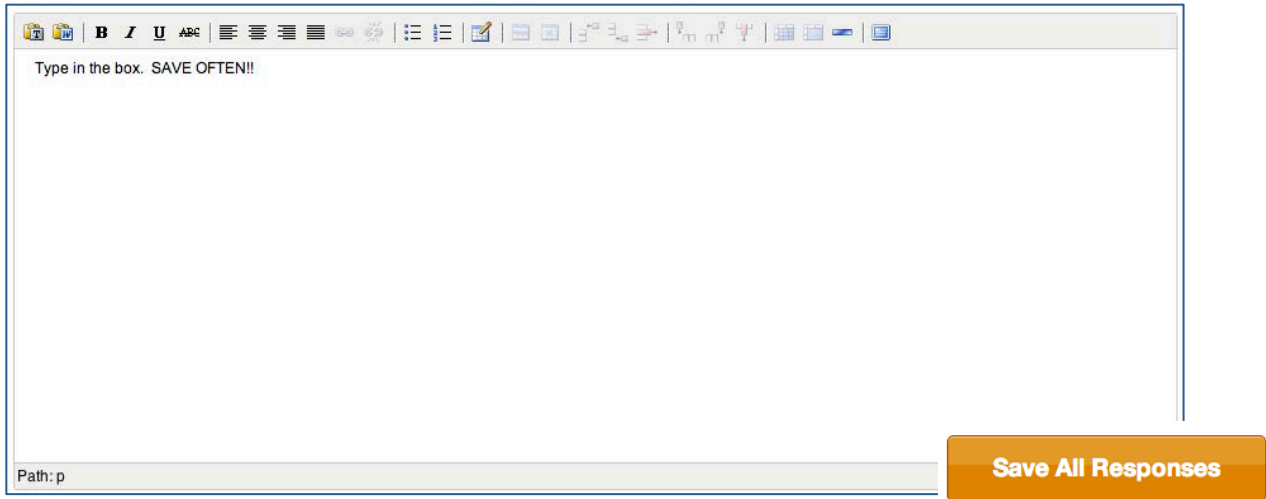
Chairs: links to the private chairs community page inside of *SAISconnect* (your username and password are what you use to login to the Portal)

Contact Us: links to the contact information for SAIS staff members


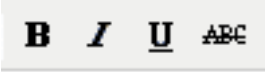
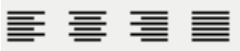

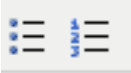


SAIS: links to the SAIS home page

Entering Data

In all sections of the Portal, the text entry screen looks the same and has the same features.



Formatting options in the Portal are as follows:

	<p>Paste as text; paste from word</p>
	<p>Bold; Italic; Underline; Strikethrough</p>
	<p>Justifications: Left; Center; Right, Full</p>
	<p>Hyperlink; Remove hyperlink</p>
	<p>Bulleted List; Numbered List</p>
	<p>Insert Table; various table features</p>
	<p>Horizontal line; Full screen editor</p>

The School View

SAIS Atlanta, GA

Manage My Accreditation

Dashboard My Report Team & School Chairs Contact Us SAIS

Logout

School Snapshot & Standards

Visit Start:	Visit End:	Pre-Visit:	School Report Due:	Visit Report Due:
12/20/2012	12/23/2012	06/20/2012	11/20/2012	01/10/2013

▶ Important Notices

My Report

▶ School Snapshot

▶ Standards & Indicators

▶ School Report

Head of School

Dr. Steve Robinson
President
SAIS
(404) 227-2770
steve@sais.org

Accreditation Coordinator(s)

Mr. Damian Kavanagh
Vice President of Accreditation & Membership
SAIS
(404) 918-8850
damian@sais.org

Click the arrow next to each of the components to enter data into the School Snapshot, Standards & Indicators, and School Report. Specific instructions are available within each section.

To see your compiled report, click on the **School Snapshot & Standards** button located in the top right hand corner above the Head of School. This will open up your report as a pdf which you can save, print, and email as needed.

NOTE that the Visiting Team will have access to your compiled report in the pdf format – you do not need to email this report to the team!

Logout

School Snapshot & Standards

Visit Report Due:
01/10/2013

Head of School

Dr. Steve Robinson
President
SAIS

****CONFIDENTIALITY: The only people with access to this information are SAIS, the Visiting Team, the Head of School, Accreditation Coordinator(s) and others the school asks SAIS to give access.

The Team View

The screenshot shows the SAIS Accreditation Visit Report interface. At the top left is the SAIS logo. To its right is the text "Accreditation Visit Report". A navigation bar contains tabs for "Dashboard", "School Report", "Team & School", "Chairs", "Contact Us", and "SAIS". A "Logout" button is in the top right. Below the navigation bar is a dark blue header with "SAIS Atlanta, GA" on the left and a "Print Visit Report" button on the right. An orange banner displays the following dates: Visit Start: 12/20/2012, Visit End: 12/23/2012, Pre-Visit: 06/20/2012, School Report Due: 11/20/2012, and Visit Report Due: 01/10/2013. Below the banner are three expandable sections: "Important Notices", "School Report, Snapshot & Standards", and "Accreditation Visit Report". To the right of these sections is a "Head of School" profile for Dr. Steve Robinson, President of SAIS, with contact information: (404) 227-2770 and steve@sais.org. Below that is an "Accreditation Coordinator(s)" profile for Mr. Damian Kavanagh, Vice President of Accreditation & Membership, with contact information: (404) 918-8850 and damian@sais.org.

Click the arrows next to the sections to access the information. In the School Report, Snapshot & Standards, the Visiting team has access to the school's compiled pdf report. Specific instructions including links to helpful documents and templates are available inside of the sections.

To see your compiled Visit Report, click on the **Print Visit Report** button located in the top right hand corner above the Head of School. This will open up your Visit Report as a pdf which you can save, print, and email as needed.

NOTE that the School does not have access to the team's Visit Report.

This close-up screenshot shows the "Print Visit Report" button in the top right corner. Below it is the orange banner with the text "Visit Report Due: 01/10/2013". The "Head of School" section is visible, showing the name "Dr. Steve Robinson" and the title "President".

***CONFIDENTIALITY: The Visiting Team deliberations and the final report are confidential. Once the Visit Report is accepted by the SAIS Accreditation Review Committee, the report belongs to the school and the school determines how to share it with its stakeholder community.