

VIRGINIA



PPE Portal Training

April 27, 2021

Image of office in downtown Richmond, Virginia

TRAINING OVERVIEW

- Logging In
- School Tab
- Users Tab
- Navigation
- Recertification Sections
- Statuses
- Badges, Colors, and Icons
- Application Demo
- Payment Screen
- Security
- Next Steps

PASSWORD RESET



STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

[Log in](#)

Reset password

Reset your password.

User Name

sa.smcintosh

Email

Sarah.Mcintosh@egov.com

Password

Confirm password

Reset

SIGN IN PAGE



STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

[Log In](#)

Sign In

Welcome to the PPE Portal

This portal allows **certified private postsecondary schools** to complete and submit PPE forms, make payments, and modify their institutional contact information. Certified schools will also complete recertification by logging in here.

New schools seeking certification in Virginia must attend New School Orientation to receive the required credentials to log on to the portal, where they will complete their certification application.

To register for New School Orientation, please click the link below.

If you have questions, please contact PPE at 804-225-3093.

[New School Orientation](#)

User Name

Password

☐ Remember me?

[Sign in](#)

[Forgot your User Name/
Password?](#)

SCHOOL TAB

Welcome to PPE Portal, sarah.school.demo

Click on your school's name to start or continue the certification or recertification process. To manage authorized user settings for your institution, select the User tab. To view where you are in the certification process or recertification cycle, select the Certifications link on the righthand side of the page.

Schools [Users](#)

Keyword Search

[Clear](#)

Name 


Status 

Demo School **RECERT** SURETY 

Recertification In-Progress

Certifications | Notes

USERS TAB



STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

Welcome sarah.school.demo Log off

Welcome to PPE Portal, sarah.school.demo

Click on your school's name to start or continue the certification or recertification process. To manage authorized user settings for your institution, select the User tab. To view where you are in the certification process or recertification cycle, select the Certifications link on the righthand side of the page.

[Schools](#) **Users**

Add New User

Keyword Search

[Clear](#)

User Name ↑↓	Email ↑↓	School ↑↓	Role ↑↓
sarah.school.demo	sem2838+demo@gmail.com	Demo School	School Admin

USERS ROLES

- Only one role per user
 - School Admin*
 - Add, Edit, Save, Submit, and Pay
 - Create Users
 - School User
 - Add, Edit, and Save
 - CPA
 - Add, Edit, and Save Financial Information (Surety and Composite Score)
 - Financial Officer
 - Pay
 - Read Only
 - View Only

*School Admin is created by SCHEV Team

NAVIGATION

Recertification Summary

PPE Portal

Recertification Due:
7/2/2021

School Summary

General Information

Instructional Locations

Programs & Courses

School Personnel

Financial

Supporting Documentation

Enrollment/Graduation Data

Checklist

Resources

Welcome to the PPE Portal! Please review your school's information. To make changes to existing information, select the Review/Edit button in the corresponding section. To start on required sections of the recertification select the Start button in the corresponding section.

Once you have completed all modifications and are ready to submit your school's recertification application, select either Submit to SCHEV (if you have the ability to pay electronically) or Mark Ready for Pay (if under User Roles you have designated another individual affiliated with the school as the Financial Officer who will make the payment).

Application Fee

Fees will be collected when you click the Pay and Submit to SCHEV button below through a secure third-party payment processor. **Note:** A school that submits a payment that is returned for any reason must resubmit the required payment and any assessed fees via money order or certified bank check only.

General Information

School Name:	Demo School	<input type="checkbox"/> No change(s) to report
Site Address:	119 West Broad Street, Richmond, VA- 23222	
Institution Type:	In-State, Non-Degree	
School Organization:	Limited liability company	
FACCODE:	43389	
Initial Certification Date:	07/07/2020	
Current CTO Valid Date:	11/15/2020 To 11/14/2021	

Review/Edit

Instructional Locations

Site:	Richmond, VA	<input type="checkbox"/> No change(s) to report
Instructional Locations:	0	

Review/Edit

RECERTIFICATION SECTIONS

- General Information
 - Primary Contact
 - Accreditation
- Instructional Locations
- Programs & Course
- Personnel
- Financial *
- Composite Score *
- Supporting Documents
- Enrollment by Category *
- Enrollment by Program *
- Checklist *










APPLICATION SECTIONS

- General Information
 - Main Location/Site Location*
 - Primary Contact*
 - Accreditation*
- Instructional Locations *
- Programs & Course *
- Personnel*
- Financial
 - Composite Score
 - Surety*
- Supporting Documents*
- Enrollment by Category
- Enrollment by Program


RECERTIFICATION STATUSES

- Submitted
 - Section is submitted to SCHEV
 - School cannot update the section
- Certified
 - Recertification application is approved
 - CTO and CL are generated and issued
- Approved
 - Section is approved
 - No additional information is needed
- Needs More Information
 - SCHEV is sending a section back to the school because information is missing, there are questions, etc.
 - The section is incomplete, and information will need to be resubmitted to SCHEV
 - The school does not need to pay for section again
- Denied
 - The item or section is not able to be updated by school nor can the item be resubmitted to SCHEV

BADGES AND ICONS

Color/Icon	Meaning
	School has submitted an item or section to SCHEV for review.
	SCHEV has reviewed the item or section and it has been approved.
	SCHEV has reviewed the item or section and it has been rejected.
	SCHEV has reviewed the item or section, but more information is needed from the school.
	The Recertification Cycle has opened for the school.
	The Surety is expiring with 30 days.
	The school user has modified a section.
	An item has been deleted.
	There is help text for the section.

PAYMENT SCREEN



STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
	New Program - 109 Test Name - Testing 319	\$100.00	1	\$100.00
Total				\$100.00

Transaction Summary

New Program - 109 Test Name - Testing 319 \$100.00

TOTAL

\$100.00

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

Need Help?

Select Payment Method and Continue to proceed with payment.

SECURITY

- Solution works within a layered environment applying independent security controls at each layer of the hosting environment
- Outside of PII data, the data in the system is not encrypted at rest, but controls are in place to secure all interfaces within the overall system such as the specific and limited access to objects within the layers for system accounts, external users, internal employees, and COV's backend systems
- The hosting environment itself is within the same overall environment, although separated at the network level, as our corporate PCI compliant financial system

NEXT STEPS

- Email ppe@schev.edu for any technical issues
 - Screenshot, send the URL, and give some back story
- Questions?

IT'S YOUR ADVENTURE?

Making it easier → For states
 enjoyable → For customer/citizen
 started in VA → need more
 (ended w/ state contract for private biz that want to work here)
 time role & contracts have developed
 confusion in brand/name
 a few firms doing innovative things
 at clients to experience our culture & the community
 we want to do this too
 Goal = be a part of the fabric of the community
 general shift in leadership → want to be innovative on
 catch the brand up to the interior design
 need a new attitude & brand to represent
 new version (not being forced)
 build for free to get transaction fees
 we are selling services not products
 but now people want a ready made product
 take action, give you what you want → flexibility, customer service
 never making a customer settle
 influence upward & laterally → corporate + other states
 client as partner
 aggressive in design innovation
 expanding evolving
 challenge status quo

SHARE YOUR STORIES

TYPE: recruitment
 organizations that have lost sophisticated processes
 Find a lot of value in hiring us
 TRAITS: still remember being "forced" to use VI
 "baggage"
 don't know us
 care about where you're located - all in VA
 very security conscious
 want to know what their friends are doing
 comfort
 want a relationship w/ their provider
 need to know & trust and like us
 county/cities/localities → competitive entrepreneurial
 larger budgets
 helped someone to reach for you
 want someone who can help navigate & have the relationships to connect
 Nonprofit (uber airbnb)
 push to the website & social stories
 pushing boundaries
 challenge status quo
 sophisticated clients are less receptive to critiques of their process
 Shockoe Atelier
 Ledbury - HUGE -
 AUT
 DIFFERENTI



VIRGINIA INTERACTIVE

PASSWORD RESET EMAIL

SCHEV Login Credentials

Inbox x



schev-ppe-portal-noreply@virginiainteractive.org

8:11 AM (1 minute ago)



to sem2838+demo01 ▾

Dear Postsecondary School Representative:

This email is to notify you that an account has been created for you in the State Council of Higher Education for Virginia (SCHEV) Private Postsecondary Education (PPE) Portal.

To set your password, click [here](#).

The Reset Password screen will also display your assigned username, so be sure to make a note of that for logging in to the portal in the future.

The PPE Portal will allow you to apply for new school certification, complete the annual recertification, apply for new programs and make modifications/updates to your school's information.

Fees can now be paid online. Specific information about designating users to pay electronically can be found on the [Recertification FAQs page](#). Additional information about how to use the new PPE Portal is available via the following resources:

- [School User Manual](#)
- [YouTube Tutorials](#)

Please do not reply this email as it is being sent from an unmonitored account.

Thank you.

