PPE Portal Training

April 27, 2021
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

Reset your password.

User Name: sa.mclintosh
Email: Sarah.McIntosh@egov.com
Password
Confirm password

Reset
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]
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.
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.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email</th>
<th>School</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>sarah.school.demo</td>
<td><a href="mailto:sem2808+demo@gmail.com">sem2808+demo@gmail.com</a></td>
<td>Demo School</td>
<td>School Admin</td>
</tr>
</tbody>
</table>
**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*
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**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Demo School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Address:</td>
<td>119 West Broad Street, Richmond, VA- 23222</td>
</tr>
<tr>
<td>Institution Type:</td>
<td>In-State, Non-Degree</td>
</tr>
<tr>
<td>School Organization:</td>
<td>Limited liability company</td>
</tr>
<tr>
<td>FACCODE:</td>
<td>43389</td>
</tr>
<tr>
<td>Initial Certification Date:</td>
<td>07/07/2020</td>
</tr>
<tr>
<td>Current CTO Valid Date:</td>
<td>11/15/2020 To 11/14/2021</td>
</tr>
</tbody>
</table>

**Check the box if there are no changes to report**

**Instructional Locations**

<table>
<thead>
<tr>
<th>Site:</th>
<th>Richmond, VA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Locations:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Check the box if there are no changes to report**

**Resources**
RECERTIFICATION SECTIONS

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

*Denotes sections that are required for recertification
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
- Checklist
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

<table>
<thead>
<tr>
<th>Color/Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Up Arrow" /></td>
<td>School has submitted an item or section to SCHEV for review.</td>
</tr>
<tr>
<td><img src="image" alt="Check" /></td>
<td>SCHEV has reviewed the item or section and it has been approved.</td>
</tr>
<tr>
<td><img src="image" alt="X" /></td>
<td>SCHEV has reviewed the item or section and it has been rejected.</td>
</tr>
<tr>
<td><img src="image" alt="Exclamation Mark" /></td>
<td>SCHEV has reviewed the item or section, but more information is needed from the school.</td>
</tr>
<tr>
<td><img src="image" alt="Recertification Cycle" /></td>
<td>The Recertification Cycle has opened for the school.</td>
</tr>
<tr>
<td><img src="image" alt="Surety Expiring" /></td>
<td>The Surety is expiring within 30 days.</td>
</tr>
<tr>
<td><img src="image" alt="Modified Section" /></td>
<td>The school user has modified a section.</td>
</tr>
<tr>
<td><img src="image" alt="Deleted Item" /></td>
<td>An item has been deleted.</td>
</tr>
<tr>
<td><img src="image" alt="Help Text" /></td>
<td>There is help text for the section.</td>
</tr>
</tbody>
</table>
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?
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.