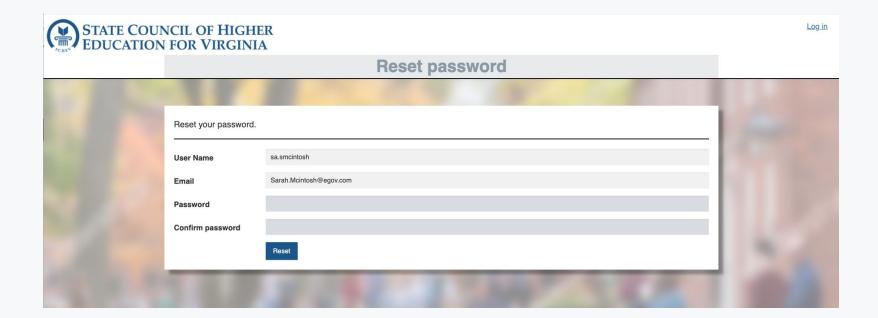


TRAINING OVERVIEW

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

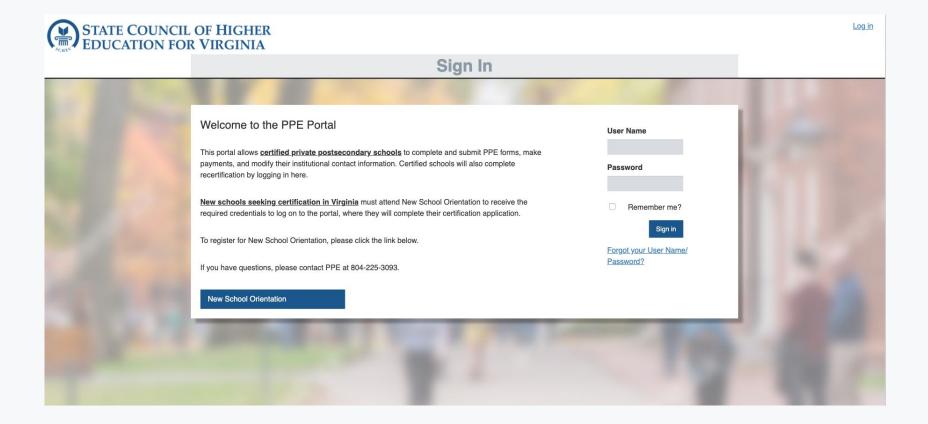


PASSWORD RESET





SIGN IN PAGE





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

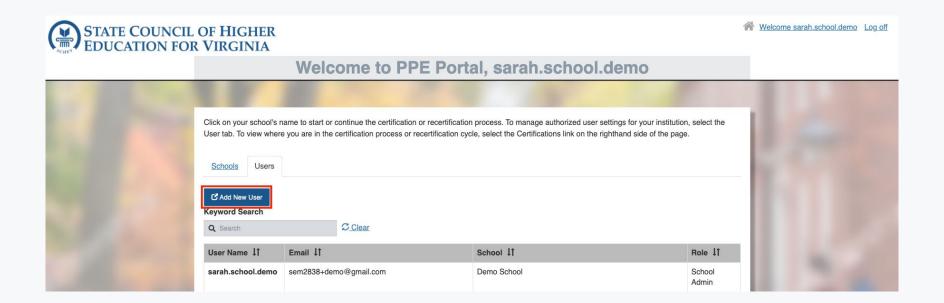
Q Search

Status 11

Demo School RECERT SURETY Page 1. Notes



USERS TAB





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



Welcome sa.smcintosh Log off

Demo School





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
- Nic 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



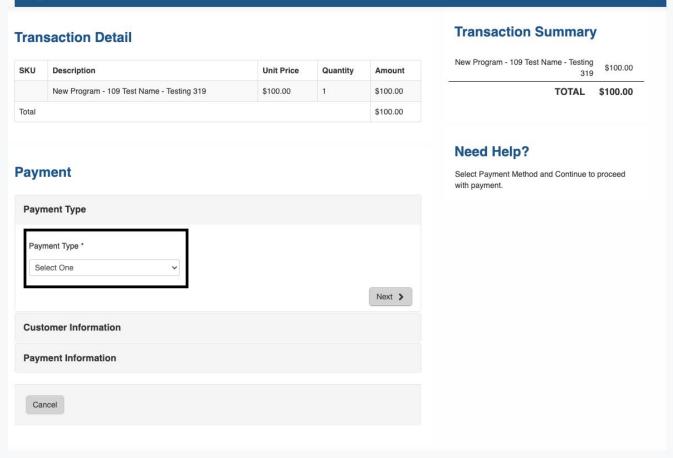
BADGES AND ICONS

Color/Icon	Meaning
•	School has submitted an itemor section to SCHEV for review.
	SCHEV has reviewed the item or section and it has been approved.
	SCI-EV has reviewed the item or section and it has been rejected.
	SCI-EV 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







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?



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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.

