

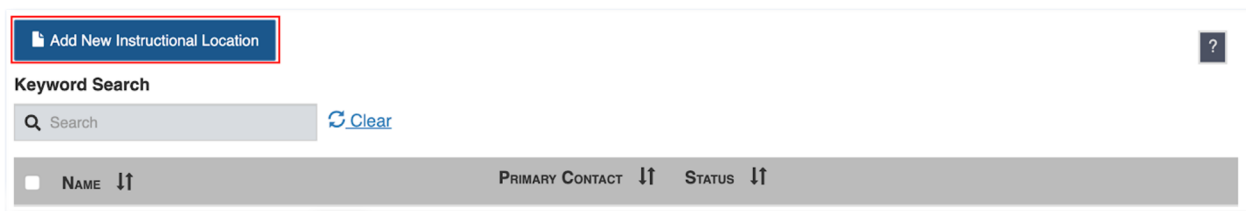
SCHEV PPE Portal

1.1.1.1 Locations Tab

The School will not be able to add an Instructional Location during initial certification. After initial certification or during recertification, the **Locations** tab will appear and allow the school to manage Instructional Locations. Note – the school will not need to add in Location information for the main campus.

1.1.1.1.1 Adding a New Instructional Location

To add a new location, the user will click on the **Add New Instructional Location** button.



The screenshot shows a web interface for the SCHEV PPE Portal. At the top, there is a blue button labeled "Add New Instructional Location" with a document icon, which is highlighted with a red rectangular box. To the right of this button is a small dark square with a white question mark. Below the button is a "Keyword Search" section. It features a light gray search input field with a magnifying glass icon and the word "Search" inside. To the right of the input field is a blue "Clear" button with a circular arrow icon. At the bottom of the interface is a gray header bar for a table. It contains three columns: "NAME" with a sort icon (two vertical arrows), "PRIMARY CONTACT" with a sort icon, and "STATUS" with a sort icon. There is also a small square icon to the left of the "NAME" column.

The system will redirect the user to the **Add New Instructional Location** page. The school user will fill out information for the new site. Note – The user is only able to add existing courses to the New Instructional Location.

New Instructional Location

Quick Links

Collapse All

General Information ▾

Instructional Location Name

Street Address

City

State

Zip

Phone

Ext

Fax

Select Primary Contact

Joey Smith(Vice President)

Note: If the contact does not exist in the list above; please create them under 'School Personnel' section [here](#).

Courses ▾

Select the existing course(s) that you will teach at this instructional location.

Link Course to site

(Please save location before attaching course information.)

LOCATION NAME

COURSE NAME

Back to List

Save

1.1.1.1.2 Selecting a Primary Contact

The user will need to assign a Primary Contact to the new Instructional Location. To assign a Primary Contact, the user will click on the dropdown box and select a Primary Contact.

Select Primary Contact

Joey Smith(Vice President)

Note: If the contact does not exist in the list above; please create them under 'School Personnel' section [here](#).

If the Primary Contact is new, they will not appear in the dropdown list. To add a Primary Contact, the user must add a new Personnel. To add the new Personnel, the user can click on the link in under Primary Contact.

1.1.1.1.3 Adding a Course

To add a course, click the **Link Course to Site** button.

Courses ▾

Select the existing course(s) that you will teach at this instructional location.

[Link Course to site](#)

LOCATION NAME	COURSE NAME
Location Name Mall Location	Course Select...

Add

The Course section will expand, allowing the user to select a course from a drop-down list.

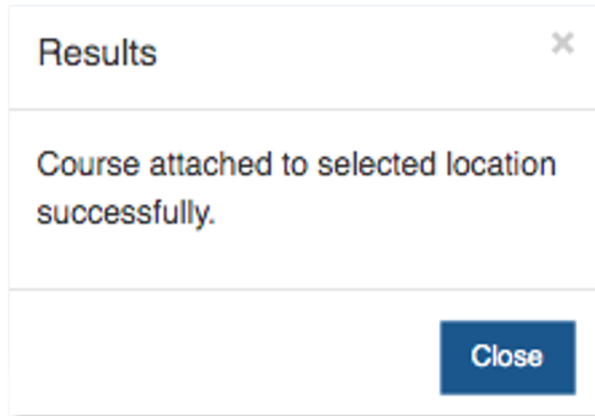
Courses ▾

Select the existing course(s) that you will teach at this instructional location.

[Link Course to site](#)

LOCATION NAME	COURSE NAME
Location Name Mall Location	Course ✓ Select... Course 1 Course 2 Course 3 Course 4

Once the course is selected, the school user will hit **Save**, and the course will successfully attach to the Instructional Location and be listed under **Courses**.

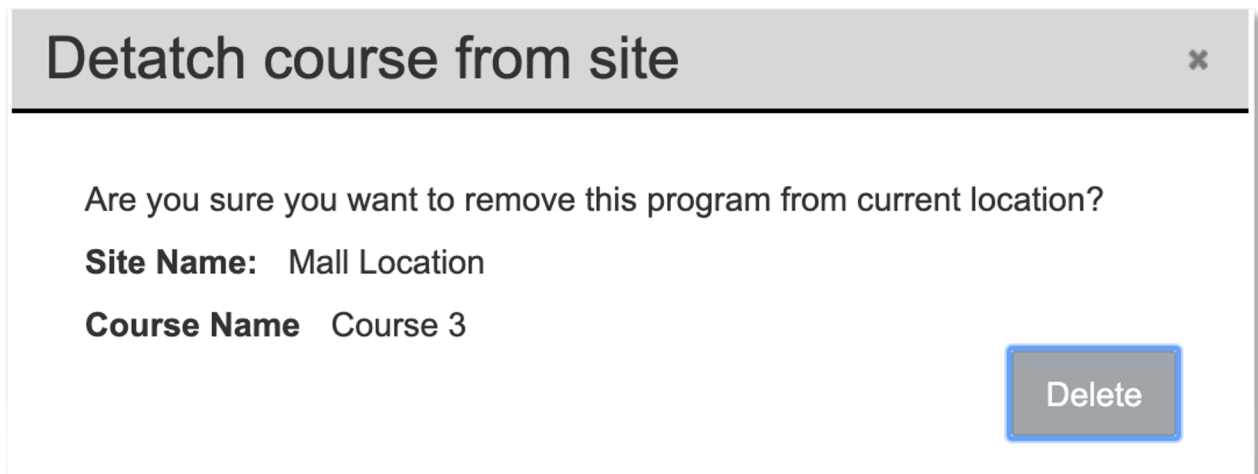


1.1.1.1.4 Deleting a Course from a Location

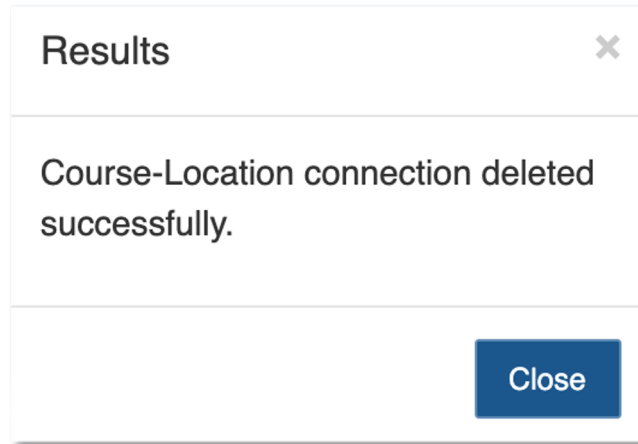
To delete a course before the Instructional Location has been submitted to SCHEV, the school user will click on the **Delete** link.

LOCATION NAME	COURSE NAME	
Mall Location	Course 3	Delete

Once the user selects Delete a confirmation popup will appear on the screen. If Delete is selected, the course will be removed from the Instructional Location. Note - this does not delete the course.



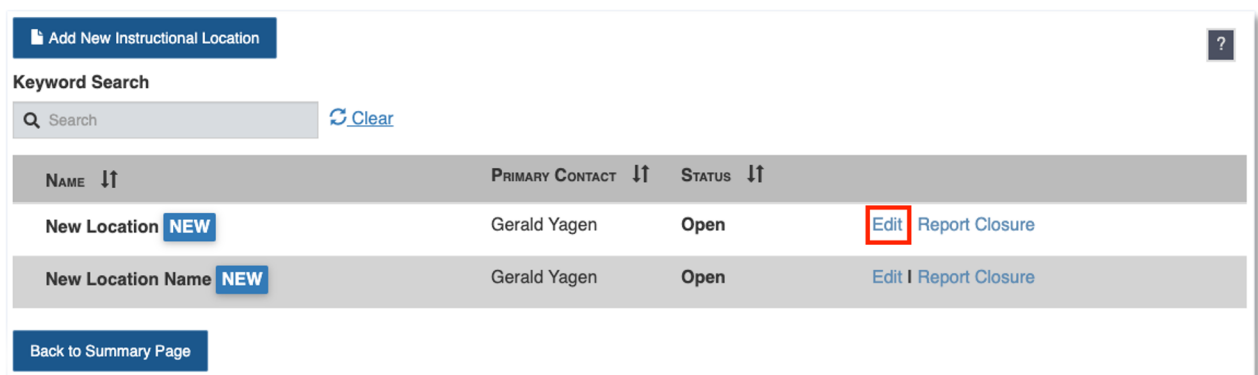
Once **Delete** is clicked the user will get a successful message on the screen and the Course will be removed from the Course table.



Note - Deleting or Editing a Course modifies the Instructional Location. If a course is Deleted or Modified outside of recertification or between recertification cycles, the user will need to submit each Location Modification to SCHEV. See section AC 4.0.2 Submitting a Modified Location to SCHEV for additional details.

1.1.1.1.5 Editing an Instructional Location

To edit an Instructional Location before the Instructional Location has been submitted to SCHEV, the school user will click on **Edit**, make any adjustments to the Instructional Location, then click **Save** on the **Modify Location** Screen.



Note: Editing an Instructional Location outside of recertification will follow the same process, however, after recertification users will have to submit each Instructional Location change to SCHEV for review. See section AC 4.0.2 Submitting a Modified Location to SCHEV for additional details.

1.1.1.1.6 Deleting an Instructional Location

To delete an Instructional Location before the Instructional Location has been submitted to SCHEV, the school user will click on the **Report Closure** link.

Add New Instructional Location

?

Keyword Search

Q Search

Clear

<input type="checkbox"/>	NAME ↑↓	PRIMARY CONTACT ↑↓	STATUS ↑↓	
<input type="checkbox"/>	New location for Test Item 121 NEW	Joey Smith	Open	Edit Report Closure
<input type="checkbox"/>	Mall Location NEW	Joey Smith	Open	Edit Report Closure

Once Report Closure has been selected a confirmation popup will appear on the screen.

Report Instructional Location Closure ×

Are you sure you want to delete this instructional location?
Name: New location for Test Item 121

Report Closure

After Report Closure is confirmed, the Instructional Location will be removed from the Instructional Location list.

Note: Deleting an Instructional Location outside of recertification will follow the same process, however, after recertification users will have to submit each Instructional Location change to SCHEV for review. See section **AC 4.0.2 Submitting a Modified Location to SCHEV** for additional details.