

THE SACS ONLINE SYSTEM TRAINING MANUAL

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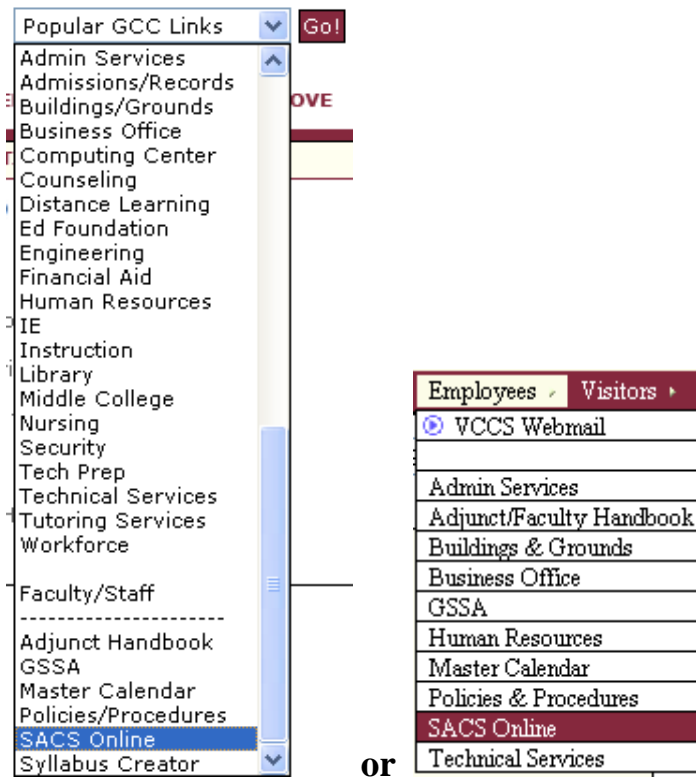
Important Information

- After you log into the SACS Online system, your session will timeout in 1 hour. If you have input information in but have exceeded the 1 hour limit, all your information will be lost and you will be directed to login again.
- Use your mouse pointer or tab key to toggle between fields.
- This system is best viewed at a screen resolution of 1024 X 768 or higher.
- You may get help on using the system two different ways.
 1. Click on the 'Help' menu option located at the left (auburn section) on each of the SACS pages.
 2. Click on the 'Help' link from the SACS Online system login pages.

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Logging Into the SACS Online System

1. From the Germanna home page, click 'Popular GCC Links' located in the upper right of the page and scroll down to 'Faculty/Staff' or under 'Employees' in the upper left and then choose 'SACS Online'.



The image shows two screenshots of a web application interface. The left screenshot shows a 'Popular GCC Links' dropdown menu with a 'Go!' button. The menu is expanded, showing a list of links including 'Faculty/Staff' and 'SACS Online'. The right screenshot shows a secondary menu with 'Employees' and 'Visitors' tabs. The 'Employees' tab is selected, and a list of links is displayed, with 'SACS Online' highlighted in a dark red box. The word 'or' is placed between the two screenshots.

2. From the next screen, put in your userid (employee id or assigned number) and the initial password 'default' and click 'Login' or if you'd like to change your password, simply click 'Change Password'.

SACS Online Login

UserID:

Password:

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Changing Your Password

1. From the Check In/Out Login, type your userid (employee id or assigned number) and password then click 'Change Password'.

SACS Online Login

UserID:

Password:

2. On the next screen, type your original password again then your new password twice and click 'Update Password'.

Change Password

UserID:

Password:

New Password:

Verify New Password:

3. If your password change was complete, you will be taken back to the login page. You are required to sign in again with the new password you just changed it to.

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Viewing Core Requirements

After successfully logging into the SACS Online system:

1. Click 'Compliance Certification' from the main menu.

SACS

Reaffirmation of Accreditation

- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

Note: You will see a listing of 'Core Requirements' by default after clicking 'Compliance Certification' from the main menu.

2. Click the Core Requirement from the listing on the next page that you would like to view.

Compliance Certification

[Home](#) [Core Requirements](#) [Comprehensive Standards](#)

Section II

- Core Requirements 2.1 In Progress
- Core Requirements 2.2 Completed

Note: The editing status is displayed at the right of the Core Requirement. The two possible statuses are shown above. 'In Progress' is in red and 'Completed' is shown in green.

3. After clicking the Core Requirement you want to view, you will see a screen displaying the requirement, its title and caption, a general description, judgment of compliance status, narrative describing how the college is meeting the requirement and supporting documentation with documents and sources.

Compliance Certification

[Home](#) [Core Requirements](#) [Comprehensive Standards](#) [Federal Requirements](#)

Core Requirements 2.1 (Degree-granting Authority)

The institution has degree-granting authority from the appropriate government agency or agencies.

Judgement of Compliance: *Compliance*

Germanna Community College (GCC) was established as an official degree-granting institution by the State Board for Community College (SBCC) under the authority of enabling legislation created and approved by the Virginia General Assembly in 1966. The college opened doors to students as a comprehensive community college in the fall of 1970.

Supporting Documentation:

Documents	Sources
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Viewing Comprehensive Standards

After successfully logging into the SACS Online system:

1. Click 'Compliance Certification' from the main menu.

SACS

Reaffirmation of Accreditation

- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

2. Click 'Comprehensive Standards' from menu on the next screen.

[Home](#) [Core Requirements](#) [Comprehensive Standards](#) [Federal Requirements](#)

3. Click the Comprehensive Standard from the listing on the next page that you would like to view.

Governance and Administration

- Comprehensive Standards 3.2.1 In Progress
- Comprehensive Standards 3.2.2 Completed

Note: The editing status is displayed at the right of the Comprehensive Standard. The two possible statuses are shown above. 'In Progress' is in red and 'Completed' is shown in green.

4. After clicking the Comprehensive Standard you want to view, you will see a screen displaying the requirement, its title and caption, a general description, judgment of compliance status, narrative describing how the college is meeting the requirement and supporting documentation with documents and sources.

[Home](#) [Core Requirements](#) [Comprehensive Standards](#) [Federal Requirements](#)

Comprehensive Standards 3.2.1 (CEO Selection/Evaluation)

The governing board of the institution is responsible for the selection and the evaluation of the chief executive officer.

Judgement of Compliance: *Compliance*

Supporting Documentation:

Documents	Sources
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Viewing Federal Requirements

After successfully logging into the SACS Online system:

1. Click 'Federal Requirements' from the main menu.

SACS

Reaffirmation of Accreditation

- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

2. Click 'Federal Requirements' from menu on the next screen.

Home Core Requirements Comprehensive Standards **Federal Requirements**

3. Click the Federal Requirement from the listing on the next page that you would like to view.

Section IV

- Federal Requirements 4.1 Completed
- Federal Requirements 4.2 In Progress

Note: The editing status is displayed at the right of the Federal Requirement. The two possible statuses are shown above. 'In Progress' is in red and 'Completed' is shown in green.

4. After clicking the Federal Requirement you want to view, you will see a screen displaying the requirement, its title and caption, a general description, judgment of compliance status, narrative describing how the college is meeting the requirement and supporting documentation with documents and sources.

Federal Requirements 4.1 (Student Success Relating to Mission & where Appropriate Course Completion, Licensing Exam & Job Placement)

When evaluating success with respect to student achievement in relation to the institution's mission, the institution includes, consideration of course completion, state licensing examinations, and job placement rates.

Judgement of Compliance: *Non-Compliance*

My narrative for 4.1 goes here!

Supporting Documentation:

Documents	Sources
-----------	---------

Editing Core Requirements

Note: Authority is required in order to edit Core Requirements. Each requirement requires authority to edit.

There are two ways to start editing a Core Requirement:

1. a. Click 'Edit Principles' from the main menu.

SACS

Reaffirmation of Accreditation

- **Edit Principles**
- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Select the Core Requirement that you want to edit from the drop-down box on the next page.

Home **Core Requirements** **Co**

Please select the item you would lik

Make Your Selection...

Core Requirements 2.1
Core Requirements 2.2
Core Requirements 2.5

Note: You will only see the requirements listed that you have authority to edit. If you don't see a requirement listed that you should have access to, please contact [Deb Leeper](#).

OR

1. a. Click 'Compliance Certification' from the main menu.

SACS

Reaffirmation of Accreditation

- Edit Principles
- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Click the Core Requirement you would like to make edits to.

Section II

- Core Requirements 2.1 In Progress

- c. Click 'Edit' at the right side of the next page.

Core Requirements 2.1 (Degree-granting Authority)

Edit

The institution has degree-granting authority from the appropriate government agency or agencies.

2. Click the 'Judgment of Compliance' drop-down and change the status if needed.

Choose the correct Judgement of Compliance

Compliance ▼

Click To Select

Compliance

Non-Compliance

Partial Compliance

NA

... principle narrative below.

...y College (GCC) was

...stitution by the St

...nder the authority c

...and approved by the Virginia General

3. Make any additions or changes to the Core Requirement narratives.

Make edits to the principle narrative below.

Germanna Community College (GCC) was established as an official degree-granting institution by the State Board for Community Colleges (SBCC) under the authority of enabling legislation created and approved by the Virginia General Assembly in 1966. The college opened its doors to students as a comprehensive community college in the fall of 1970.

4. Add any documents and sources along with any associated links by clearing the instruction fields that are surrounded by < or > and typing your text in the 'Add Doc Text' and 'Add Src Text' fields and any associated hyperlinks in 'Add Doc Hyperlink' and 'Add Src Hyperlink' fields.

Note: You have a maximum of 10 documents, sources and their hyperlinks that you can add.

Note: You can also bold, italicize, and underline text and italicize hyperlinks as shown below. You can delete a whole document and source by checking the 'D'. You are not warned when deleting a record so be sure you really want to delete it.

Add/Make edits to the documents and sources below. (Maximum: 10 Rows)
B: = Bold, **I:** = Italic, **U:** = Underline, **D:** = Delete

Supporting Documentation:

Documents	Sources
B: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> U: <input checked="" type="checkbox"/> Sample Document 1. D: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> http://germanna.edu	B: <input type="checkbox"/> I: <input type="checkbox"/> U: <input type="checkbox"/> Sample Source 1. I: <input type="checkbox"/> <Add Src Hyperlink>
New Document: <Add Doc Text> <Add Doc Hyperlink>	New Source: <Add Src Text> <Add Src Hyperlink>

5. Select the principle status by choosing either 'Completed' or 'In Progress'

Check the principle status below

Completed In Progress

6. Click 'Submit' to submit all your entries or 'Reset' to reset your entries.

If you would like to view your entries, click 'View Entries' located in the upper right of page or 'Edit Another' if you would like to edit another principle that you have authority to.

Core Requirements 2.1 (Degree-granting Authority)

[Edit Another View Principle](#)

The institution has degree-granting authority from the appropriate government agency or agencies.

If you viewed the documents and sources entries above, it would look like the below.

Supporting Documentation:

Documents	Sources
<i>Sample Document 1. - http://germanna.edu</i>	Sample Source 1.

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Editing Comprehensive Standards

Note: Authority is required in order to edit Core Requirements. Each requirement requires authority to edit.

There are two ways to start editing a Core Requirement:

1.
 - a. Click 'Edit Principles' from the main menu.

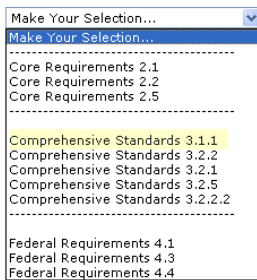
SACS

Reaffirmation of Accreditation

- **Edit Principles**
- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Select the Comprehensive Standard that you want to edit from the drop-down box on the next page.

Please select the item you would like



A screenshot of a web-based dropdown menu. The menu is titled 'Make Your Selection...' and is currently open, showing a list of options. The options are grouped into sections: 'Core Requirements 2.1', 'Core Requirements 2.2', 'Core Requirements 2.5'; 'Comprehensive Standards 3.1.1', 'Comprehensive Standards 3.2.2', 'Comprehensive Standards 3.2.1', 'Comprehensive Standards 3.2.5', 'Comprehensive Standards 3.2.2.2'; and 'Federal Requirements 4.1', 'Federal Requirements 4.3', 'Federal Requirements 4.4'. The option 'Comprehensive Standards 3.1.1' is highlighted with a yellow background.

Note: You will only see the requirements listed that you have authority to edit. If you don't see a requirement listed that you should have access to, please contact [Deb Leeper](#).

OR

1. a. Click 'Compliance Certification' from the main menu.

SACS

Reaffirmation of Accreditation

- Edit Principles
- **Compliance Certification**
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Click the Comprehensive Standard you would like to make edits to.

Institutional Mission

- **Comprehensive Standards 3.1.1** In Progress

- c. Click 'Edit' at the right side of the next page.

Comprehensive Standards 3.1.1 (Institutional Mission)

Edit

2. Click the 'Judgment of Compliance' drop-down and change the status if needed.

Choose the correct Judgement of Compliance

Compliance ▼

Click To Select

Compliance

Non-Compliance

Partial Compliance

NA

principle narrative below.

y College (GCC) was
stitution by the St
nder the authority c
and approved by the Virginia General

3. Make any additions or changes to the Federal Requirement narratives.

Make edits to the principle narrative below.

Germanna Community College (GCC) was established as an official degree-granting institution by the State Board for Community Colleges (SBCC) under the authority of enabling legislation created and approved by the Virginia General Assembly in 1966. The college opened its doors to students as a comprehensive community college in the fall of 1970.

4. Add any documents and sources along with any associated links by clearing the instruction fields that are surrounded by < or > and typing your text in the 'Add Doc Text' and 'Add Src Text' fields and any associated hyperlinks in 'Add Doc Hyperlink' and 'Add Src Hyperlink' fields.

Note: You have a maximum of 10 documents, sources and their hyperlinks that you can add.

Note: You can also bold, italicize, and underline text and italicize hyperlinks as shown below. You can delete a whole document and source by checking the 'D'. You are not warned when deleting a record so be sure you really want to delete it.

Add/Make edits to the documents and sources below. (Maximum: 10 Rows)
B: = Bold, **I:** = Italic, **U:** = Underline, **D:** = Delete

Supporting Documentation:

Documents	Sources
B: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> U: <input checked="" type="checkbox"/> Sample Document 1. D: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> http://germanna.edu	B: <input type="checkbox"/> I: <input type="checkbox"/> U: <input type="checkbox"/> Sample Source 1. I: <input type="checkbox"/> <Add Src Hyperlink>
New Document: <Add Doc Text> <Add Doc Hyperlink>	New Source: <Add Src Text> <Add Src Hyperlink>

5. Select the principle status by choosing either 'Completed' or 'In Progress'

Check the principle status below

Completed In Progress

6. Click 'Submit' to submit all your entries or 'Reset' to reset your entries.

If you would like to view your entries, click 'View Entries' located in the upper right of page or 'Edit Another' if you would like to edit another principle that you have authority to.

Comprehensive Standards 3.1.1 (Institutional Mission)

Edit Another
View Principle

If you viewed the documents and sources entries above, it would look like the below.

Supporting Documentation:

Documents	Sources
<i>Sample Document 1.</i> - http://germanna.edu	Sample Source 1.

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Editing Federal Requirements

Note: Authority is required in order to edit Federal Requirements. Each requirement requires authority to edit.

There are two ways to start editing a Federal Requirement:

1.
 - a. Click 'Edit Principles' from the main menu.

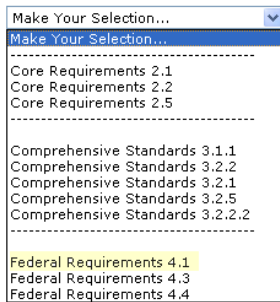
SACS

Reaffirmation of Accreditation

- **Edit Principles**
- **Compliance Certification**
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Select the Federal Requirement that you want to edit from the drop-down box on the next page.

Please select the item you would like



The screenshot shows a dropdown menu with the following items:

- Make Your Selection...
- Core Requirements 2.1
- Core Requirements 2.2
- Core Requirements 2.5
- Comprehensive Standards 3.1.1
- Comprehensive Standards 3.2.2
- Comprehensive Standards 3.2.1
- Comprehensive Standards 3.2.5
- Comprehensive Standards 3.2.2.2
- Federal Requirements 4.1 (highlighted in yellow)
- Federal Requirements 4.3
- Federal Requirements 4.4

Note: You will only see the requirements listed that you have authority to edit. If you don't see a requirement listed that you should have access to, please contact [Deb Leeper](#).

OR

1.
 - a. Click 'Compliance Certification' from the main menu.

SACS

Reaffirmation of Accreditation

- Edit Principles
- Compliance Certification
- Focused Response
- Quality Enhancement Plan (PDF)

- b. Click the Federal Requirement you would like to make edits to.

Section IV

- Federal Requirements 4.1 Completed

- c. Click 'Edit' at the right side of the next page.

Federal Requirements 4.1 (Student Success Relating to Mission & where Appropriate Course Completion, State Licensing Exam & Job Placement)

Edit

2. Click the 'Judgment of Compliance' drop-down and change the status if needed.

Choose the correct Judgement of Compliance

Compliance ▼

Click To Select

Compliance

Non-Compliance

Partial Compliance

NA

principle narrative below.

College (GCC) was
institution by the St
under the authority c
and approved by the Virginia General

3. Make any additions or changes to the Core Requirement narratives.

Make edits to the principle narrative below.

Germanna Community College (GCC) was established as an official degree-granting institution by the State Board for Community Colleges (SBCC) under the authority of enabling legislation created and approved by the Virginia General Assembly in 1966. The college opened its doors to students as a comprehensive community college in the fall of 1970.

4. Add any documents and sources along with any associated links by clearing the instruction fields that are surrounded by < or > and typing your text in the 'Add Doc Text' and 'Add Src Text' fields and any associated hyperlinks in 'Add Doc Hyperlink' and 'Add Src Hyperlink' fields.

Note: You have a maximum of 10 documents, sources and their hyperlinks that you can add.

Note: You can also bold, italicize, and underline text and italicize hyperlinks as shown below. You can delete a whole document and source by checking the 'D'. You are not warned when deleting a record so be sure you really want to delete it.

Add/Make edits to the documents and sources below. (Maximum: 10 Rows)
B: = Bold, **I:** = Italic, **U:** = Underline, **D:** = Delete

Supporting Documentation:

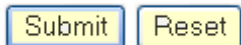
Documents	Sources
B: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> U: <input checked="" type="checkbox"/> Sample Document 1. D: <input checked="" type="checkbox"/> I: <input checked="" type="checkbox"/> http://germanna.edu	B: <input type="checkbox"/> I: <input type="checkbox"/> U: <input type="checkbox"/> Sample Source 1. I: <input type="checkbox"/> <Add Src Hyperlink>
New Document: <Add Doc Text> <Add Doc Hyperlink>	New Source: <Add Src Text> <Add Src Hyperlink>

5. Select the principle status by choosing either 'Completed' or 'In Progress'

Check the principle status below

Completed In Progress

6. Click 'Submit' to submit all your entries or 'Reset' to reset your entries.



If you would like to view your entries, click 'View Entries' located in the upper right of page or 'Edit Another' if you would like to edit another principle that you have authority to.

Federal Requirements 4.1 (Student Success Relating to Mission & where Appropriate Course Completion, State Licensing Exam & Job Placement)

Edit Another
View Principle

If you viewed the documents and sources entries above, it would look like the below.

Supporting Documentation:

Documents	Sources
<i>Sample Document 1.</i> - http://germanna.edu	Sample Source 1.

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Menu Items Definitions

Compliance Certification – When clicked, this menu item will give you a list of principles. The default list is ‘Core Requirements’ but you can access ‘Comprehensive Standards’ or ‘Federal Requirements’ by clicking their menu items.

Comprehensive Standards – When clicked, this menu item will give you a list of ‘Comprehensive Standards’.

Core Requirements – When clicked, this menu item will give you a list of ‘Core Requirements’.

Edit – This menu item is located in the upper-right only if you have access to edit the principle you are viewing. When clicked, it will take you to the editing screen for that principle.

Edit Another – This menu item is located in the upper-right only if you have access edit other principles. When clicked, it will take you to the ‘Edit Principles’ drop-down.

Edit Principles – When clicked, this menu item will take you to a drop-down with principles listed that you are authorized to edit.

Federal Requirements – When clicked, this menu item will give you a list of ‘Federal Requirements’.

Focused Response – This menu item is not active.

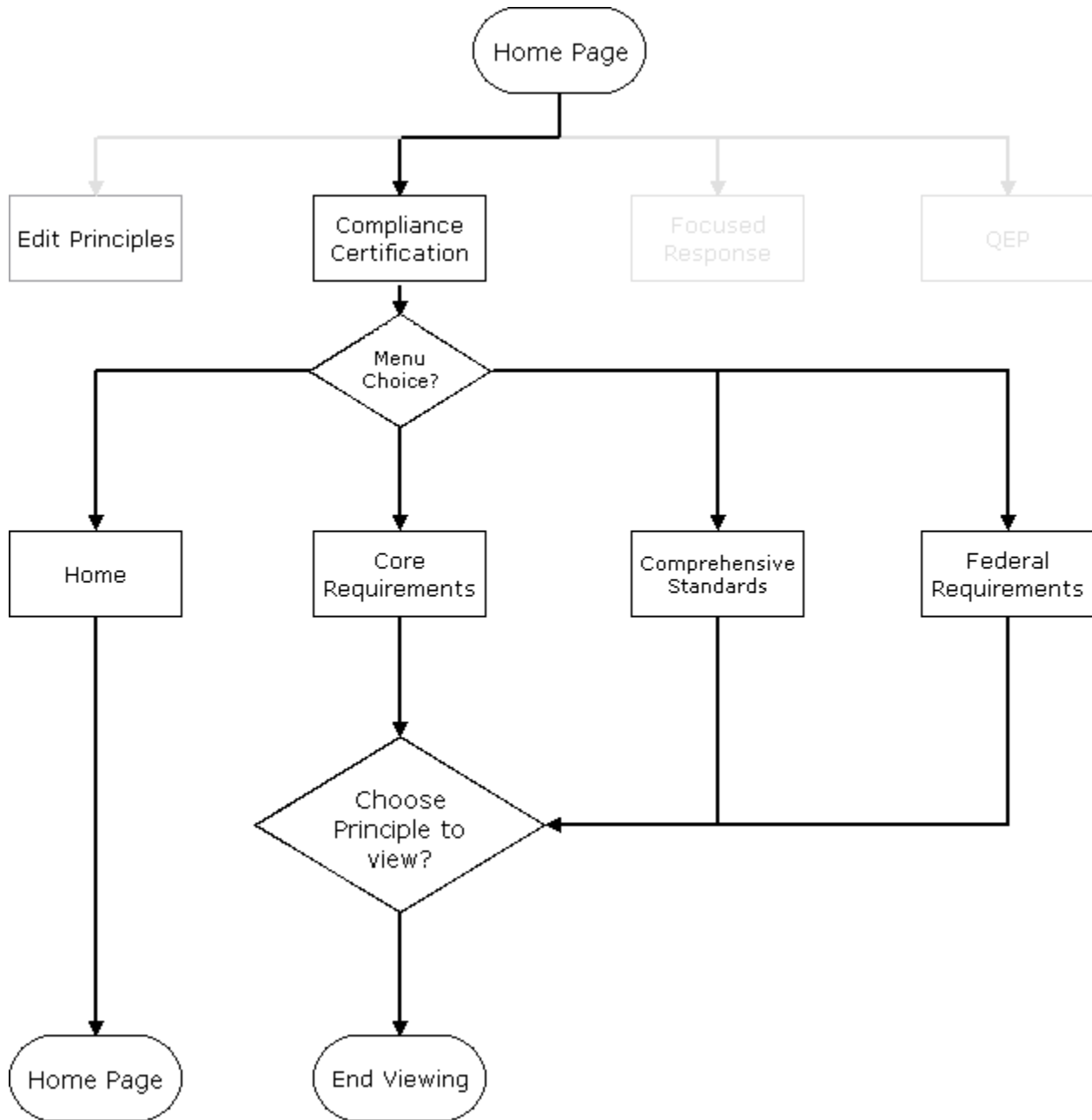
Home – When clicked, this menu item will take you back to the SACS home page.

Quality Enhancement Plan – This menu item is not active.

View Principle – This menu item is located in the upper-right only if you have authority to edit principles. When clicked, it will take you to a screen that will display the contents of the principle you are editing.

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Viewing Flowchart



Editing Flowchart

