

INSTRUCTIONS FOR NEW PRINCIPALS

HOW TO CREATE AN ACCOUNT AND
UPDATE DEMOGRAPHICS CONTACT
INFORMATION

Click the Log In link

New look to the AdvancED website



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Please select a logo to log in.



CLICK HERE



If you already have an account, enter your school email address and your password.

If you are new to AdvancEd and don't have an account, click Create New Account and follow the template. Contact Vikki Reynolds to get an Access Code for your school.



Login

Please enter your email address and password to log in.

Email Address:

Password:

Forgot your password? [Send new password](#)

Login

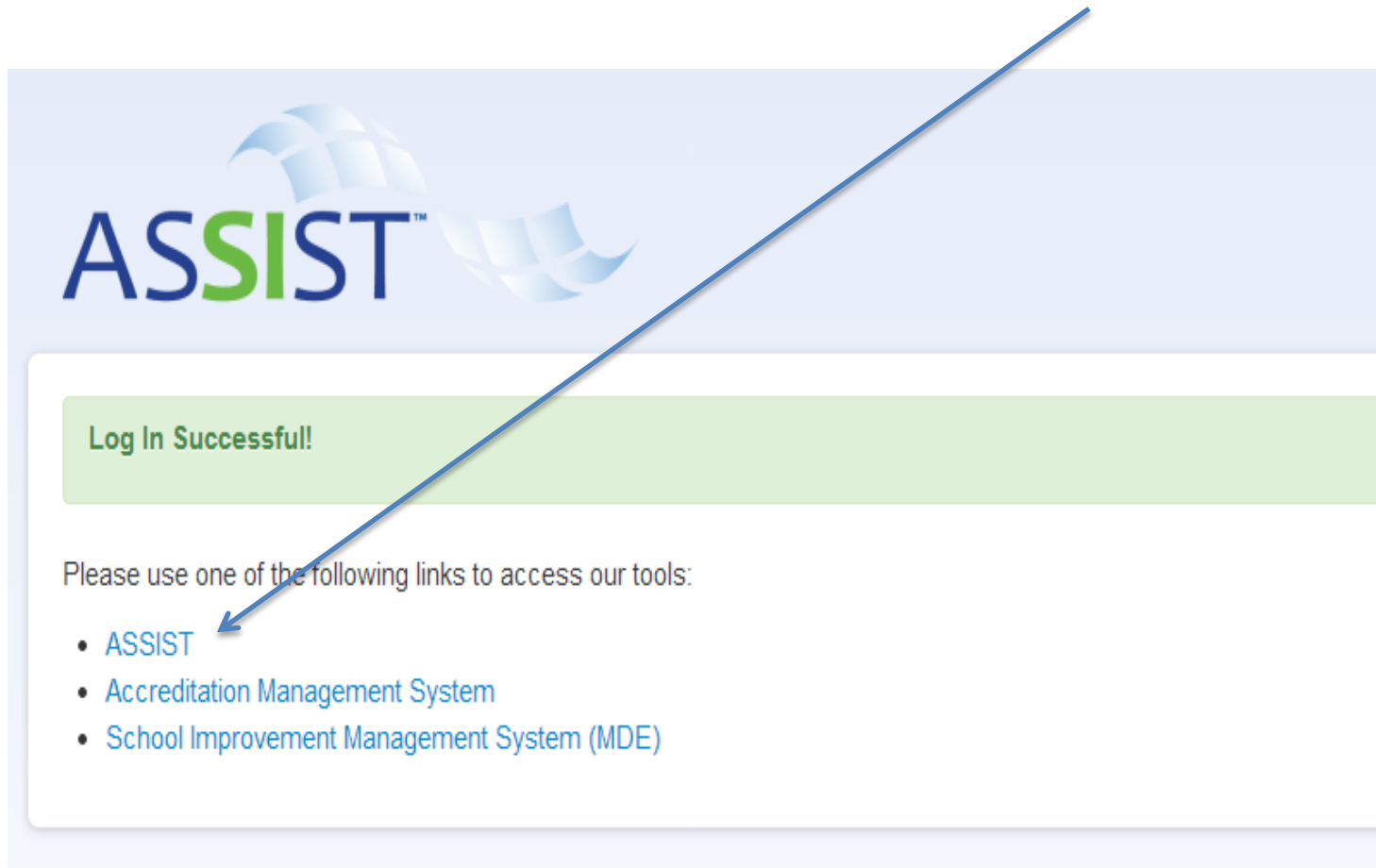
Reset

New Users

Please register to create a new account.

Create New Account

Choose ASSIST to access your school profile



The image shows a screenshot of a web interface. At the top, there is a light blue header with the ASSIST logo, which consists of the word "ASSIST" in blue and green letters next to a stylized globe icon. Below the header is a green bar with the text "Log In Successful!". Underneath this bar, there is a white box with the text "Please use one of the following links to access our tools:". Below this text is a bulleted list of three links: "ASSIST", "Accreditation Management System", and "School Improvement Management System (MDE)". A blue arrow points from the top right of the slide towards the "ASSIST" link in the list.

ASSIST™

Log In Successful!

Please use one of the following links to access our tools:


- [ASSIST](#)
- [Accreditation Management System](#)
- [School Improvement Management System \(MDE\)](#)

New look for the AdvancED website

Click the “Portfolio” button at far right – if you do not see this screen, proceed to next slide

Genesee School Q Search

330 W. Ash Street
Genesee, ID 83832
208-285-1161
Kelly Caldwell
[Update](#)

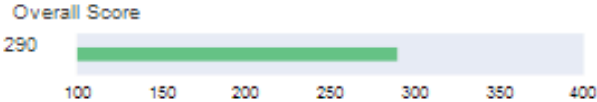


Documents Portfolio

	Due	Status
Accreditation Report	February 19, 2014	Submitted
External Review Report	April 3, 2014	Approved
Accreditation Progress Report	May 1, 2016	Not started

Index of Education Quality™

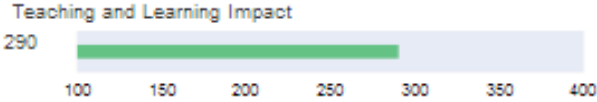
Overall Score



Overall Score	290
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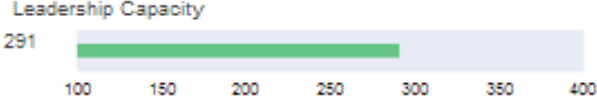
Domains

Teaching and Learning Impact



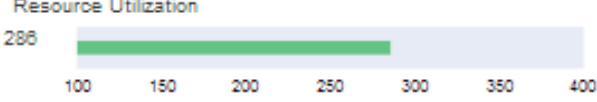
Teaching and Learning Impact	290
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Leadership Capacity




Leadership Capacity	291
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Resource Utilization



Resource Utilization	286
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Join the Education Conversation



About the IEQ™

What is the IEQ™?
The Index of Education Quality™ (IEQ™) provides a holistic measure of overall performance based on a comprehensive set of indicators and evaluative criteria. A formative tool for improvement, it graphically pinpoints areas of success as well as areas in need of focus.

What are IEQ™ Domains?
The IEQ™ comprises three domains: 1) the impact of teaching and learning on student performance; 2) the leadership capacity to govern; and 3) the use of resources and data to support and optimize learning.

How is the IEQ™ Scored?
The overall and domain scores can range from 100-400. The domain scores are derived from: the AdvancED Standards and Indicators ratings; results of the Analysis of Student Performance; and data from Stakeholder Feedback Surveys (students, parents, and staff).

Interested in More IEQ™ Details?
Select one of the IEQ™ domains to review current outcomes for its individual indicators and criteria. These performance levels can provide a valuable source of guidance for continuous improvement. More IEQ™ resources may be found [here](#).

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Demo AL

Select the Profile tab

- Portfolio
- Profile
- Diagnostics & Surveys
- Assurances
- Goals & Plans
- Reviews
- Progress

Profile

- Demographics
- Affiliations
- Accountability
- Performance

Update Demographics

Click "Update Demographics"



Name Demo AL School 18

District Name Demo AL District 2

Customer Number

Institution Type School

School Type Elementary

Governance Public

Setting

Dashboard

Demo School

Welcome to your Demographics Management dashboard. This is the entry point to verifying and managing your institution's information. Incomplete information will be highlighted below. Please click [Manage Demographics](#) to add, update and review all institution information.

Your Demographic information is not **100%** complete. Please review your information and update where necessary.

Incomplete information is highlighted here and by a red X in the **Complete** column

Data	Last Updated On	Last Updated By	Complete
Profile	Tuesday, December 1, 2009 11:15:00 AM EST	Test User	✓
Head of Institution	Tuesday, December 1, 2009 11:15:00 AM EST	Test User	✓
Billing Profile	Monday, November 30, 2009 11:15:00 AM EST	Test User	✓
Primary Contact			✗
Mailing Address	Tuesday, December 1, 2009 3:37:58 PM EST	Test User	✓
Location Address	Tuesday, December 1, 2009 1:27:53 PM EST	Test User	✓

As information is updated, progress will be indicated in this section

 [Manage Demographics](#)

Click to add, update, and review information



Demographics Update

Demo AL District 2 > Demo AL School 18



School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

Quick Links

- [Dashboard](#)

- School Information
- Billing Information
- Addresses
- Contacts
- Affiliations
- Hierarchy

Available Actions: [Edit](#)

Name	Demo AL School 18	(Request a name change)
Web Address	http://www.advanc-ed.org	
Primary Phone		
Secondary Phone		
Fax Number		
Public/Non-Public	Public	
Locale		
Gender		
Charter		
Religious Denomination		
Full-time Equivalent Staff		
Total Students	500	
Students per Teacher		
Grades	Pre-K, Kindergarten, 01, 02	

Review information in first four tabs and update as needed

[Falcon Ridge Public Charter School](#) (#229492)

School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

School Information **Billing Information** Addresses Contacts Affiliations Hierarchy

Available Actions: [Request a billing change](#)

Bill to District No

Billing Address 278 S. Ten Mile Rd, Kuna, ID 83634

Billing Contact Alice Heida

Quick Links

- [Dashboard](#)
- [Status](#)



[Logout](#) (John Smith)

Demographics Update

[Demo AL District 2](#) > [Demo AL School 18](#)



School Demographics Overview

This page contains a school demographics summary. Please ensure that all of the information listed below is accurate. Click the Add or Edit links to update where necessary.

School Information	Billing Information	Addresses	Contacts	Affiliations	Hierarchy
Available Actions: Add					
Name	Email	Phone	Primary Contact	Employee	Head of Institution
John Smith	DemoALSchool18@advanc-ed.org		No	Yes	Yes

Quick Links

- [Dashboard](#)

Click the name to update e-mails
If you are a new principal, delete the previous person before adding yourself.
Primary Contact is a “second” person in the building or district who can help us contact you or needs to receive info
Head of Institution (Principal) and Primary Contact should not be the same.

SCHOOL FILTERS and EMAIL ISSUES

- Whitelist the following domains:
 - @advanc-ed.org
 - @cvent.com
- Whitelist in both the building & district filters as well as your personal e-mail
- Check with building/district personnel to confirm; check for summer changes to system
- Contact Vikki if you need originating IP address to whitelist in your filter software