



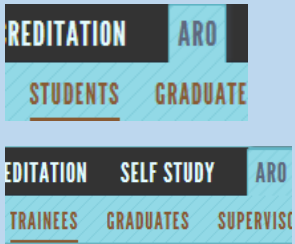
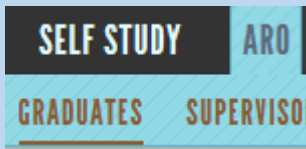


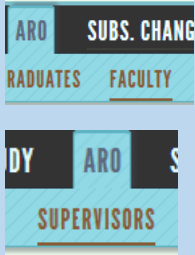

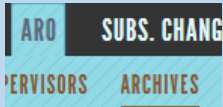
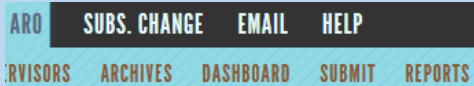
2020 CoA Portal/ARO Tip Sheet


Links and Resources	
CoA Portal Link	<ul style="list-style-type: none"> • https://coaportal.apa.org • Your username will always be your institutional email address. Please refrain from using personal email addresses.
Accreditation ARO Information & Resources	<ul style="list-style-type: none"> • APA Accreditation website for ARO Help Resources: http://www.apa.org/ed/accreditation/annual-report.aspx • ARO email: ARO@apa.org or call (202) 336-5710.
Data Preparation Sheets	<ul style="list-style-type: none"> • Found on the APA ARO help resources page • Send these to students/trainees, graduates, and faculty/supervisors
Step-by-Step Instructions	
CoA Portal Login	<ul style="list-style-type: none"> • Login with Username and Password (new users use login sent to your email; returning users use same login from previous years). • Click on forgotten password link to reset if needed.
My Account 	<ul style="list-style-type: none"> • Change your e-mail address or password if desired (Account icon in top right-hand corner).
CoA Portal > Program > Users 	<p>FOR PROGRAM DIRECTORS ONLY</p> <ul style="list-style-type: none"> • Create application user accounts for staff who will assist with ARO (Program Users tab; Add User). The system will send an email to each person added with login information. • Disable all users who no longer need access to the CoA Portal and review account information for returning users.
ARO > Home > Reporting Year 	<ul style="list-style-type: none"> • Select the exact start date of program's academic or training year (ARO Home tab). • Confirm the start date is correct (if not, contact the office). • If the reporting year start date was entered incorrectly, contact the office. ARO will be reset and you can start over (data may be lost).
ARO > Program & Admissions 	<ul style="list-style-type: none"> • Enter data for the current reporting year. The reliability check (Submit page) compares this information with records entered in the other sections. • Doctoral, Internship, Postdoctoral: make sure that the website and C-26 D, C-27 I, and C-23 P links are

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	<p>accurate. They are used in C-26 D, C-27 I, and C-23 P review as well as included in Accreditation's search tool. Updated C-26 D data is due Oct. 1. Updated C-27 I data is due Sept. 1. Updated C-23 P data is due Dec. 1.</p> <ul style="list-style-type: none"> • Doctoral: the 4 student categories from the Prog./Admissions page (new, graduated, withdrawals, current) are mutually exclusive; do not count students in more than one category. • Internship/Postdoctoral: the system will compare the minimum stipend entered in the Prog./Admissions page with the stipend entered for each individual record in the Trainees section. Stipends must be accurate for this reporting year and not contain dollar signs or commas.
<p>ARO > Students/Trainees</p> 	<ul style="list-style-type: none"> • Add new records for anyone who was involved in the program during the reporting year, even if they withdrew. • Update existing records. • Enter data into the Profile, Annual Updates, and Enrollment sections. Press 'Save'. • (Annual Updates page) Doctoral programs – enter internship information for the NEXT reporting year only! Users will not be able to edit the Internship History table at the bottom of the page; contact the office at ARO@apa.org if corrections are needed. • Click the Mark as Complete button that will appear at the top of the page when all information has been entered.
<p>ARO > Graduates</p> 	<ul style="list-style-type: none"> • Update existing records. • Doctoral: records will stay in the Graduates section for up to 10 years after graduation or until the individual is marked as licensed, whichever comes first. • Internship/Postdoctoral: records will stay in the Graduates section for 1 year after graduation • Contact the office if a record is missing from the Graduates section. • Edit Profile and Enrollment sections as needed. On Enrollment page, Enter NA for status (doctoral) and status/stipend (internship/postdoc). • Update information in the Employment section for the current reporting year. Press 'Save'. • Users will not be able to edit the Employment History table at the bottom of the page; contact the office at ARO@apa.org if corrections are needed.

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	<ul style="list-style-type: none"> Click the Mark as Complete button that will appear at the top of the page when all information has been entered.
<p>ARO > Faculty/Supervisors</p> 	<ul style="list-style-type: none"> Add new faculty/supervisors records for anyone who was involved in the program during the reporting year, even if they left during the year. If a former faculty/supervisor returns to the program, contact the office to move the record from Archives to the Faculty/Supervisor section rather than creating a new record Update existing records. Enter data into the Profile, Annual Updates, and Enrollment sections. Press 'Save'. Click the Mark as Complete button that will appear at the top of the page when all information has been entered.
<p>ARO > Submit</p> 	<ul style="list-style-type: none"> Go to Submit tab once all ARO sections are marked as complete. Review reliability check to ensure data is consistent across sections (discrepancies will be highlighted in red); make corrections as needed. Reliability check tip sheets are available. Download ARO data for review. Application Users: Submit data to program director (gray button). This simply notifies the director that the ARO is ready for review; only program directors can formally submit the ARO. Program Directors: Submit data (gray button); system will lock data, no additional corrections (or re-submissions) will be allowed.
<p>ARO > Archives</p> 	<ul style="list-style-type: none"> Contains records (students and faculty) that do not require any further updates. Users cannot edit archived records; contact the office if corrections are needed or if a record needs to be moved to any of the active sections (Students/Trainees, Graduates, Faculty/Supervisors).
<p>ARO > Reports</p> 	<ul style="list-style-type: none"> Download data from previous AROs and Archived data.
Tips	
Internet Browser	<ul style="list-style-type: none"> The ARO is most compatible with Mozilla Firefox, Google Chrome, and Internet Explorer versions 9 and 10. The ARO is not compatible with Internet Explorer version 11.

							
<div><h3>ID Generation</h3><table><thead><tr><th>ID</th><th>FIRST NAME</th><th>LAST NAME</th></tr></thead><tbody><tr><td>2015-002032-001</td><td>John</td><td>Smith</td></tr></tbody></table></div>	ID	FIRST NAME	LAST NAME	2015-002032-001	John	Smith	<ul style="list-style-type: none">ID numbers are automatically generated by the ARO once the start date has been entered. The format of IDs is such:<ul style="list-style-type: none">[Year person joined program]-[program ID]-[Sequential number determined by order person was entered into ARO system]ID Example: The first person entered into the ARO, who joined the program in September 2019, would be "2019-[program ID]-001."Numbers are assigned after the individual's start date is entered into the record, not when the record has been created.ID numbers cannot be changed once created, nor can they be reassigned or reused.
ID	FIRST NAME	LAST NAME					
2015-002032-001	John	Smith					
<div><h3>Search/Sort Profile Lists</h3></div>	<ul style="list-style-type: none">Click the column header to sort lists by ID, Name, or Completion Status.						
<div><div><div><div>Search</div><div></div><div></div></div><div>View All Graduate Profiles</div><div>Mark as In Progress</div></div></div>	<ul style="list-style-type: none">When all records in a section are completed, click on Mark as Complete to lock this section. If corrections are needed, click on Mark as in Progress to reopen section.						
<div><div><div><div><div>The following question needs attention: *Missing</div><div>Reason for Leaving</div><div></div></div></div><div><div><div>The following question is in error: *Invalid Date Range</div><div>Start Date</div><div>05/05/2015</div><div>mm/dd/yyyy Enter the date the person began his/her affiliation with the accredited program (not institution/department). Editing the Start Date for an existing record will not change the record ID.</div></div></div></div></div>	<ul style="list-style-type: none"><u>Warning</u>: The system marks in orange required fields as missing if skipped, but allows user to continue.<u>Error</u>: The system marks in red invalid information if it is not in the correct format, and the system will not save. (e.g., Must enter date in the following format: mm/dd/yyyy).						

Questions or concerns about the ARO can be directed to ARO@apa.org or 202-336-5710.