

Instructions for Completing the Demographics Update for Schools

1. To access the Demographics Update, go to the AdvancED website www.advanc-ed.org.
2. Click **Login** in the upper right corner of the home page.



3. If you have already registered on the website, **Login** with your E-mail Address and Personal Password; otherwise, if you have not registered, click on the **Not registered yet** link and follow the instructions to register and provide your personal profile.

Login

The service you are attempting to access requires a login. If you need help in logging in, a list of the most frequently asked login questions is available by clicking the Help Logging In link below.

E-mail Address:

Personal Password: [?](#)

Forgot your password? [Click here.](#)

Not registered yet? [Click here.](#) ← Click here if not previously registered

Need help logging in? [Click here.](#)

Minimum Browser Requirements: AdvancED recommends using Internet Explorer version 6.0 or above (available with Windows XP Service Pack 2), or Mozilla Firefox version 1.5 or above. America OnLine (AOL) and some other browsers may not be supported and may not allow you view or edit the information on the website screens).

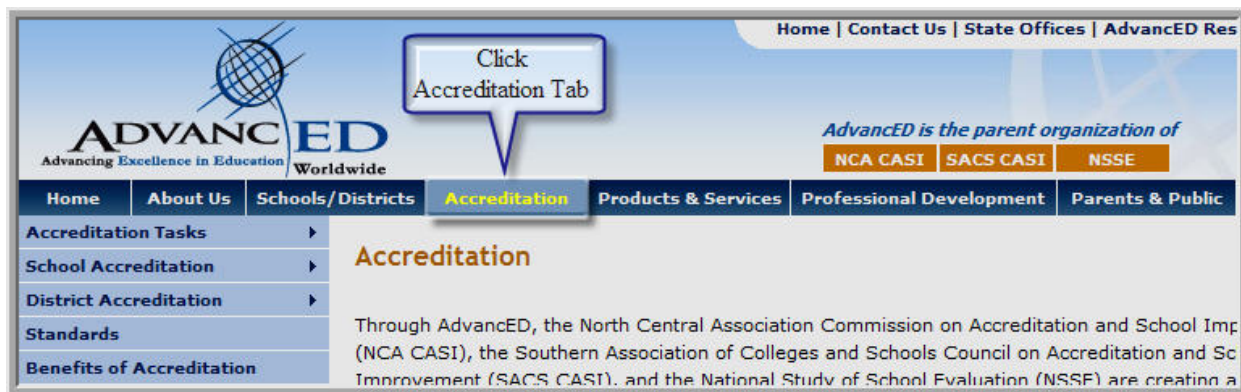
- In the **Personal Profile** you will be asked to provide your **Access Code**, which was assigned to you in order to manage your institution's school improvement/accountability information.

Add Access Code

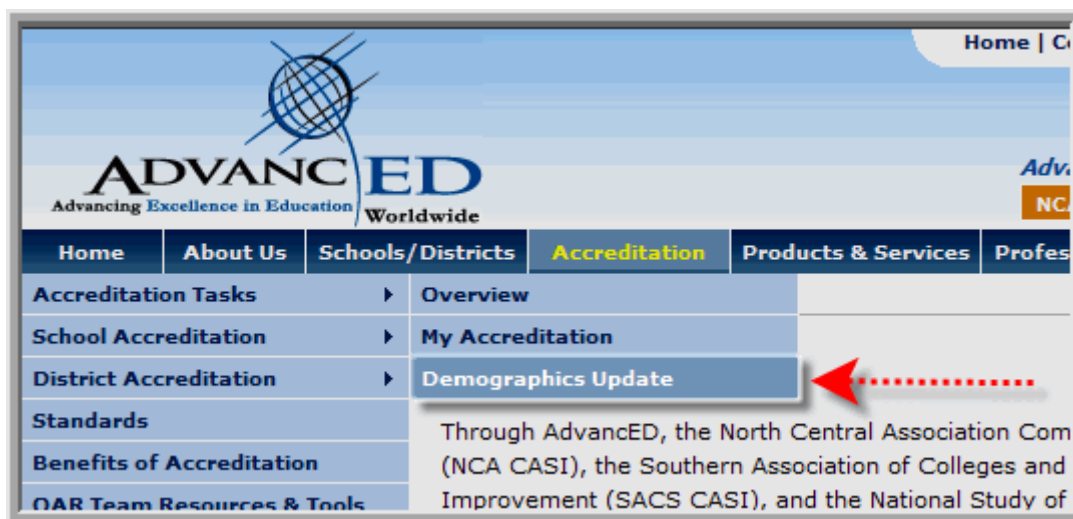
Please enter the access code below

Access code

- After successfully logging in, click the **Accreditation** tab.



- Mouse over **Accreditation Tasks** from the left menu, then select **Demographics Update**. *If you have not entered the assigned access code into your profile, the Demographics Update menu option will not display.* (Refer to step 4 of these instructions).



7. The **Demographics Update** screen will display. Review the information and click on the appropriate link to begin.

Home » Accreditation » Accreditation Tasks » Demographics Update

Demographics Update View Printer Friendly

Please maintain your institution's demographic information to ensure that our list of candidate and accredited schools is accurate. As you know, this list is queried by parents, higher education institutions, scholarship programs, and members of the public to confirm the accreditation status of schools. The list is also used by our office to ensure accurate communication with you and maintenance of our accreditation records. The accuracy of the list serves you and helps maintain the public trust in the information that we make available. Providing the **Demographics Update** should take no more than 15 minutes.

Please click on the link below to provide your **Demographics Update**.

Click
appropriate link

Provide Demographics Update	(NCA CASI schools and districts)
Provide Demographics Update	(SACS CASI schools and districts)
Provide Demographics Update	(CITA schools)
Provide Demographics Update	(SAIS schools)

8. The **Welcome** screen will display. Review the instructions and click **Next** to continue . The **Demographics Update** should take no more than 15 minutes to complete.

Home | **Introduction** | Demographics | Reports | Reopen

2008-2009 Information Update Log out

▸ School Level

Demo School

Welcome!

Deadline: July 01, 2009

New this Year

- * Update of demographic information only.
- * Adherence to standards and other detailed responses will be gathered in your next on-site Quality Assurance Review.


Instructions for Filing Your Information Update

- 1** Update your demographic information (address, profile).
- 2** Submit your update.

Note If you already filed your update, you may select **Reports** to view or print your update.

Click **Next** to advance to the next section.

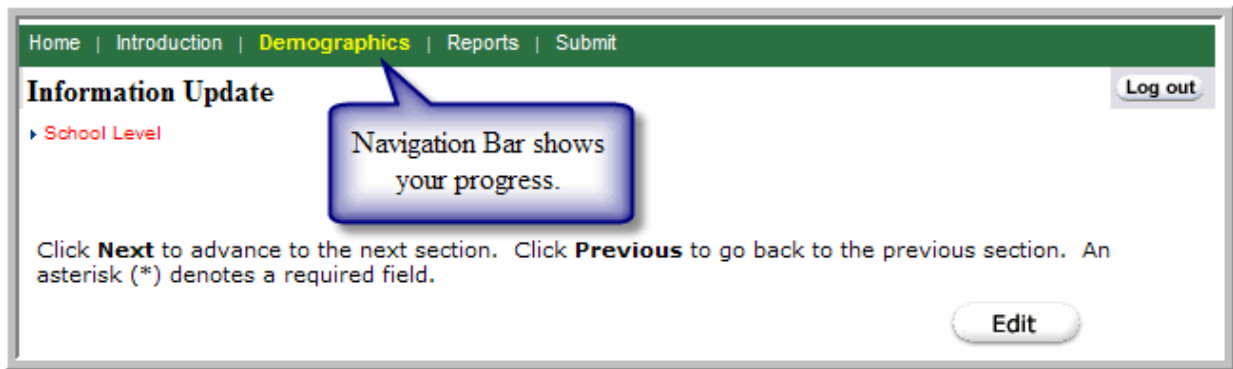
Click Next to
navigate through
the report.



Note: 30 minute time limit. If the session is inactive (meaning no key strokes or mouse clicks) within a 30 minute timeframe, your session will close out, requiring you to login again.

- Edit** Each page is in **View Mode**. You must click **Edit** to open up the fields to make changes.
- Update** After making changes, click **Update** on each page to save the changes on that page.
- Cancel** Click **Cancel** to cancel any changes you made to the page.

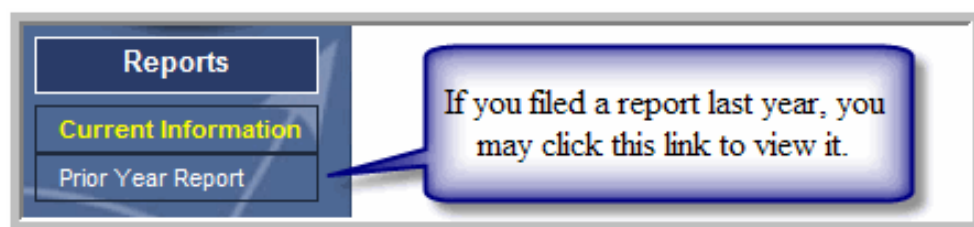
9. As you progress through the sections of the report, the section you are working on will be highlighted in the **Navigation Bar** across the top of each screen.



10. **Demographics** consists of the **Address** and **Profile** sections. Review and update the information in both sections by clicking **Edit** to make changes and by clicking **Update** to save the information.

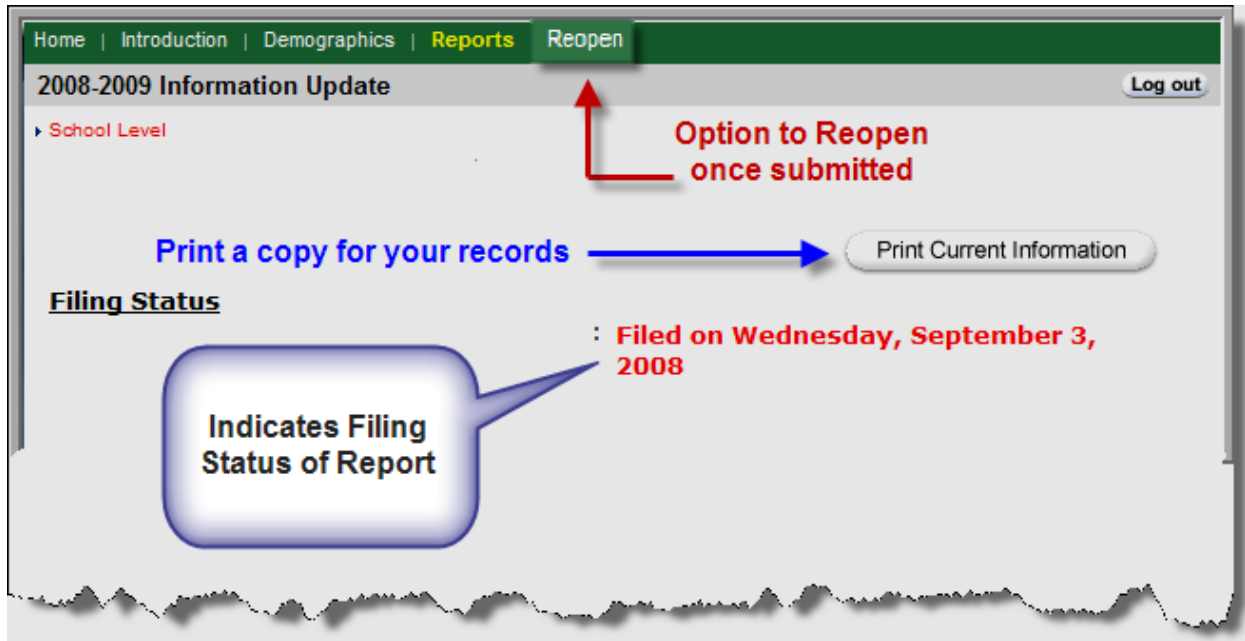


11. Click **Next** to advance to **Reports**. Review the information in the **Reports** section for accuracy. If you filed a report last year you may click **Prior Year Report** to view it.



12. Click **Next** to continue to the **Submit** section. Verify that the e-mail address displayed on the submit screen is correct before continuing. A confirmation message will be sent to the e-mail address. **Note that your report is not completed until you see the message on your screen confirming that the report has been submitted.**

To make changes to the report after you have submitted, click the **Reopen** link on the **Navigation Bar**.
Note: the Reopen link will not be visible until you have submitted your report.



13. After your have submitted your report, use the **Print Current Information** button to print a copy of your report for your records.