

# ABFSE ONLINE ANNUAL REPORT

## USER GUIDE

### BEFORE YOU BEGIN

Please provide all information in this report for the calendar year just ended. For instance, for this Annual Report the information reported should cover the period January 1 through December 31 of the prior calendar year. If more than one *accredited* program is offered, combine all programs into one Annual Report for this institution. You will list different Associate and Bachelor degree offerings in the space provided in Section 4. (Do not include demographics for students in Bachelor degree completion programs)

### READ AND SAVE INSTRUCTIONS

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Please read these instructions to familiarize yourself with the ABFSE Online Annual Report website. An Adobe Acrobat (PDF) version of these instructions is available for you to view, download and print. It is recommended that you print and retain these instructions to use as a guide throughout the report completion process.

### ENDING A SESSION BEFORE REPORT COMPLETION

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After the submission process has been started, and prior to clicking the **Final Submission** button at the bottom of the Final Preview page, you can end your session (**End Session** button) and return to complete your annual report **at any time prior to the submission deadline date**. After you have logged in, the **Resume Report** button (left-side navigation menu) or the “Start or Continue an Annual Report” link will open the page on which you left off at the end of your prior session. When you have entered all your information and reached the Final Preview page, you will then be directed to that page on any subsequent logins. From the Final Review page, you can link back to any section to make changes.

### SUBMISSION DEADLINE DATE

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The online submission deadline date is February 15th of the year following the close of the annual reporting year. When you complete the online submission, a signed, printed copy **must** be mailed to the ABFSE office. Attached to the signed printed copy will be a list of New Enrollees, a list of Graduates, a list of Distance Education Graduates, a copy of any letter announcing an adverse action by another accrediting agency, if applicable, a copy of the most recent financial aid audit (for non-regionally accredited institutions), a copy of the latest report on default rates (for non-regionally accredited institutions).

All programs will submit an electronic copy of cohort tracking via email and select programs will be asked to submit the most recent assessment plan.

### RECORDING YOUR INFORMATION

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**IMPORTANT:** After you enter information on a page of the Annual Report, you **MUST** click the **Continue** button at the bottom of the page in order to advance and save the information in the database.

Some of the sections in this report consist of more than one page. **To make changes to content in a multi-page section**, you may need to advance from the first page by clicking the **Continue** button at the bottom until the content you are attempting to change has been reached.

### CONTACT US

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If you have any questions or comments, please call the ABFSE Office at (816) 233-3747 or email [annual.report@abfse.org](mailto:annual.report@abfse.org). To assist us in providing a prompt response, please include your **Full Name**, **Institution Name** and **Phone Number** in the body of your email message.

## HOW TO LOGIN

You will be asked to login by selecting your institution from the **drop-down** list provided on the login page and then entering your password.

If your login attempts fail, follow the "*Forgot Login Information?*" link found on the Login page. You will be asked to enter your email address. You must use the email address provided to ABFSE by your Program Director.\*\* Your password will be immediately emailed to you at that address. If you do not receive an email containing your password within an hour, please contact us by email at [annual.report@abfse.org](mailto:annual.report@abfse.org). To assist us in providing a prompt response, please include your **Full Name**, **Institution Name** and **Phone Number** in the body of your email message.

### RETRIEVING YOUR PASSWORD

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Initial passwords have been randomly constructed by the system. The first time you visit the login page on the website, you will notice a link to "Lookup Lost Password". Follow this link to the Retrieve Login Information page. On that page you will be asked to enter the Program Director email address. \*\* When the **Send** button is clicked, if the email address entered matches the email address on file, your login information will be immediately sent to that address in an email message. Once you have successfully logged into the system, you can then choose the "Change your Password" function by following the instructions.

**Case Sensitivity** Remember that your password is case sensitive, so "MyPwd23" is different from "mypwd23". Initial system generated passwords have been created in all lower case.

*\*\* If you are a new Program Director, expect to use the prior Director's email and password until your information has specifically been updated in THIS system.*

## PREPARING YOUR ANNUAL REPORT

### ANNUAL REPORT PACKAGE

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The Annual Report package consists of six entry Sections, a Final Preview page and the Annual Report page and related attachments.

The website is divided into the following sections, some of which have multiple pages associated with them:

Section 1 – Profile information  
Section 2 – Program Information  
Section 3 – Standards Compliance  
Section 4 – Program Demographics  
Section 5 – Distance Education  
Section 6 – Student Outcomes  
Final Preview  
Annual Report

Errors and omissions in your report submission will be listed in red on the final Preview page. You will have an opportunity to provide all missing or incomplete information and correct any errors at that time. **However, you will not be able to submit your annual report until all your reporting errors have been corrected.**

You can end your session at any time during the submission process and return later, prior to the submission deadline, to complete your annual report submission. The next time you re-login to continue your submission, you will be returned to the page following the one on which you last clicked the **Continue** button.

**Remember:** When you decide to end a session, you **must** click the **Continue** button at the bottom of the page in order to record in the database any information you entered or changed.

## SUBMITTING YOUR ANNUAL REPORT

At the bottom of the Final Preview page, you will find two buttons. If you click the **End Session** button, the information you entered during this session will be saved and you can re-login at any time prior to the submission deadline date to make changes and complete your Annual Report.

If you click the **Final Submission** button, your Annual Report submission will be marked as **COMPLETE** and you will be directed to your completed **Annual Report** to print out, sign and submit it. **NO FURTHER CHANGES WILL BE PERMITTED** to your Annual Report submission after you click the **Final Submission** button.

When your submission is complete, your **Annual Report** will be displayed in your browser. Print and sign in the **Report Certification** section at the bottom of your **Annual Report**. Then, attach the following and mail the completed package to the ABFSE office (address listed at the bottom of the **Annual Report**).

**Please note** that the following attachments must accompany your submission:

- A list of new enrollees
- A list of graduates (*Include email addresses (preferable) or mailing addresses*)
- A list of distance education graduates (*Only if applicable*)
- A copy of any letter announcing an adverse action by another accrediting agency (if applicable)
- A copy of the most recent financial aid audit (*Only required for non-regionally accredited institutions*)

- A copy of the latest report on default rates (*Only required for non-regionally accredited institutions*)
- Submit an electronic copy of cohort tracking via email
- Selected programs will be asked to submit the most recent assessment plan

## ENTERING AND RECORDING INFORMATION

### BROWSER “BACK” BUTTON

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We do **not** recommend that you use your browser **Back** button at any time. However, if you do use your browser **Back** button, you must then *refresh the page* you have gone back to, in order to view the most current information.

### EDIT SECTION BUTTONS ON FINAL PREVIEW PAGE

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**Please Carefully Review the Preview:** Missing and incomplete information and other types of errors in your report submission are described beneath each entry, in **red**. You will not be able to submit your report when you click the **Final Submission** button at the bottom of the Preview page, until your reporting errors have all been corrected.

The Final Preview includes **Edit Section** buttons located at the end of each section. This button will enable you to conveniently make changes to that section’s information by returning directly to the first page in that section.

**Remember:** Your changed information will not be recorded in the database until after you click the **Continue** button at the bottom of the changed page. After you have recorded your changes, click the **View Preview** button to return to the Final Preview page. NOTE: You must complete section 6, where you will be directed to the Final Preview page, before the **View Preview** button will display both on the top- left side and at the bottom of each page.

### PRINT FUNCTIONS

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You will find a **Print** button located on both the Final Preview and Annual Report. You may use the **Print** button (located at the top right of the page) to print this page for your records.

### NEW ENROLLEE AND GRADUATE STUDENT COUNTS

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The Student Counts you enter for New Enrollees and Graduates will be used as control totals that you must balance throughout section 4.

You must attach lists of New Enrollees and Graduates (*Graduates list should include email address [preferable] or mailing address*) and submit with the signed copy of your **Annual Report**, which will be displayed for you to print and mail, at the end of the submission process.

**Please Note:** Schools offering distance education must attach to the Annual Report a separate list of Distance Education Graduates. This will enable ABFSE to readily identify distance education graduates. (Names of distance education graduates will also be included in the Graduate List).

A template for Lists of New Enrollees, Graduates, Distance Education Graduates is included in the cohort tracking spreadsheet.

## MATCHING STUDENT COUNTS

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In Section 4 - Program Demographics, the Student Counts you enter for New Enrollees and Graduates will be used as control totals that must balance throughout Section 4. Any totals of column items in that Section must balance to related Student Count totals that were entered at the beginning of the Section. As an example, counts of total New Enrollee Students by State must balance to the previously entered New Enrollee Student Counts. You must click Continue to save your entries and advance to the next page.

A template for Lists of New Enrollees, Graduates, Distance Education Graduates is included in the cohort tracking spreadsheet.

## CALCULATED COLUMN TOTALS

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You will not be able to change Calculated Column Totals or view the sum of your entered items in a column until you click the Continue button located at the bottom of each page. Once you reach the Final Preview page, you will be able to view and change any information on the report. If you end a session and return, Calculated Column Totals will appear on any completed Section 4 pages.

## ERROR CHECKING AND REQUIRED FIELDS

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Error checking is included. This will help insure that you have completely and accurately entered all the required information for each page. Several types of error checks have been provided:

**Required Fields.** Field labels in **Red** are required fields. These fields must be complete for your submission to be accepted. Several fields are labeled with “Describe...” or “List...” These are required if a related question has been answered “Yes”.

**Maximum Character Count Fields.** Sections 2, 3 and 5 contain several fields that require answers of a descriptive nature. These fields will be marked as: (maximum 2,000 characters or less, including spaces, approximately 250 words).

**Column Sums** Any item totals entered must equal the sum of their individual items.

## ADDITIONAL SYSTEM FUNCTIONS

The ABFSE Online Annual Report system also includes the following important additional functions. These functions can be accessed at any time after logging in to the website. They are not dependent on a program year.

### CHANGE PASSWORD

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You can change your password by following the "Change password" link on the bottom of the Main Menu page. To insure security, choose a password that is between 6 and 10 characters in length. The most secure passwords contain both alphabetic characters and numbers. Remember that your password is case sensitive, so "MyPwd23" is different from "mypwd23".

### VIEW AND PRINT A COPY OF A COMPLETED AND SIGNED ANNUAL REPORT

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You can view and print your Annual Report for the current program year by following the link on the main menu page to “View or Print an Annual Report”. Just enter the Program Year and click the **View Report to Print** button.

### REQUEST TO CHANGE AN INSTITUTION NAME

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You can request a name change to your sponsoring institution at any time by logging in and following the link to “Request an Institution Name Change”. Follow the instructions to submit your request. Please allow 2-4 business days for your request to be processed.

## HELP AND SUPPORT

### BROWSER TESTING

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This site uses JavaScript and Pop-ups to provide the features needed for hassle-free online submission. If you are not sure if your computer is JavaScript enabled and accepts pop-ups, please follow the “Test Browser” and “Help with Pop-ups” link located at the bottom of the Main Menu page. There you will find easy instructions to help you make the necessary browser changes.

### LOCATING YOUR INSTITUTION

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If you cannot locate your Institution Name in the drop-down box when you go to login to the website, or if you would like to request a name change for your institution, please contact ABFSE at the email address below. **Do not proceed with your submission.**

### QUESTIONS AND COMMENTS

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If you have any questions or comments, please call the ABFSE Office at (816) 233-3747 or email [annual.report@abfse.org](mailto:annual.report@abfse.org). To assist us in providing a prompt response, please include your **Full Name**, **Institution Name** and **Phone Number** in the body of your email message.