To access the ARC-PA Program Management Portal (the portal), you must be invited by the ARC-PA or someone in your program with authorization to invite new users.

New users will receive an email invitation to join the portal. When you follow the link in the invitation email you will be taken to the following screen:

**SCREEN TO ACTIVATE USER**
PLEASE follow the directions on the screen to become ACTIVATED in the system.

You will be asked to accept the Terms and Conditions of the use of the portal. After agreeing, you will be taken to the Program Dashboard, your home page. You will then be able to follow directions, found in the Program Administration User Manual (or User Manual), giving permission to others in your program to enter data. It is STRONGLY SUGGESTED that you review the PDF User Manual (which can be accessed by clicking on the question mark icon in the upper right corner of the program dashboard) to help you as you enter data.

(Below pdf User Manual pops up once you click on question mark icon in the upper right corner of the program dashboard:

If you have questions that cannot be answered by the on-line User Manual, email the ARC-PA portal team by using the “Email to the ARC-PA Portal team” link at the bottom of each page of the ARC-PA Program Management Portal. If your email client does not interact with this link, send your comments directly to portalfeedback@arc-pa.org. DO NOT email questions about portal use directly to the ARC-PA general email or individual staff.

ONLY AFTER you are activated, will you be able to access the portal to enter or edit data. The portal may be accessed by going onto the ARC-PA website and clicking on Portal Login under Quick Links or by using the following link: https://portal.arc-pa.org.
ONCE ACTIVATED, if you have forgotten your portal username, contact portalfeedback@arc-pa.org. If you have forgotten your password, you may retrieve it or reset it after you enter your user ID.

**Steps for Creating Additional Users**

Add a new user by clicking on the Personnel tab from the Program Detail page. Please refer to the Portal User Manual, Entering Program Detail, Chapter 2, Personnel.

Only those with **Program Admin** status can AUTHORIZE ACCESS to the portal by others in the program. PLEASE NOTE that those authorized will receive their own email from the portal and will have to validate their emails and establish user IDs before they can enter information.

**To add personnel:**
To add a person

1. Click any New link, as shown:

![Add/Edit Person dialog box appears](image)

The Add/Edit Person dialog box appears:

Tabs separate the information: **Person Detail**, **Phone #s**, **Program Info**, and **Campuses**. The Program Administrator will also see the **User Administration** tab.

**Note:** Wait until you have entered information on all four tabs to click the Save button at the bottom. Clicking Save saves information you have entered on all tabs AND closes the dialog box.

2. Enter or change these fields on each tab, if necessary:

To edit personnel info:

To edit a person

1. From the **Personnel** tab, click **Edit** next to the person you want to edit, as shown:

![Edit Personnel](image)

2. You can change any of the fields. See the previous section on **To Add Personnel** for a description of the fields.

3. Click **Save** when you are done.

Use the **Create User** command if you want the personnel you have entered to be able to access the program portal.
To create a user account

**Important:** If you want the personnel you have entered to be able to access the Program Portal, you must make them users. If you do not want them to be able to access the Program Portal and enter data, do not make them users.

The create user option appears in two places. You must go to the Add/Edit Person screen to send a Reset Password link for a user once the Person has been created.

**Starting from the Personnel Grid:**

1. Create a personnel record using the Personnel tab. All required fields when you add a person must be completed before the user is able to access the Program Portal. Note that in the User Name column, the command Create User appears.

2. Click Create User as shown:

3. This dialog box appears:

3. Select a Security Role

   You have these roles to choose from:
   
   - **Program Admin**—These users are the main contacts for your program including the Program Director or others assigned by the Program Director (These users are able to enter/see budget data and push the Submit Button which will appear when the program Required Annual Report to the ARC-PA is due. They are also able to add, edit and delete personnel from the portal).
   
   - **Program Staff**—These are the staff for the individual programs who can edit information needed for accreditation.

4. Once you select the role, click Create Account.

This sends the portal Welcome email to the person whom you want to set up as a user. The email instructs the person to click on a link to set up their user account.

The column User Name shows Pending until the individual clicks the link in the email and sets up their user name, password, and security question. When complete, the User Name column shows the user name that was entered by the user.
Welcome to ARC-PA Portal

Please note the following regarding Personnel Status.

Those with Program Admin status can enter/see budget data and push the Submit button for the annual report. They are also able to edit and delete personnel from the Portal. Additionally, those with Program Admin status may manage the account a person uses to log in. They are able to re-send the welcome email in order to re-set passwords, change user’s security role and disable portal access. Those with Program Staff status can edit information needed for accreditation. They cannot delete personnel from the portal. They have no access to/cannot see the budget tab or the Submit button.

AN IMPORTANT REMINDER to all is to look for and click on SAVE when you see it, after you have entered data. The Contact, Program General, Sponsoring Institution and Students “tabs” from the program detail have this button at the bottom of the tab page. Other tab pages such as Personnel, SCPE Sites, and Program Budget have the SAVE button when a separate pop-up window is clicked (such as New, Edit, Delete).