

U.S. Department of Education Office
of Postsecondary Education E-
recognition System



e-Recognition System

NACIQI Committee Member User Guide

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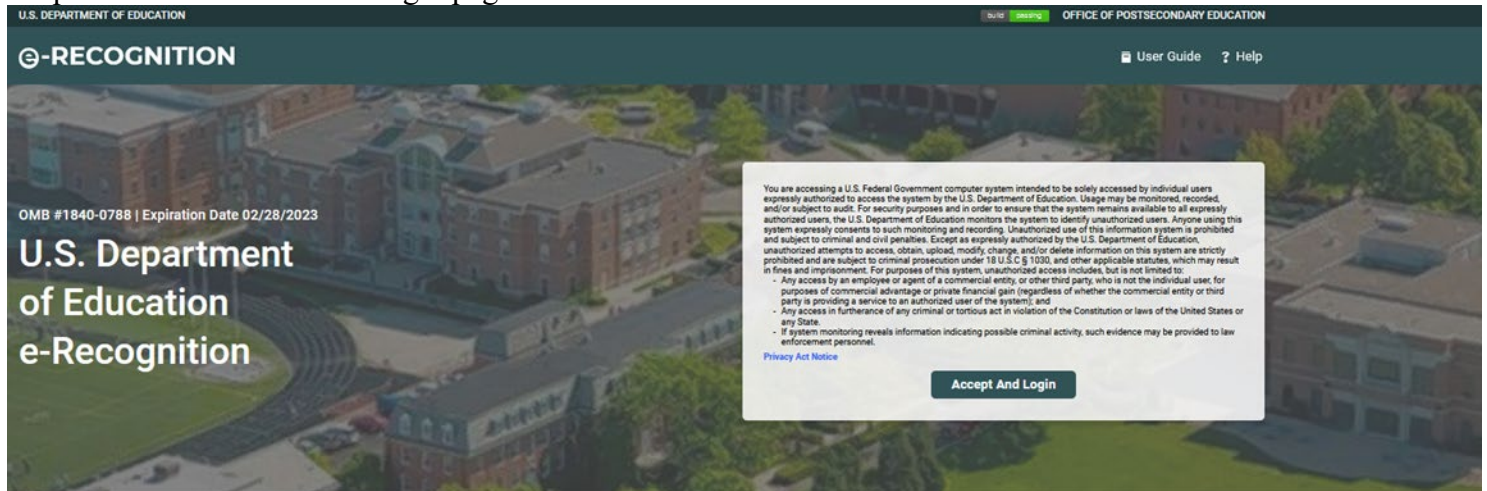
1 Introduction

The e-Recognition system is a tool to assist the National Advisory Committee on Institutional Quality and Integrity (NACIQI) in their review of accrediting agencies and State approval agencies as part of the Department's recognition process. An accrediting agency, or other entity may submit a petition for initial recognition, a petition for renewal of recognition, or a compliance report. When seeking the Secretary's recognition, an accrediting agency, state postsecondary vocational education entity, or state nursing educational entity is required to respond to the required Criteria for Recognition using the e-Recognition system.

By using the e-Recognition system, the NACIQI may access agency submissions including agency narratives and responses to the draft staff analysis, the final staff analysis and report, historical documents and third-party comments. Committee members are limited to read-only access within the system.

2 Accessing the System

To access the system, enter the URL <https://surveys.ope.ed.gov/erecognition> in the address box of the browser. The e-Recognition landing screen will display. Click the Accept and Login button after reading the Privacy Act Notice and Security Warning message. Enter your User ID and Password and click the Log in button to log in to the system. All login attempts are logged. If you have three unsuccessful login attempts, your account will be locked. You will then need to contact the Help Desk to have your account unlocked. A link to the Contact the Help Desk is located on the Login page.



2.1 Forgot Password

If you forget your password, you can click the 'Forgot Password?' link and enter your email. The system will confirm your identity and email your password to you. After three failed login attempts, you will be locked out of the system and will need to contact the Help Desk to have your account unlocked.

Forgot Password

Please enter your username and email and click the "Send Password" button. Your password will be emailed to you shortly.

If you are unable to provide this information at this time please contact the Help Desk here for further assistance.

Username

Email

2.2 Change Password

The Department's Accreditation Group Records Manager provides committee members with a user account. Passwords expire every 90 days. All first-time users are required to change their password. After you login to the e-Recognition system for the first time or if your password has expired, the *Change Password* screen will display.

Enter your Current Password, New Password, and Verify New Password in the appropriate text boxes, then click the **Submit** button. The *Select Agency* screen will display

U.S. DEPARTMENT OF EDUCATION

Build Access OFFICE OF POSTSECONDARY EDUCATION

e-RECOGNITION

User Guide ? Help IA INOVAS Admin Edit User

Search e-Folder Meetings Users Emails Criteria Documents Output Data Reports System

Change Password

Please create a new password.

Current Password

Password Requirements

- Your new password cannot be the same as your previous 24 passwords.
- Your new password must be at least 12 characters, and include any combination of the following:
 - passwords cannot contain your first or last name or the word 'password'
 - at least one uppercase alphabetic character (A-Z)
 - at least one lowercase alphabetic character (a-z)
 - at least one number (0-9)
 - at least one special character (#\$%&'()*@%&)

New Password

Confirm Password

2.3 Select Agency

After you log in, the *Select Agency* screen will display with drop downs, Meeting Date, Name, and Report Type. When you have entered an input for each dropdown, click Select.

The screenshot shows the 'e-RECOGNITION' interface. At the top, there is a navigation bar with 'U.S. DEPARTMENT OF EDUCATION' on the left and 'OFFICE OF POSTSECONDARY EDUCATION' on the right. Below this, a dark green header contains the 'e-RECOGNITION' logo, a 'User Guide' link, a 'Help' icon, and a user profile for 'CA Committee All' with an 'Edit User' option. A breadcrumb trail shows 'Output Data' > 'Select Agency/Country' > 'Criteria Definitions'. The main content area is titled 'Select Agency/Country' and includes a sub-instruction: 'Select the meeting and agency/country from the two dropdowns and click the 'Select' button.' The form contains three dropdown menus: 'Meeting Date' (set to '01/01/2027'), 'Name' (set to 'ABC Accrediting Agency'), and 'Report Type' (set to 'Monitoring Report'). A dark blue 'Select' button is positioned below the 'Name' dropdown.

2.4 Introduction Screen

The *Introduction* screen lists the links for the agency's original narrative submission and the response to Department staff comments.

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

e-RECOGNITION User Guide ? Help CA Committee All Edit User

Output Data Select Agency/Country Criteria Definitions

Committees > Introduction

Introduction

Meeting Date: 01/01/2027 Name: ABC Accrediting Agency ID: ABCAA Type of Submission: Monitoring Report Report Status: Narrative Submit

Introduction Table of Contents Review 3rd Party Comments Analysis Information Historical Information

Warning You have read only access to the report. Hide

The staff analysis process has been divided into the following items.

Table of Contents

Display the table of contents with list of the responses entered and the files uploaded.

Review

Review narratives, complete the on-line compliance worksheets, and upload any relevant documents to support or detail your findings.

3rd Party Comments

View 3rd party comments and oral comment requests and enter your remarks. (0 oral requests and 0 written comments uploaded.)

Historical Information

View historical information. (0 documents uploaded.)

Analysis Information

Enter information for the staff report.

Output data: [Download Output Data](#)

2.5 Table of Contents

When the 'Table of Contents' link on the top of the screen is clicked, the *Table of Contents* screen is displayed. This table of contents has been generated from the data entered by the agency. A complete list of documents uploaded by the agency is displayed at the bottom of the page.

Click the 'criterion' link to display the *Agency Narrative* screen for a criterion. Click a 'File Name' link to display a supporting document uploaded by the agency.

Committees > Table of Contents

Table of Contents

Meeting Date: 09/15/2021 Name: Canada ID: CANADA Type of Submission: Update Report Report Status: Response in Process

Introduction **Table of Contents** Review 3rd Party Comments Analysis Information Historical Information

Warning You have read only access to the report. Hide

A table of contents has been generated from the data entered by the agency.

Part 2: Oversight System of Medical Schools

[Sec2.1.A Standard 2.1.A](#)

Part 5: Medical Students

[Sec5.1.A Standard 5.1.A](#)

[Sec5.1.C Standard 5.1.C](#)

[SEC4.1 Outstanding Issue - SEC4.1](#)

[SEC4.2 Outstanding Issue - SEC4.2](#)

[SEC4.3 Outstanding Issue - SEC4.3](#)

[SEC4.4 Outstanding Issue - SEC4.4](#)

[SEC4.5 Outstanding Issue - SEC4.5](#)

[SEC4.6 Outstanding Issue - SEC4.6](#)

List of Exhibits uploaded by Agency

[Download All Agency Exhibits](#)

Id	Criteria	File Title	File Name	Action
50050	Sec5.1.C	test 1125	1125.txt	<input type="button" value="Edit"/> <input type="button" value="Archive"/>

2.6 Agency Narrative Screen

When the 'Review' link on the top of the screen is clicked, the *Review Worksheet* screen is displayed.

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

e-RECOGNITION User Guide ? Help CA Committee All Edit User

Output Data Select Agency/Country Criteria Definitions

Committees > Review

Review

Meeting Date: 01/01/2027 Name: ABC Accrediting Agency ID: ABCAA Type of Submission: Compliance Report Report Status: Response Analysis Complete

Introduction Table of Contents **Review** 3rd Party Comments Analysis Information Historical Information

Warning You have read only access to the report. Hide

To access each narrative or response and worksheet, click the status link in the appropriate Narrative or Response column. Note: The agency will only be able to enter a response for the criteria with "Does Not Meet" or "Substantially Compliant" in the narrative status column.

Criteria	Narrative	Response
Requested Scope Of Recognition	Not Reviewed	
Basic Eligibility Requirements		
* 602.10 Link To Federal Programs	N/R	DNM
* 602.11 Geographic Scope Of Accrediting Activities.	N/R	S/C
602.12(A) Accrediting Experience Initial	N/R	N/R
602.12(B) Expansion Of Scope	N/R	N/R
602.13 Acceptance Of The Agency By Others.	N/R	N/R
Organizational & Administrative Requirements		
* 602.14(A) Category Of Agency	N/R	N/R
602.14(B) Separate And Independent	N/R	N/R
602.14(C) Joint Use Of Personnel	N/R	N/R
602.14(D)(E) Separate & Independent Waiver	N/R	N/R
602.15(A)(1) Staffing/Financial Resources	N/R	N/R
602.15(A)(2) Competency Of Representatives	N/R	N/R
602.15(A)(3) Academic/Administrator Representatives	N/R	N/R
602.15(A)(4) Educator/Practitioner Representatives	N/R	N/R
602.15(A)(5) Public Representatives	N/R	N/R
602.15(A)(6) Conflict Of Interest	N/R	N/R
602.15(B) Recordkeeping	N/R	N/R

< Response Review Worksheet

602.10 Link to Federal programs

The agency must demonstrate that-

(a) If the agency accredits institutions of higher education, its accreditation is a required element in enabling at least one of those institutions to establish eligibility to participate in HEA programs; or

(b) If the agency accredits institutions of higher education or higher education programs, or both, its accreditation is a required element in enabling at least one of those entities to establish eligibility to participate in non-HEA Federal programs.

Agency Narrative
testign

Analyst Narrative
No response

Agency Response
No response

Analyst Response (Limit 64,000 characters and spaces)

0/64000 characters

Analyst Worksheet

Staff Determination

The staff determination entered will populate in the Issues and Problems section on the analysis screen. Do not include the criteria number, it will be populated for you.

Submission

Status: *Undefined*

Resubmission

Response Status:

Meet Not Reviewed Does Not Meet Not Necessary Substantially Compliant

Staff Determination Resubmission to 602.10 (Limit 64,000 characters and spaces)

This is a test

14/64000 characters

Warning Since you have selected "Does Not Meet", please consider providing Staff Determination Resubmission.

For the selected criterion, this screen displays:

- The criterion text.

- Supporting documents uploaded by the agency. Click on the link to display the document.
- The agency narrative, or response.
- The Department staff decision of whether the agency meets the criterion or not and comments concerning the criterion.
- Documents uploaded by Department staff. Click on the link to display the document.

- **Final Staff Report** – Displays either a PDF document or HTML version of the final staff report, which is shared with the agency and the public at the meeting.
- **Final Detailed Analysis** – Displays either a PDF document or HTML version of the agency’s narrative, the Department’s Analyst worksheets (comments), all uploaded documents, and third party comments.
- **Table of Contents** – Displays a list of all of the criteria the agency responded to and a list of the supporting documents uploaded by the agency.
- **Third Party Comments** - Displays links to the third party written comments and any agency response to the comments.
- **Historical Information** – Displays a link to historical documentation for the agency, including the decision letter and pertinent portion of the transcript from the NACIQI’s most recent review of the agency.
- **User Guide** – Displays this document.

The following links are available at the top of the page

- **Review** – Return to the *Agency Review* screen.
- **Select Agency** – Return to the *Select Agency* screen to select a different agency.
- **Change Password** – Change your e-Recognition password.
- **Criteria Definitions** – Display definitions for each of the criteria for recognition.
- **Contact Help Desk** – Send a message to the e-Recognition Help Desk.
- **User Guide** – Display this document.
- **Log out** – Log out of the system

2.7 Third Party Comments

When the 'Third Party Comments' link is clicked, the *Third Party Comments* screen is displayed. This screen displays links to the third party written comments and any agency or Department staff response to the comments. Click on a 'File Name' link to display a document.

3rd Party Comments

Meeting Date: 03/22/2025 Name: Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics ID: ACEND Type of Submission: Renewal Petition Report Status: Narrative in Process

Introduction Table of Contents Review 3rd Party Comments Analysis Information Historical Information

Warning You have read only access to the report.

Hide

3rd Party Written Comments

Document Title	Date	Pro/Con	Oral/Written
pp	2022-05-16T11:55:53.497	Pro	Oral
test	2022-05-16T12:49:42.763	Pro	Oral
test5	2022-05-16T12:54:28.99	Con	Oral
nfikne5	2022-05-16T12:56:12.397	Pro	Oral

Agency Response to 3rd Party Comments

There are no agency response.

Document(s) Uploaded in response to 3rd Party Comments

There are no documents.

Back

Save

2.8 Historical Information

When the 'Historical Information' link is clicked, the *Historical Information* screen is displayed. This screen displays links to historical documentation for the agency, which includes the decision letter and pertinent portion of the transcript from the NACIQI's most recent review of the agency. Click on a document name link to display a document.

Output Data

To begin generating downloadable committee or agency/country data, follow the steps below.

1. Select a meeting date.

Meeting Date

01/01/2029

2. Select the agency for which you wish to generate committee reviewable data.

Agency

Australasian Veterinary Boards Council, I...

3. Select the type of data and click the "Generate Downloadable Data" button.

- Committee Data (Includes committee screens with links to view agency narratives, analyst remarks, and documents).
- Agency Data (Narratives in PDF format and documents and an html page from which to display them).

Generate Downloadable Data