

Guide to Submitting Your WASC Eligibility Application via Live Text¹

This user guide is intended to provide institutions with the basic steps necessary to develop and submit an Eligibility Application online using LiveText. For detailed technical questions, please contact the LiveText helpdesk at support@livetext.com. For general questions, please contact Sharyl McGrew, Accreditation Resources Manager, at smcgrew@wascsenior.org, or Richard Winn, WASC Vice President, at rwinn@wascsenior.org.

NOTE: *Firefox is the preferred web browser for LiveText. (It is very likely that you will encounter technical problems if you use Internet Explorer.) You will need to enable **Pop-up Windows** in your web browser for the LiveText system to function. Please contact your local IT support if you have questions or problems with pop-up blocking.*

Step 1: NOTIFICATION

Upon receipt of the *Notification of Intent To Apply* Form and fee, WASC will email the ALO an email confirmation. This email will contain a link to this guide, and a LiveText login and password. Eligibility applications are created in LiveText using a template. In order to access the template, the institution's Accreditation Liaison Officer (ALO) must contact the WASC office and request a LiveText username and password. The ALO will use this information to login to LiveText and begin creating the full Eligibility Application.

Step 2: CREATE THE APPLICATION

Go to the LiveText website (www.LiveText.com) and log in using the institution's username and password. Contact Jamie Wilkins (jwilkins@wascsenior.org) if you need the log in information.

Once logged in, you should, by default, be in the "Dashboard" tab. (Figure 1)

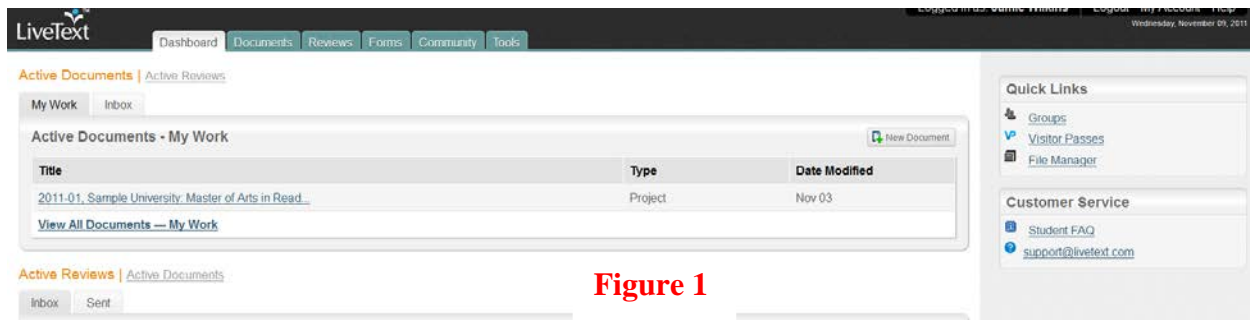


Figure 1

¹LiveText provides WASC and its accredited institutions with access to a customized, secure, Internet-based, communications portal. WASC institutions are now using this portal for the submission of documents related to various WASC processes, including Substantive Change proposals, Annual Reports, Interim Reports and Institutional Proposals. WASC uses the portal for the review of these documents and for decision making. LiveText provides these products and services, including support and maintenance of the portal and an exclusive license to the portal, at no cost to WASC or its accredited institutions. WASC does not endorse products or services provided by educational software vendors or require its accredited institutions to purchase specific products or services.

To create the new application, click on the New Document button on the top-right side of the screen. (Figure 2)

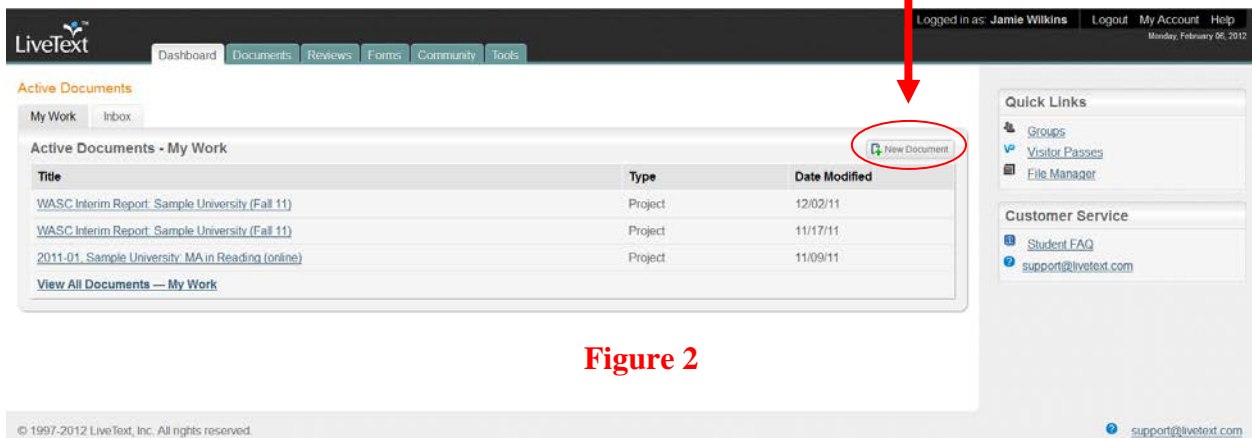


Figure 2

On the “Create a Document” page, select the following:

1. **Folder:** Under the folder drop down, select *Eligibility Applications* under the WASC heading. (Figure 3)

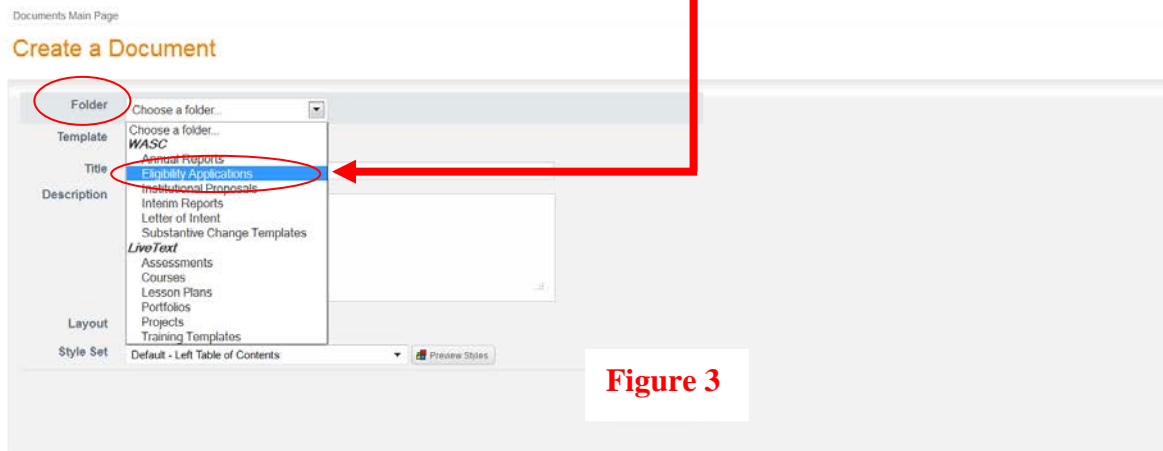


Figure 3

2. **Template:** Select *WASC Eligibility Application* template in this drop-down. (Figure 4)

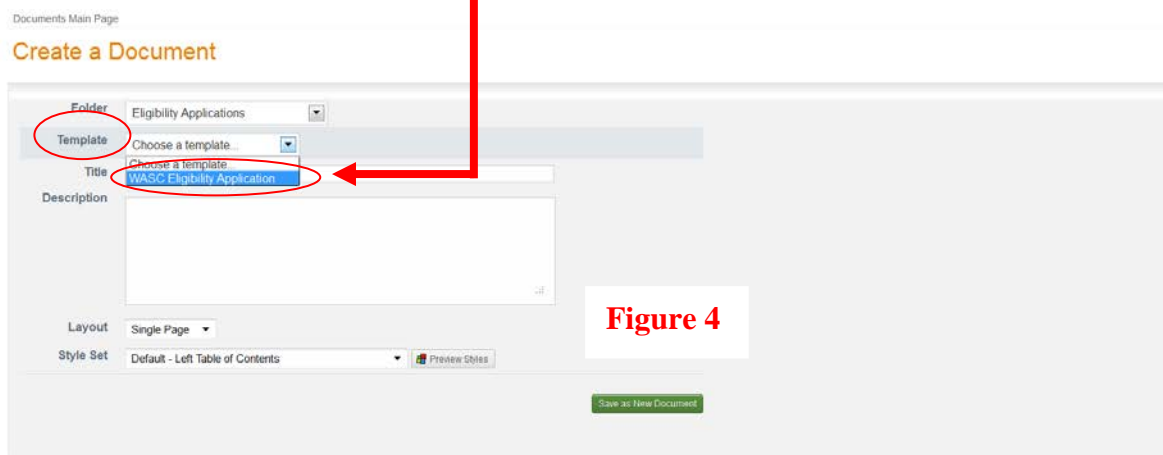


Figure 4

NOTE: After selecting a template, a preview of the template outline will load on the right hand side of the screen.

3. **Title:** In the title box, name the proposal **using the following convention:**

“WASC Eligibility Application: Institution Name (Year)”

Example title:

WASC Eligibility Application: New University (2012)

4. Click on “Save New Document”. (Figure 5)

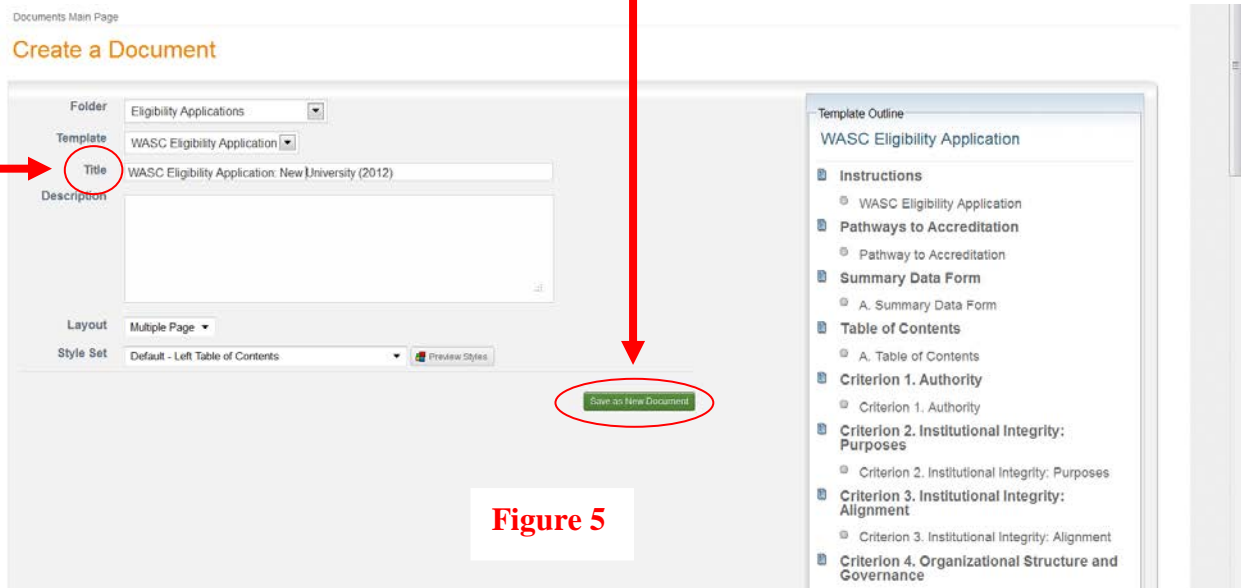


Figure 5

Step 3: ENTER TEXT AND ATTACHMENTS INTO THE APPLICATION

To enter text and attachments into the application template, click “Edit” within each section. (Figure 6)

NOTE: Do not edit the Instruction page, which will load first, by default.

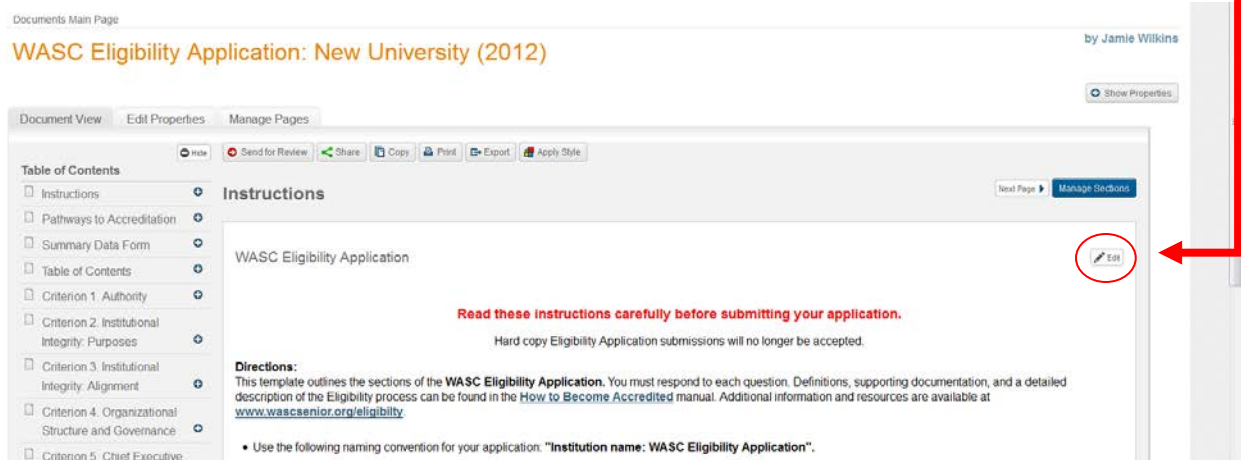


Figure 6

Click on each section in the Table of Contents. When you pull up each section, click the edit button. (Figure 7)

IMPORTANT: Do *not* “Edit Page” or “Edit Document” or click on “Manage Sections”. Be sure to maintain the section names and leave the existing questions/headings in each section as you fill in your answers.

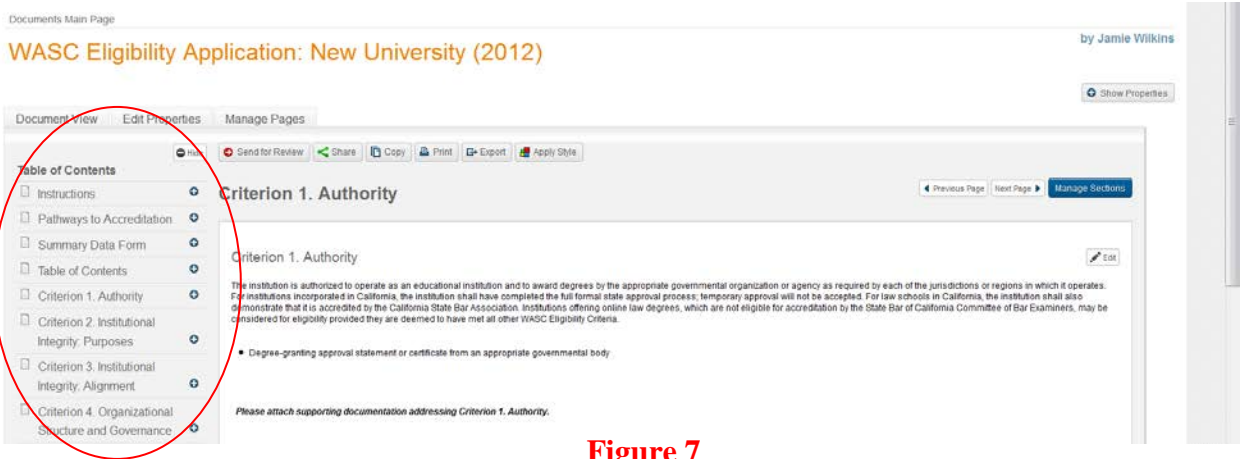


Figure 7

Enter your responses below each question.

IMPORTANT NOTE: You can cut and paste from a Microsoft Word document; however, this can be a problem because the content pasted from Word contains nonstandard HTML and CSS. We **strongly** recommend that users select the LiveText "paste as plain text" function instead of the regular paste function. This process strips all of the formatting but preserves the text. You can then reformat the content using the LiveText formatting tools. (Figure 8)

Attachments: All supporting documents should be included in the appropriate section(s) as attached appendices (not hyperlinks). (Figure 8)

When you have completed editing the section, click “Save Changes” to save your edits and remain in the section; or click “Save and Finish” to save your changes and exit the section. (Figure 8)

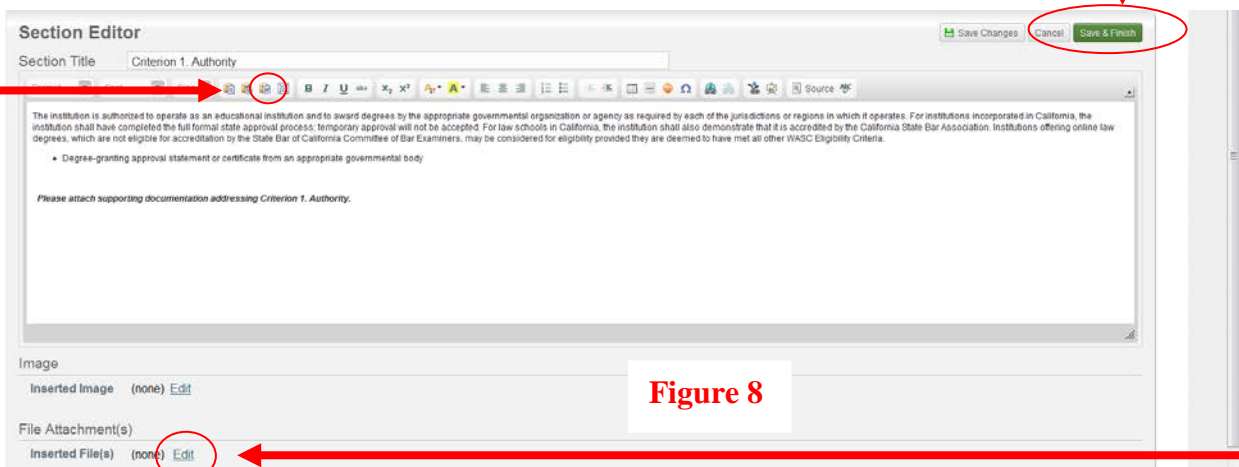


Figure 8

Step 4: REVIEW THE APPLICATION

Review the application carefully for common omissions and errors. Prior to submitting the application, the ALO should conduct a review of the draft to ensure the application is complete and all attachments and links are operating appropriately.

Step 5: SUBMIT THE APPLICATION

To submit the application, click on “Send for Review”.

NOTE: Do not click on “Share”. (Figure 9)

In the pop-up box, enter “**ERC Admin**” and **WAIT**. The full address <ercadmin>’ will be populated. (Figure 9)

NOTE: You must submit the application to this LiveText address *ONLY*. Do not submit the application to a staff member’s LiveText address.

If the proposal is not submitted correctly, WASC will not be able to process it. This may cause delays in scheduling the eligibility review.

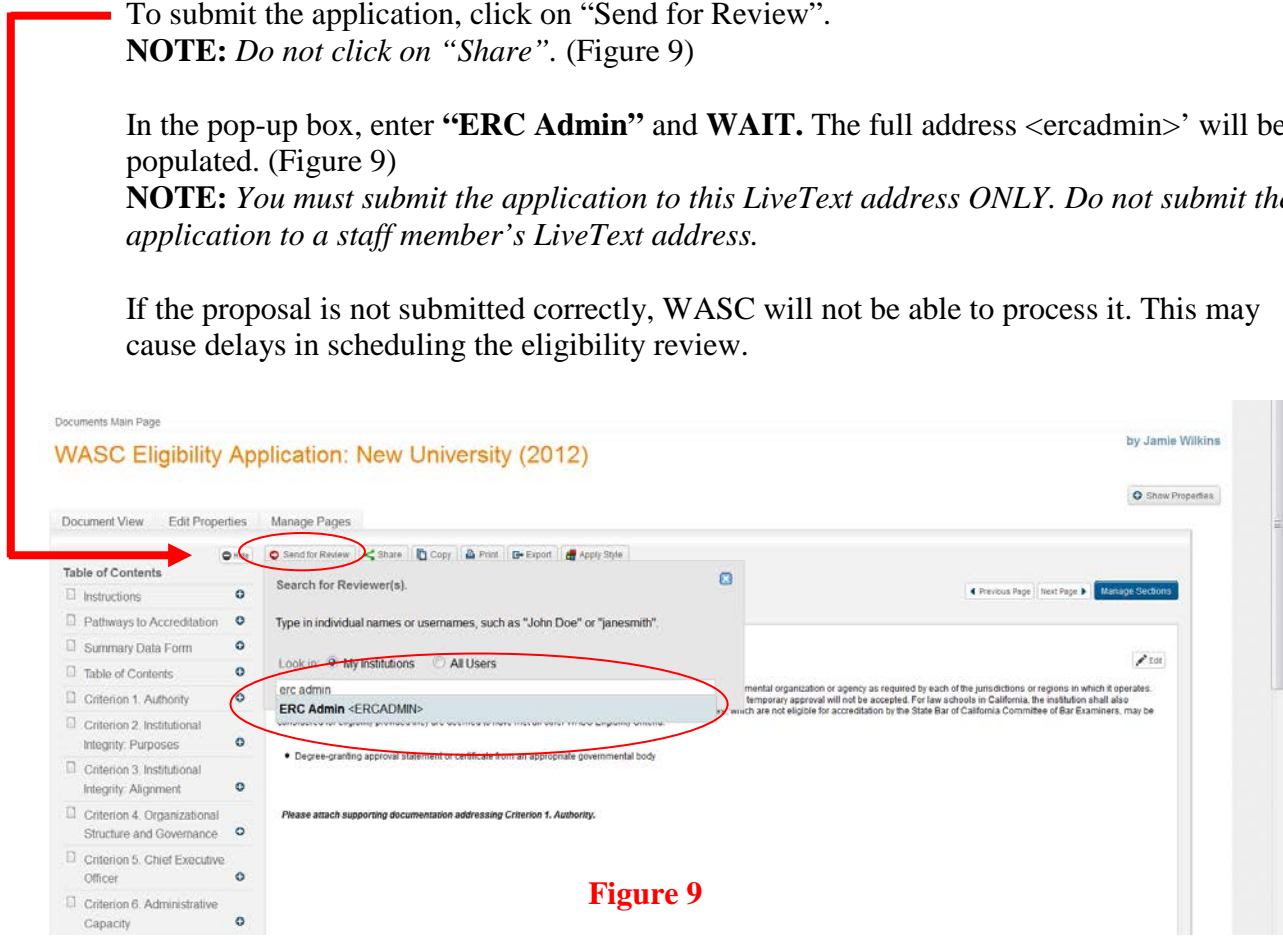


Figure 9

Click “Submit for review.” (Figure 10)

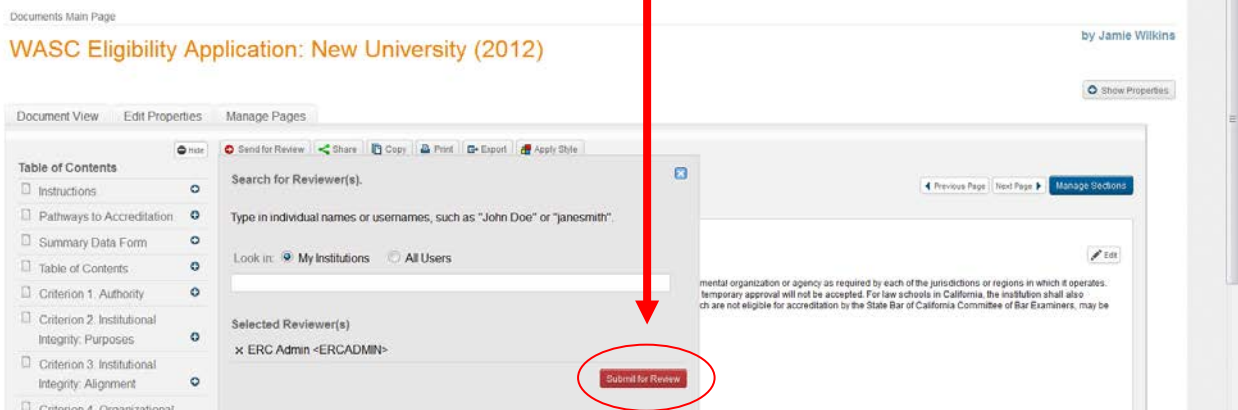


Figure 10

Step 6: NOTIFY WASC

Please email Jamie Wilkins (jwilkins@wascsenior.org), to notify her that you have submitted your full eligibility application in LiveText.

NEXT STEPS: Upon receipt of your full eligibility application, WASC staff will schedule a panel for the review. Once the review is confirmed, the eligibility application will be forwarded to the reviewers. Following the review, the ALO will receive an action letter communicating the decision of the panel.

Step 7: QUESTIONS

If you have trouble with any of the steps outlined in this guide, contact Jamie Wilkins (jwilkins@wascsenior.org). If you experience technical glitches, contact LiveText at support@livetext.com.