

COLLEGE PORTRAIT APPLICATION FACT SHEET

This document contains important information on 1) accessing the new College Portrait application, 2) training webinars, 3) deadlines for data entry, 4) support, and 5) a review of key features.

1. Accessing the College Portrait Application

- The **web address** for College Portrait data entry application is: www.collegeportraits.org/login
- The **login** is your email address (the account in which you received this notice). The **initial password** for all users is: CP2009 (the password is case sensitive). Once you login you will be able to change your password. The login cannot be changed.
- To facilitate the initial release of the new application, each person on the VSA email distribution list has been set up as an administrator with a separate login. Be aware that your institution may have multiple administrators. Going forward, each institution has the ability to modify the individuals that will have access to the application and set different permissions for each user.

2. Webinars

- It is highly recommended that you view one of the two introductory webinars to become more familiar with the new application.
- The webinar dates/times are:
 - Tuesday, February 10 -- (Noon PT, 1p MT, 2p CT, 3p ET)
 - Wednesday, February 11 -- (9:30a PT, 10:30a MT, 11:30a CT, 12:30p ET)
- **IMPORTANT:** If you plan to participate in either of the webinars, you **MUST** download the interface beforehand using the following link [Test Your Computer Readiness](#).
- Webinar login information is below the signature line of this email.
- The webinars will be recorded and available the week of February 16.

3. Deadlines for Update: April 3

- Version 3 should be populated with Fall 2008 information from the Common Data Set.
- The Success & Progress information should use the Fall 2002 cohorts
- The Cost of Attendance information should display the most currently available tuition and fees information. (Fall 2008 or Fall 2009)

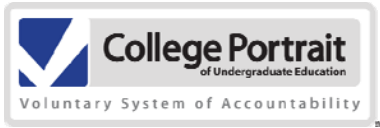
- Due to continuing installation complexities with the current VSA cost calculator application, we will be working toward integrating the VSA cost calculator into the College Portrait application. A limited release beta test version will be available later this spring. In the meantime, please link to a webpage on your financial aid website that displays detailed cost of attendance information. Institutions with their own calculators should link to it now.

4. Support Email

- The support email for the new College Portrait application is: support@collegeportraits.org. Contact through email remains the quickest and more efficient way to get assistance with questions.
- Please be aware that most of the VSA support team members hold full-time IR positions at other institutions. We appreciate your understanding and patience as we strive to respond to questions in a timely manner.

5. Review of Key Features of Version 3

- Both the data entry interface and the College Portrait display meet (and in many cases exceed) ADA accessibility requirements.
- The data entry template is a web-based form. You will no longer need to download an excel workbook. Nor make the conversion to a PDF file.
- Much of the data from the current excel template can be upload directly into the application – text, links, student experiences, and learning outcomes data. The outdated Fall 2007 CDS data will not be included in the upload.
- To create the success and progress graph and table, upload the data from the StudentTracker Cohort Report query directly into the College Portrait application.
- The published College Portrait will be a series of web pages not a PDF file. A print option with consistent layout and formatting will be available.
- Each institution's College Portrait will have a unique URL. The URL will be used as the link from the VSA/College Portrait logo on each institution's website.
- The information within the new College Portrait application can be modified or updated at any time.



WEBINAR SCHEDULE & LOGIN INFORMATION

LINK TO [Test Your Computer Readiness](#)

1. February 10 (Noon PT, 1p MT, 2p CT, 3p ET)

MEET & CONFER PARTICIPANT INVITATION EVENT DETAILS:

Event: Overview of College Portrait Application, Version 3
Date: 2/10/2009
Time: 12:00 PM
Duration: 1 hr. 30 min.
Group/College/Organization: CCCCCO

PARTICIPANT DETAILS

- > Dial your telephone conference line: (888) 886-3951
- > Enter your passcode: 429136
- > Go to www.cccconfer.org.
- > Click the Participant Log In button under the Meet & Confer logo
- > Locate your meeting and click Go.
- > Fill out the form and enter the password: 429136

PARTICIPANT CONFERENCE FEATURES:

- *0 - Contact the operator for assistance with the audio.
- *6 - Mute/unmute your individual line with a private announcement.

QUESTIONS?

CCC Confer Client Services is available Monday through Friday between 8:00 am - 4:00 pm at 760-744-1150 ext 1537 or 1554 or email clientservices@cccconfer.org.

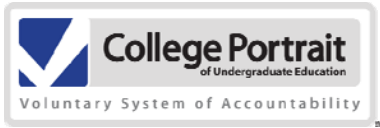
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- > Dial your telephone conference line: (888) 886-3951
- > Enter your passcode: 950183
- > Go to www.cccconfer.org.
- > Click the Participant Log In button under the Meet & Confer logo



Voluntary System of Accountability (VSA)

- > Locate your meeting and click Go.
- > Fill out the form and enter the password: 950183

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