SAIS ACCREDITATION PORTAL™
Quick Reference
portal.sais.org
The Dashboard View

The initial screen that you will see after you log in is your Dashboard. You will only see the school(s) to which you have access either as a Head of School, Accreditation Coordinator, Visiting Team Chair, or Visiting Team Member.

The menu choices in the top right hand corner are consistent on all page views:

- **Dashboard**: returns to your Dashboard View
- **Team & School**: links to the public accreditation community page inside of SAISconnect (your username and password are what you use to login to the Portal)
- **Chairs**: links to the private chairs community page inside of SAISconnect (your username and password are what you use to login to the Portal)
- **Contact Us**: links to the contact information for SAIS staff members
- **SAIS**: links to the SAIS home page
**Entering Data**

In all sections of the Portal, the text entry screen looks the same and has the same features.

![Text Entry Screen](image)

**Formatting options in the Portal are as follows:**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Paste as text" /></td>
<td>Paste as text; paste from word</td>
</tr>
<tr>
<td><img src="image" alt="Bold, Italic, Underline, Strikethrough" /></td>
<td>Bold; Italics; Underline; Strikethrough</td>
</tr>
<tr>
<td><img src="image" alt="Justify options" /></td>
<td>Justifications: Left; Center; Right, Full</td>
</tr>
<tr>
<td><img src="image" alt="Hyperlink, Remove hyperlink" /></td>
<td>Hyperlink; Remove hyperlink</td>
</tr>
<tr>
<td><img src="image" alt="Bulleted, Numbered List" /></td>
<td>Bulleted List; Numbered List</td>
</tr>
<tr>
<td><img src="image" alt="Insert Table, Table features" /></td>
<td>Insert Table; various table features</td>
</tr>
<tr>
<td><img src="image" alt="Horizontal line, Full screen editor" /></td>
<td>Horizontal line; Full screen editor</td>
</tr>
</tbody>
</table>
The School View

Click the arrow next to each of the components to enter data into the School Snapshot, Standards & Indicators, and School Report. Specific instructions are available within each section.

To see your compiled report, click on the School Snapshot & Standards button located in the top right hand corner above the Head of School. This will open up your report as a pdf which you can save, print, and email as needed.

NOTE that the Visiting Team will have access to your compiled report in the pdf format – you do not need to email this report to the team!

****CONFIDENTIALITY: The only people with access to this information are SAIS, the Visiting Team, the Head of School, Accreditation Coordinator(s) and others the school asks SAIS to give access.
The Team View

Click the arrows next to the sections to access the information. In the School Report, Snapshot & Standards, the Visiting team has access to the school’s compiled pdf report. Specific instructions including links to helpful documents and templates are available inside of the sections.

To see your compiled Visit Report, click on the Print Visit Report button located in the top right hand corner above the Head of School. This will open up your Visit Report as a pdf which you can save, print, and email as needed.

NOTE that the School does not have access to the team’s Visit Report.

****CONFIDENTIALITY: The Visiting Team deliberations and the final report are confidential. Once the Visit Report is accepted by the SAIS Accreditation Review Committee, the report belongs to the school and the school determines how to share it with its stakeholder community.