



ACGC Organization/University User Guide

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<https://accreditation.gceducation.org/>

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About this User Guide

This ACGC User Guide is intended for ACGC Organization/University users. Organization/University users with appropriate permissions have access to the Organization Representative dashboard. The following instructions will provide guidance on specific functions and features of the ACGC's AMS.

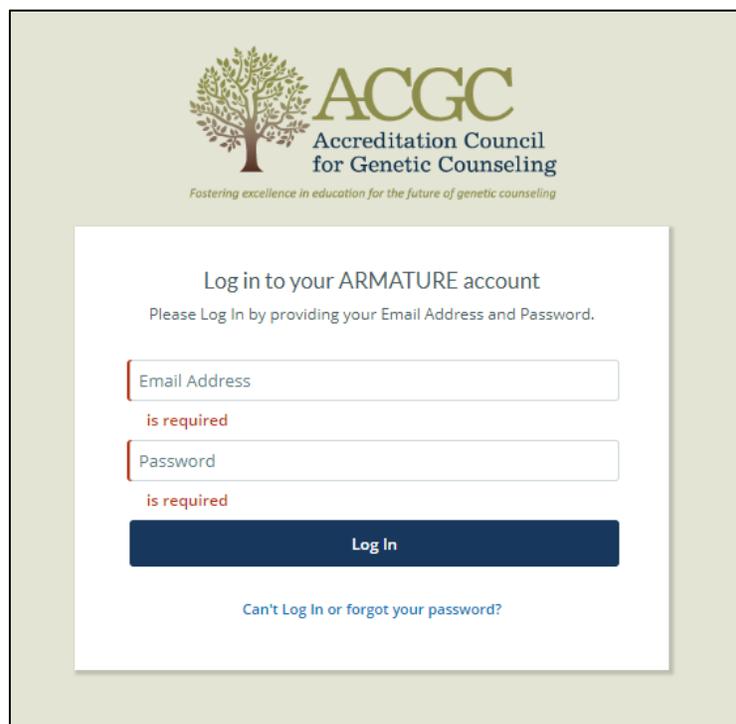
How to Log In

Organization/University users may have the ability to log in and access the Organization Representative dashboard, depending upon permissions set by ACGC administrators.

Please note, if you believe that you should have access to the Organization Representative dashboard and are unable to log in and access the dashboard, please contact ACGC at info@gceducation.org.

To log in, navigate to the ACGC's AMS: <https://accreditation.gceducation.org>.

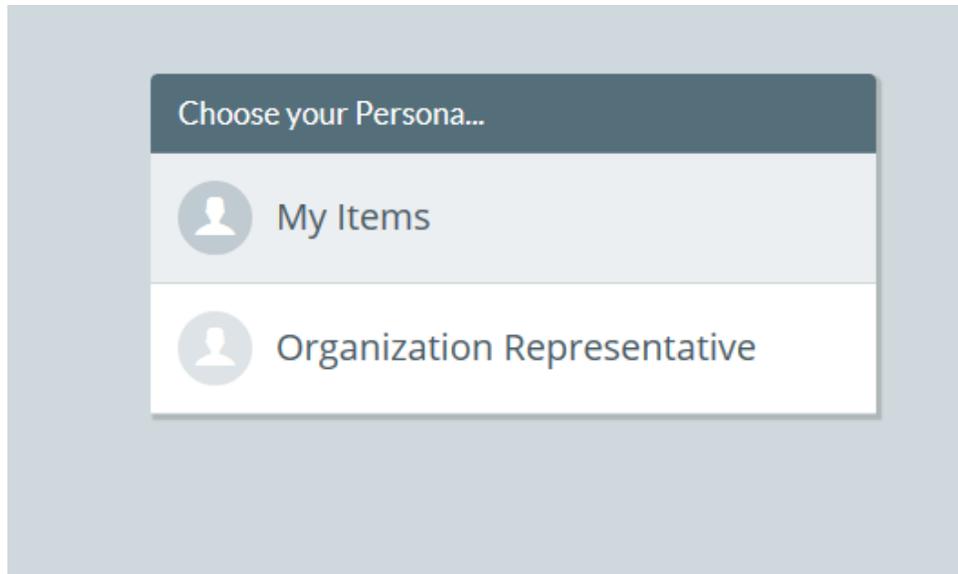
Enter your email address and password.



The screenshot shows the login interface for an ARMATURE account. At the top, the ACGC logo is displayed, featuring a tree icon and the text "ACGC Accreditation Council for Genetic Counseling" with the tagline "Fostering excellence in education for the future of genetic counseling". Below the logo, the heading "Log in to your ARMATURE account" is centered, followed by the instruction "Please Log In by providing your Email Address and Password." There are two input fields: "Email Address" and "Password", both with red "is required" error messages below them. A dark blue "Log In" button is positioned below the password field. At the bottom of the form, there is a blue link that says "Can't Log In or forgot your password?".

Once you've entered your email address and password, click the **Log In** button.

When prompted to select a persona type, choose **Organization Representative**:



How to Reset Your Password

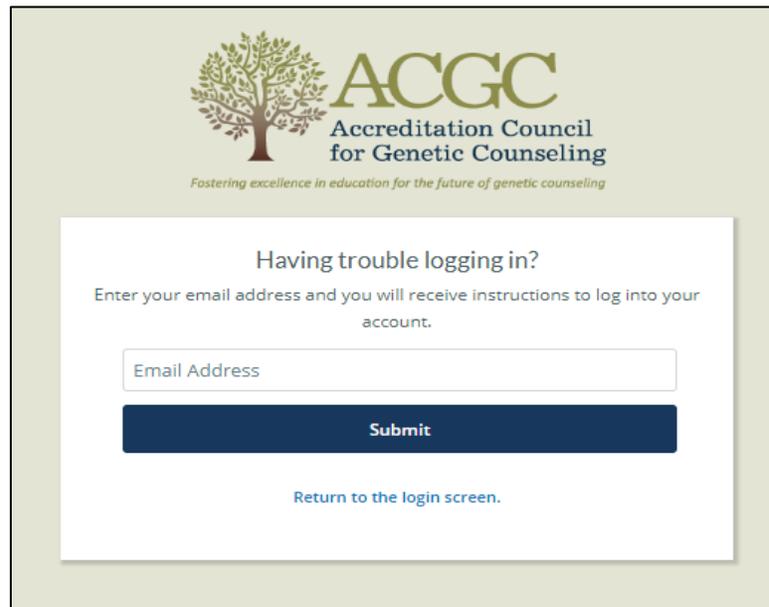
There are two ways to reset your password. Choose the appropriate method:

1. If you are unable to log in or have forgotten your password, you can reset your password on the login page:

- Navigate to login page - <https://accreditation.gceducation.org>
- Click the **Can't Log In or forgot your password?** link.

A screenshot of the ACGC login page. At the top is the ACGC logo, which includes a tree icon and the text "ACGC Accreditation Council for Genetic Counseling" and the tagline "Fostering excellence in education for the future of genetic counseling". Below the logo is a white box with the heading "Log in to your ARMATURE account" and the instruction "Please Log In by providing your Email Address and Password." There are two input fields: "Email Address" and "Password". Below each field is a red error message "is required". At the bottom of the white box is a dark blue "Log In" button. Below the white box is a red arrow pointing to a blue link that says "Can't Log In or forgot your password?".

On the next screen, enter the email address that is associated with your account and click the **Submit** button.

The image shows a screenshot of a web form for password reset. At the top, there is the ACGC logo, which includes a tree icon and the text "ACGC Accreditation Council for Genetic Counseling" with the tagline "Fostering excellence in education for the future of genetic counseling". Below the logo, the form has a heading "Having trouble logging in?" followed by the instruction "Enter your email address and you will receive instructions to log into your account." There is a text input field labeled "Email Address" and a dark blue "Submit" button. At the bottom of the form, there is a blue link that says "Return to the login screen."

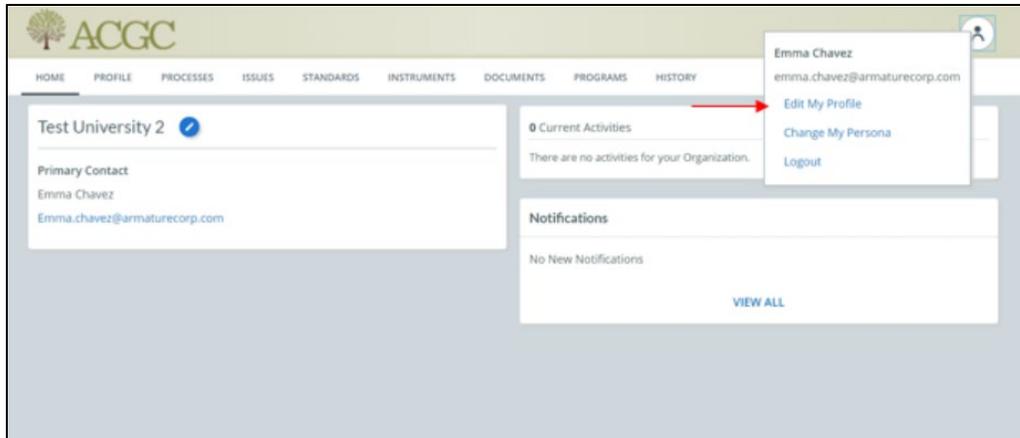
A system-generated email will be sent. Use the link found within the email to navigate to the password reset page. Please note, the password reset URL is only valid for 30 days.

Enter a new password and click **Submit**.

Navigate back to the ACGC's AMS login page (<https://accreditation.gceducation.org>) and log in with your new email and password.

2. If you know your password and would like to reset it from your user account.

- Log in to the site and select the Organization Representative persona.
- Once you're on the dashboard home screen, click the person icon on the far right of the screen and select **Edit My Profile**.



Click **Reset My Password** located on the top placard.

Complete these required fields:

- Current Password
- New Password
- Confirm your New Password

A screenshot of a password reset form. At the top, it displays the account email: 'Account: emma.chavez@armaturecorp.com'. Below this are three input fields: 'Current Password', 'New Password', and 'Confirm your New Password'. At the bottom of the form are two buttons: a blue 'Save' button and a 'Cancel' link.

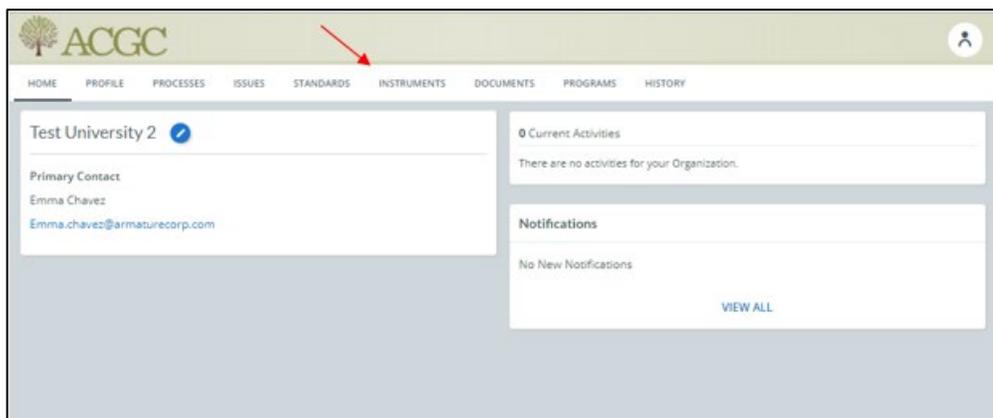
Once completed, click the **Save** button. Your new password will be saved and upon your next login, you will be required to use the new password.

How to Access Instruments (Data Collection Tools)

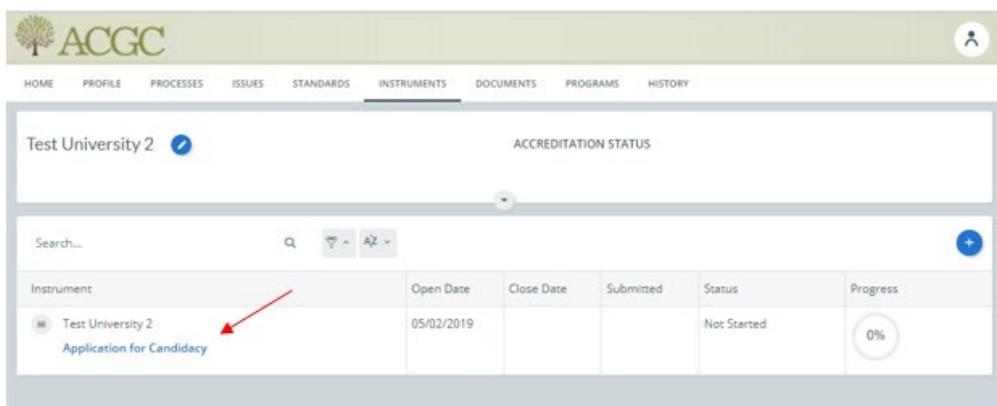
Please begin by entering your Secured Data Vault dashboard by logging onto the site. Follow the instructions in section - **How to login**. If you have trouble viewing, entering responses, and/or submitting your Instruments, please contact ACGC at info@gceducation.org to verify that your account has the correct permissions.

1. Instruments Menu

- Click the Instruments menu located on the top menu of your dashboard.



- Locate the applicable Instrument and click to open



How to Complete and Submit Instruments

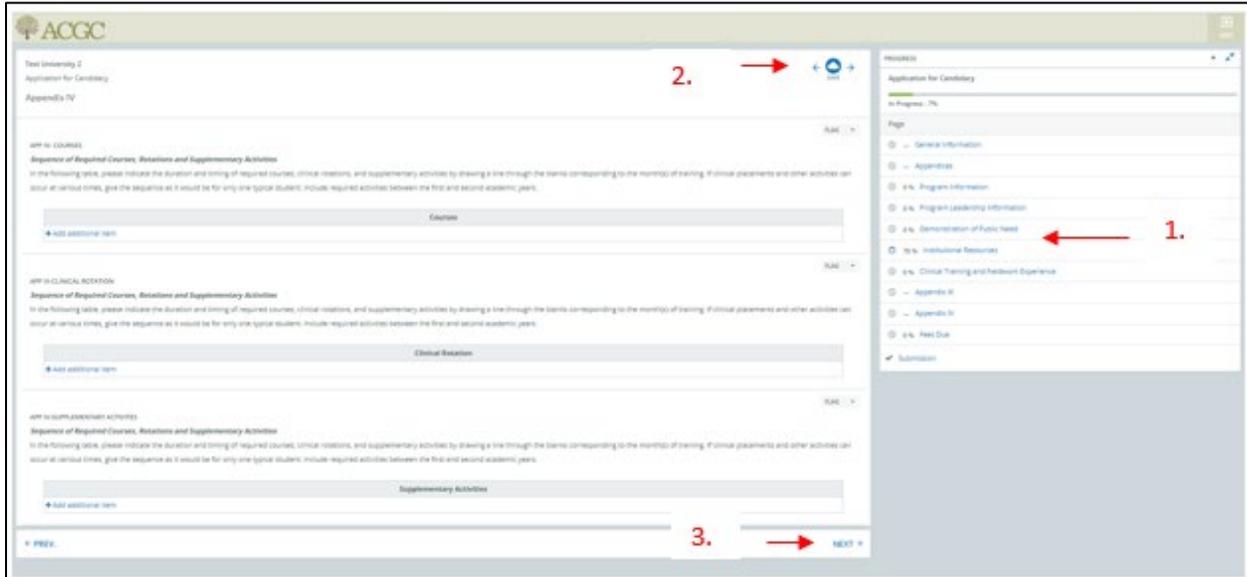
ACGC may assign an Instrument to your Organization/University when the accreditation process requires it. If you are having trouble viewing, filling out, or submitting your Instruments, please contact ACGC via email at info@gceducation.org to verify that your account has the correct permissions.

To complete an Instrument:

Begin by accessing the assigned Instrument. Please refer to the instructions in section - **How to Access Instruments**. There are several ways to navigating through the Instrument.

1. Move between pages by clicking the section name listed under the Navigation menu located on right side
2. Click the navigation arrows at the top of the page
3. Click the **Next** or **Prev.** buttons to navigate between sections.

To ensure that nothing gets lost, the ACGC's AMS will automatically save your responses as you navigate between sections.



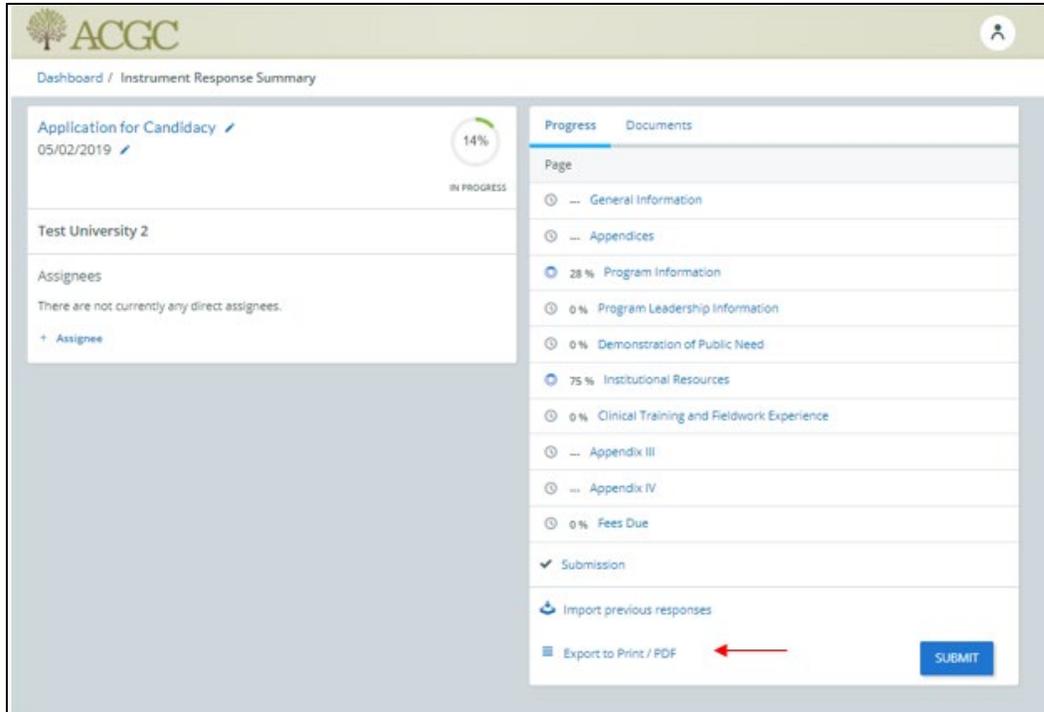
Instruments are comprised of a variety of question types, and you may be prompted to enter text, upload documents, select choices, fill out selection boxes, etc., as part of the completion process.

ACGC sets the start and end dates of each Instrument, and you may only complete questions and submit within the designated time window. You may view your Instrument due date on your dashboard.

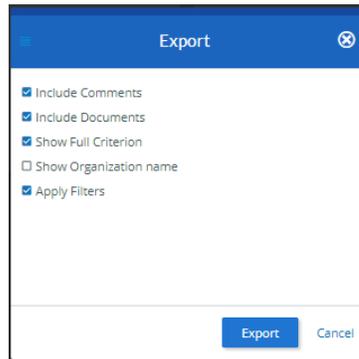
Instrument	Open Date	Close Date	Submitted	Status	Progress
 Test University 2 Application for Candidacy	05/02/2019			In Progress	 14%

You can save your completed responses within a section by clicking the **Save** button as well as navigating between sections. Please note that if for some reason your internet browser closes before you save your work, then your entered responses will not be saved.

You can export your Instrument to PDF—which is a useful way to print it—by clicking the **Export** button.



After clicking the **Export** button, you'll be prompted to select what areas to export.



Questions Overview

There are different types of questions throughout the Instrument based on the information that ACGC requires from you. From questions referencing ACGC's standards, multi-selections, short answers, and narratives, to uploading documents, dates, and/or table data, the ACGC's AMS is designed to make it easy for you to input your responses.

Required vs. Non-Required Questions and Percentage Completion

Required vs. Non-Required Questions

Required and non-required questions are located throughout. Required questions are marked with a required tag. If a question doesn't have a required tag, then the question is optional.

- **Example of Required Question:**

PROGRAM DIRECTOR OR INTERIM PROGRAM DIRECTOR

Program Director or Interim Program Director: Name & degree:

A value is required A value is required

In some cases, you will be assigned Instruments that don't allow submission until all required questions are completed. This is noted when you navigate to the Submission page and see that submission is unavailable. You must return to the pages where there are required questions and complete all responses. Only once all required questions are answered you will be able to complete your submission.

Submission is unavailable
This instrument cannot be submitted at this time for the following reason(s):

- Requires completion

Page

- 🕒 — Complete User Profile - Start Here
- 🕒 — Complete Organization Profile
- 🕒 — Upload Documents

ACGC is Here to Help

This user guide is intended to show you how to complete common tasks in the ACGC’s AMS. If you have any questions that aren’t covered here, please reach out to ACGC at info@gceducation.org. We will be happy to help.

Glossary



Item	Description
Home	Each time you log in to the ACGC’s AMS, you will be directed to your home screen. In your home view you will see a dashboard showing the status of your current tasks. Each task has click-through functionality for easy access.
Profile	Within this section you can view and edit the profile data for your program, including contact name(s), contact information (address, phone, email), skills, languages, conflicts of interest and additional attributes.
Processes	Here you’ll be able to monitor and act on any of the workflow processes a program is going through. You can click into any of the processes to see the process milestones and current status. If there are open tasks/actions assigned to you, you can act on them here.
Issues	Within the issues section you will be able to view and act on issues (Requests for Additional Information) that have been assigned to you by due date and severity, distribution by type, and the top issues logged against your assigned organization/program.
Standards	The ACGC <i>Standards</i> can be accessed through this section.
Instruments	Instruments is another name for data collection tools. Within this section you’ll be able to view and fill out any instruments, including applications, the Report of Current Status, forms, surveys, etc. You will be able to provide responses, add comments, and upload documents as prescribed by the individual instruments.
Documents	This is the document repository for your organization. Here you can view informational documents shared with you by ACGC, or upload and manage your own documents and folders.
Programs	This section is currently being configured. It will list the name of your program.
History	Any decision granted to your organization by ACGC will be displayed here. This screen shows the current accreditation status and the accreditation decision history for your organization.