

HLC PORTAL USER GUIDE

Information for Peer Reviewers

The HLC Portal is an online hub for peer reviewers to access training resources, conduct reviews and prepare for Institutional Actions Council meetings.

Signing In for the First Time

Peer reviewers will receive an email notification from HLC when they are given access to the portal. To sign into the portal for the first time, follow these steps:

1. Go to <http://www.hlcportal.org> to access the HLC Portal login screen.

Important: Peer reviewers who use Office 365 or SharePoint at their institution will not be able to log into the HLC Portal using the same web browser that they use to access their institution's sites. They will need to use a different browser or open a private or incognito window in their normal browser to sign into the portal. For example, if a reviewer typically uses Firefox for his or her institution, then the reviewer will need to use Google Chrome, Safari or another web browser, or open a private window in Firefox, to access the HLC Portal. Search online for the most up-to-date instructions for [enabling private or incognito windows in any browser](#).

2. Enter the email address and password that were included in the email notification from HLC. The email address will be a peer reviewer's username from the Peer Reviewer Data Update System (PRDUS) and the domain "hlcportal.org" (e.g., JDoe@hlcportal.org).

3. Following the system prompts, enter a new password in the fields provided and click "Update password and sign in."
4. After logging in, a notification saying, "Additional info required" will appear. Click the "Next" button.
5. The system will ask the user to provide a recovery email address, which will be used to authenticate the account if the password is ever reset. Click "Set it up now."
6. Enter the recovery email address and click "email me."
7. Check the email address provided for a message from Microsoft containing a six-digit verification code. If this message isn't received after a few minutes, please check the email account's junk folder or spam filter.
8. Return to the HLC Portal, enter the code provided by Microsoft and click "verify." If the verification was successful, a message confirming the authentication email will appear. Click "finish" to be brought to the portal's main landing page.

Navigating the Portal

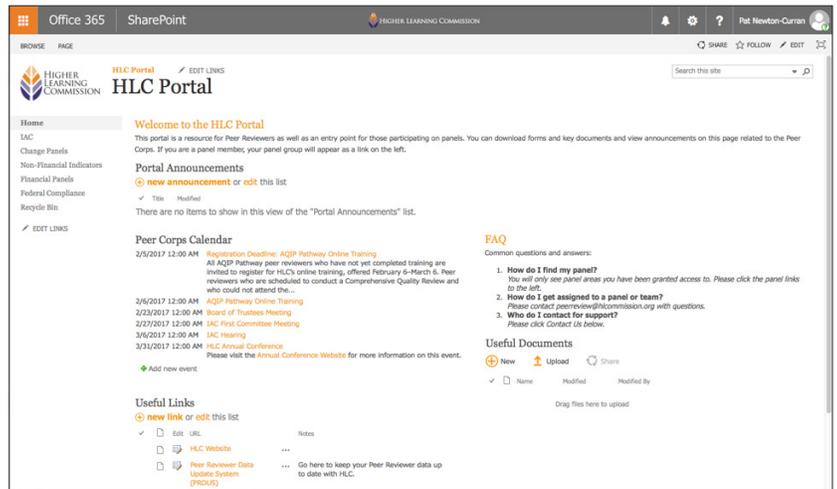
Main Landing Page

After a user's initial login, all subsequent visits to the HLC Portal will begin at the main landing page (see Figure 1). On the left side of the page will be links with additional information depending on what type of access or assignments a specific user has. For example, financial panel reviewers will see a link for "Financial Indicators." Clicking on the links in the left-hand menu will take a user to another page with more information.

Peer reviewers who are also Academy mentors will see a link to the Academies SharePoint site on the right side of the page. Click on the image to go to the Academy site.

Click the "contact us" link at the bottom of the page to submit questions or request assistance from HLC.

Figure 1. Main HLC Portal Landing Page

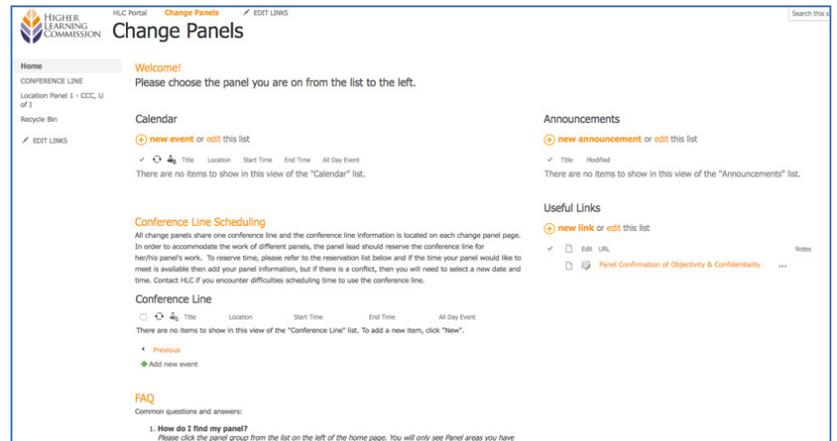


Process Subsites

Process subsites are accessed from the left-hand menu of the main landing page. Each subsite has a landing page similar to Figure 2. The page includes general information about the process. Links to any reviews that a peer reviewer is assigned to will be listed on the left side of the page. If a reviewer is not currently assigned to any reviews, this section of the page will be blank.

Clicking a review link on the subsite landing page will bring a user to a page with specific information about that particular review (see Figure 3).

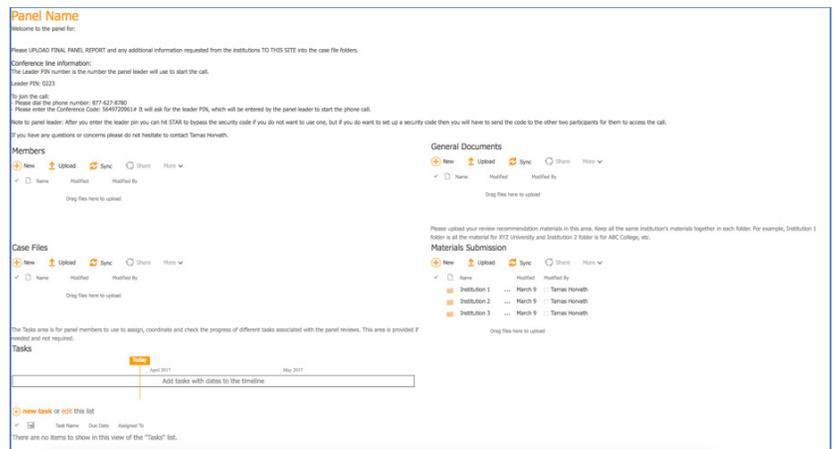
Figure 2. Process Subsite Landing Page



Regardless of the process, all review pages will include the following sections:

- **Welcome:** Introductory information about the review
- **General Documents:** Templates, forms and reference information
- **Case Files:** Institutional files the panel is assigned to review
- **Materials Submission:** Section for the reviewers to upload their report and any additional documents provided by the institution
- **Members:** List of panel or committee members assigned to the review

Figure 3. Review Page



Certain process subsites also have the following additional sections:

- **Meeting Agenda and Notes (IAC):** Agenda for meeting, including cases and assigned readers
- **Completed Analysis Files (IAC):** Three folders for uploading case analysis forms based on type of recommendation
- **Tasks (all processes except IAC and Federal Compliance):** Optional area for the reviewers to use if it is helpful in organizing assignments during the review process

Questions?

If you have any problems logging into or working in the portal, please send an email to the HLC staff member in charge of your panel or committee, or submit your question using the [HLC Portal Request Form](#). The form is also accessible by clicking the “Contact Us” link at the bottom of each page.