HOW-TO: NAVIGATE THE PORTAL

FOR: Applicants

DESCRIPTION: Overview of common terms and site navigation within the FACT Accreditation Portal

PREREQUISITES:
- An existing user account and are assigned to an organization
- Your organization must have at least one active application (Eligibility, Compliance, Annual, or Renewal)

PROCESS:
1. Log in to the FACT Accreditation Portal
2. The Portal “Landing Page” is your homepage. Each user’s home page varies depending on the stage of your organization’s application process.
3. If you are an inspector, you have additional functionality covered in the inspector guides.

Left Navigation Pane

1. To collapse the left navigation pane, select the X.
2. To restore the navigation pane, select the triple line icon.
Application Tiles

1. **Organization Name**
2. **Application Type**
   - Eligibility
   - Compliance
   - Annual Report
   - Renewal
3. **Submitted**
4. **Due**
5. **Cycle Number**
6. **Application History**
7. **Quick View**
8. **Coordinator**
9. **Open Application**
10. **Application Statuses**

### Application Statuses

The status of the application:

- **In Progress**: FACT awaiting response from the applicant.
- **Submitted**: FACT received the application and is reviewing the response.
- **Pending Director Approval**: FACT sent confirmation of accreditation goals to the organization director and is awaiting a response.
- **RFI**: FACT returned the application to the organization with one or more “Requests for Information” (RFIs).
- **Inspection Scheduled**: FACT assigned the inspection team and inspection date.
- **Under Inspection**: The inspection is in progress.
- **Pending Committee Review**: The application is awaiting FACT Accreditation Committee review.
- **Post Committee RFI**: The FACT Accreditation Committee requested additional information and returned the application to the organization.
- **Complete**: The application is complete. No further action is required.

**RECOMMENDED GUIDE(S):**

- How-To: Navigate the Application, IT.GDE.8.005