

# HOW-TO: NAVIGATE THE PORTAL

**FOR:** Applicants

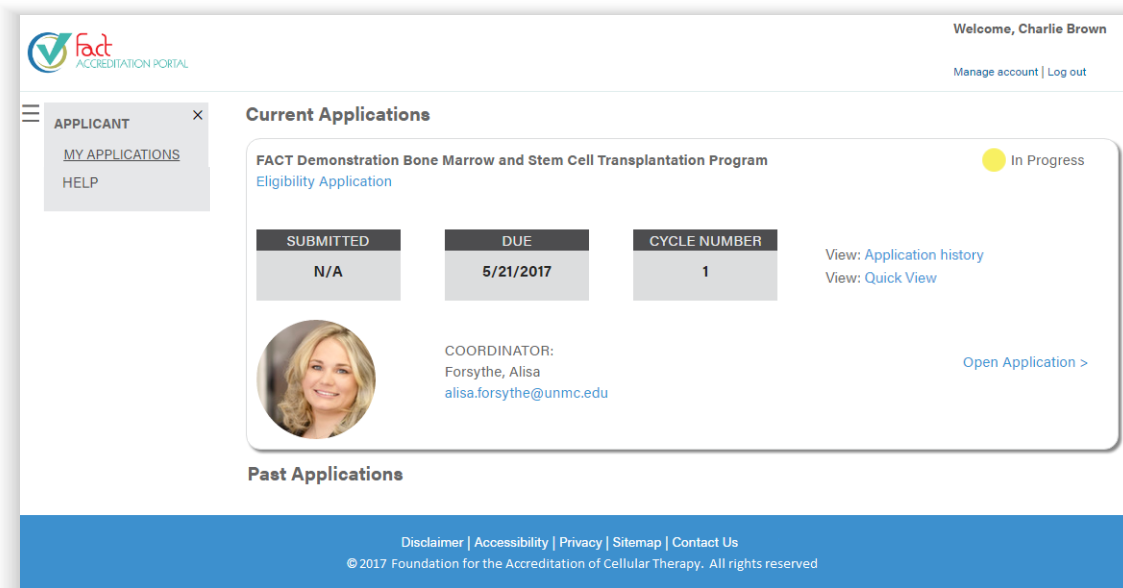
**DESCRIPTION:** Overview of common terms and site navigation within the FACT Accreditation Portal

**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:**

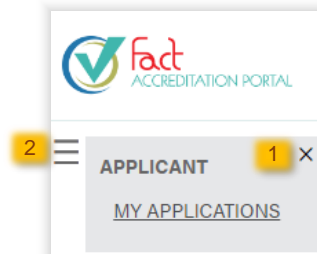
1. Log in to the [FACT Accreditation Portal](#)
2. The Portal “Landing Page” is your homepage. Each user’s home page varies depending on the stage of your organization’s application process.
3. If you are an inspector, you have additional functionality covered in the inspector guides.



Applicant Landing Page

**Left Navigation Pane**

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



Applicant Navigation Pane

## Application Tiles

**1** FACT Demonstration Bone Marrow and Stem Cell Transplantation Program

**2** Eligibility Application

**10** ● In Progress

**3**

SUBMITTED
N/A

**4**


DUE
5/21/2017

**5**

CYCLE NUMBER
1

**6** View: Application history

**7** View: Quick View



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**9** [Open Application >](#)

Eligibility Application Tile

### 1. Organization Name

<b>2. Application Type</b>	<i>Eligibility</i> <i>Compliance</i> <i>Annual Report</i> <i>Renewal</i>	The application to determine eligibility for FACT Accreditation The application to demonstrate compliance with FACT Standards The application to update FACT at one-year post accreditation. The application to update FACT at two years post accreditation in preparation to renew FACT Accreditation
<b>3. Submitted</b>	Date the application was submitted to FACT	
<b>4. Due</b>	Applicant submission due date to remain on schedule	
<b>5. Cycle Number</b>	Each accreditation cycle is three years. New organizations have a cycle number of 1. The renewal application is the beginning of an accreditation cycle.	
<b>6. Application History</b>	A log of application status changes	
<b>7. Quick View</b>	A single page view of the status of each standard within the application. This link is only visible on Compliance Application tiles.	
<b>8. Coordinator</b>	Your organization's assigned FACT Coordinator for the current three year accreditation cycle	
<b>9. Open Application</b>	Access to the application	
<b>10. Application Statuses</b>	The status of the application	
The application status in the accreditation workflow:		
<ul style="list-style-type: none"> <li>• In Progress</li> <li>• Submitted</li> <li>• Pending Director Approval</li> <li>• RFI</li> <li>• Inspection Scheduled</li> <li>• Under Inspection</li> <li>• Pending Committee Review</li> <li>• Post Committee RFI</li> <li>• Complete</li> </ul>	<ul style="list-style-type: none"> <li>FACT awaiting response from the applicant.</li> <li>FACT received the application and is reviewing the response.</li> <li>FACT sent confirmation of accreditation goals to the organization director and is awaiting a response.</li> <li>FACT returned the application to the organization with one or more "Requests for Information" (RFIs).</li> <li>FACT assigned the inspection team and inspection date.</li> <li>The inspection is in progress.</li> <li>The application is awaiting FACT Accreditation Committee review.</li> <li>The FACT Accreditation Committee requested additional information and returned the application to the organization.</li> <li>The application is complete. No further action is required.</li> </ul>	

### RECOMMENDED GUIDE(S):

- [How-To: Navigate the Application, IT.GDE.8.005](#)