NCAA WEB-BASED ATHLETICS CERTIFICATION

PEER-REVIEW TEAM MANUAL
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1) Getting Started

- To access the NCAA Athletics Certification web-based system sign in screen, first log on to:
  https://goomer.ncaa.org/wdbcctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage

- After accessing the Web site, the screen should appear as follows:

  ![Screen Screenshot]

- A peer-reviewer must enter a valid “Institutional ID” and “Access Password” before entering the web-based system. The Institutional ID will be provided by your NCAA staff liaison. The Access Password will be “prt”. Please note the program is case sensitive.

- After entering the appropriate ID and password click “sign-in” to access the institutional screen.

- The next screen will give the option of selecting a year of the self-study. Click Self-Study of the appropriate year to access.

- After logging on, there will be a number of menu items, first click on “Self-Study,” then click on the sign next to “Institutional Information.”
2) **Submitting responses to the self-study report**

**Evaluation of the self-study (Accuracy and Broad-Based Participation).**

- Click on the **“P-R Team Evaluation of the Self-Study”** and the screen will appear as follows:

  ![Screen Capture](https://example.com)

  - Next, click on **“Edit Response”** to enter the peer-review team’s responses.
  - Once finished, click “Save” and proceed to the next text box.
Observation of the Operating Principle, Plans for Improvement, Opportunities for Enhancement and Issues

- Note: Because all of the operating principles have the same procedure in the on-line version, the user manual will contain the “Governance and Commitment to Rules Compliance” section as the model version.

- After completing the introduction, click on the next to Governance and Commitment to Rules Compliance.

- Next click “1.1 Mission of the Athletics Program and the Institution” and the following screen will appear:

  - From this screen, the peer-reviewer will be able to access the screens necessary to:
    a. View the institution’s responses to self-study items;
    b. Enter an observation of an operating principle;
    c. Respond to an institution’s plan for improvement;
    d. List opportunities for enhancement; and
    e. Enter issues determined by the peer-review team.
• To enter an observation of the operating principle, click on “Observation of the Operating Principle.”

Once complete, spell check and click “Save.” Now click “Back” to access the other options from the previous screen.

Follow the same steps for the “Peer-Review Team's Observation of Evaluation and Plan for Improvement” and “Peer-Review Team's Opportunities for Enhancement.”

To enter an issue, click on the “Peer-Review Team Issue” and then click 📝 to type the issue in the text box.

Once complete, spell check and click “Save.”
3) **Entering the peer-review team interviewees and records reviewed**

- Click on “**P-R Team Interviewees**” and the following screen will allow the peer-reviewer or the NCAA staff liaison to enter each peer-review team interviewee:

![Image of interviewee entry screen]

- Enter last name then first name and their appropriate title. Click “Add” and follow the same steps until complete.

- Note: The web-based system automatically alphabetizes the index of interviewees.

- Follow the same steps above for the “**P-R Team Records Reviewed**.”
4) Reports Menu

- Once the peer-review team report is completed, the report can be viewed in a report format.

- Click on “Reports Menu” within the menu on the left side of the screen to get the page below:

- The peer-review team can also create an “issues report” which will show the institution’s issues only (a valuable resource for the exit meeting). To access this function click on “Peer-Review Team Issues Report.”

- These report menu items are in PDF format.
Web-Based Certification Key Chart

= Edit information

= Delete information

= Add information

= Move information up

= Move information down