



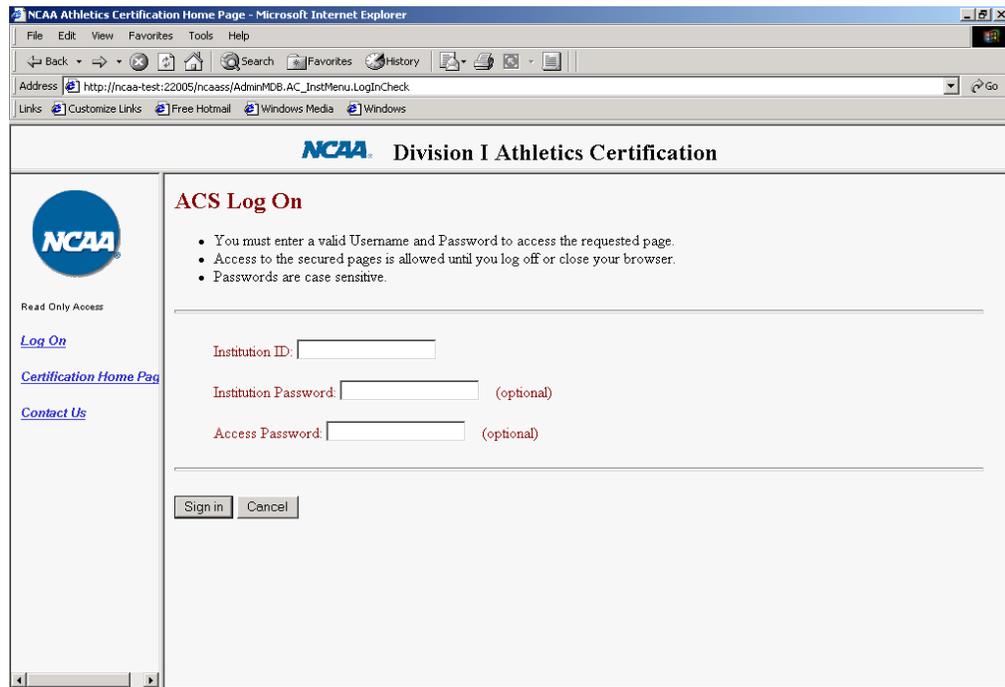
**NCAA WEB-BASED
ATHLETICS CERTIFICATION
PEER-REVIEW TEAM MANUAL**

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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/wdbctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage
- After accessing the Web site, the screen should appear as follows:

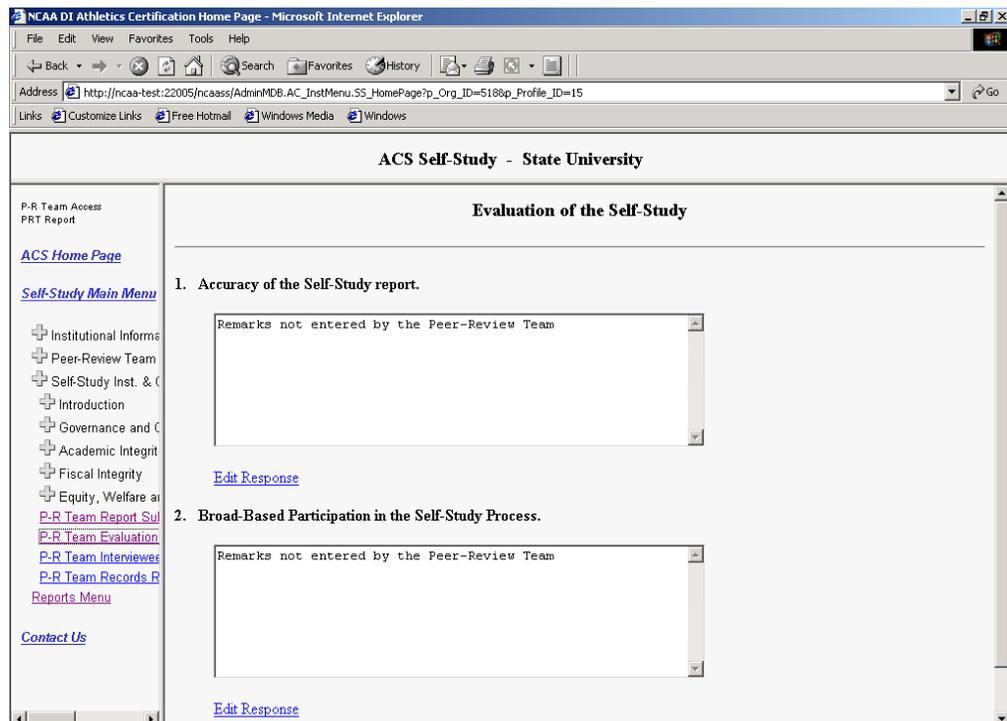


- A peer-reviewer must enter a valid “Institutional ID” and “Access Password” before entering the web-based system. The Institutional ID will be provided by your NCAA staff liaison. The Access Password will be “prt”. Please note the program is case sensitive.
- After entering the appropriate ID and password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

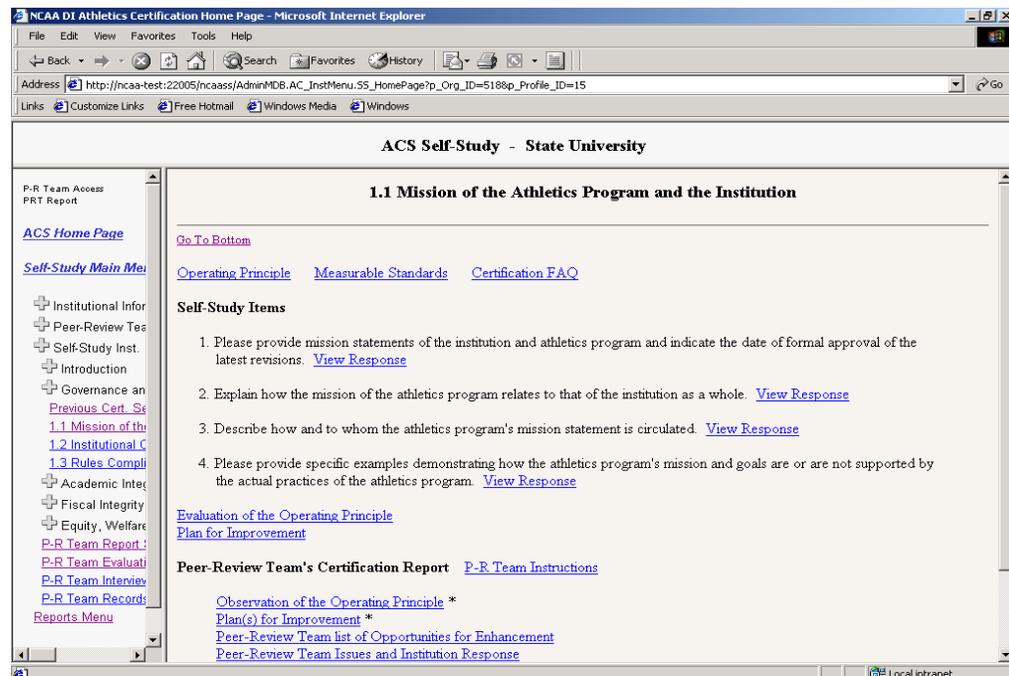
- Click on the “[P-R Team Evaluation of the Self-Study](#)” and the screen will appear as follows:



- Next, click on “[Edit Response](#)” to enter the peer-review team’s responses.
- Once finished, click “Save” and proceed to the next text box.

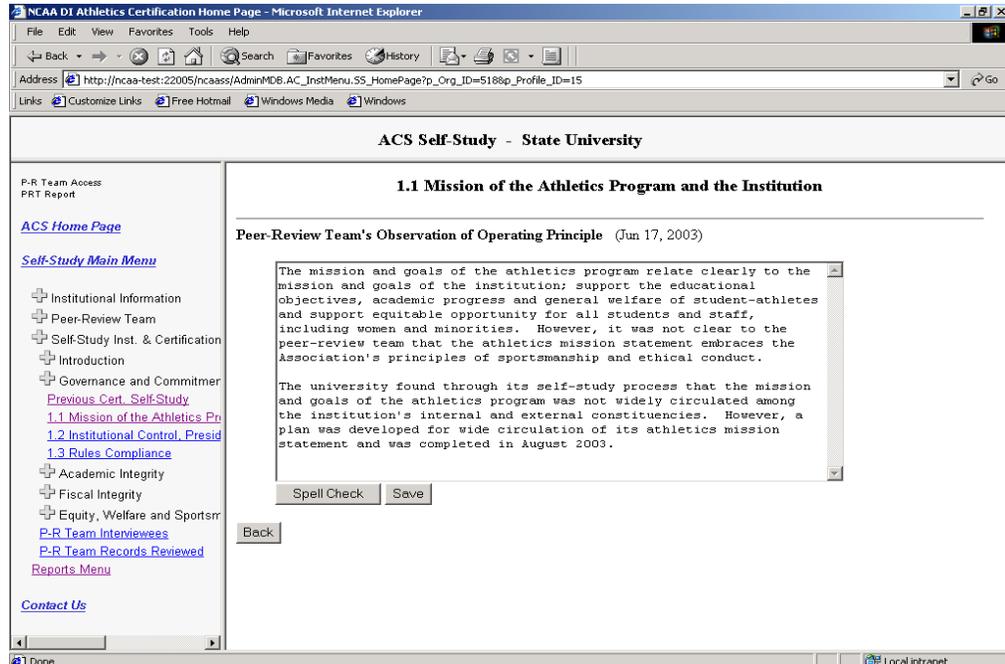
Observation of the Operating Principle, Plans for Improvement, Opportunities for Enhancement and Issues

- 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  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;
 - c. List opportunities for enhancement; and
 - d. Enter issues determined by the peer-review team.

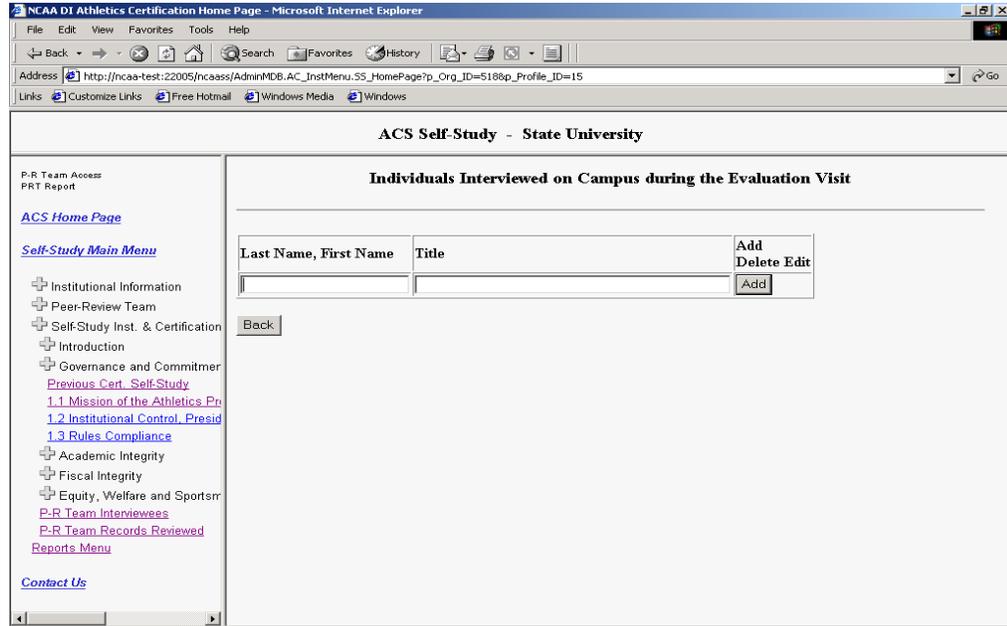
- To enter an observation of the operating principle, click on “[Observation of the Operating Principle.](#)”



- 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

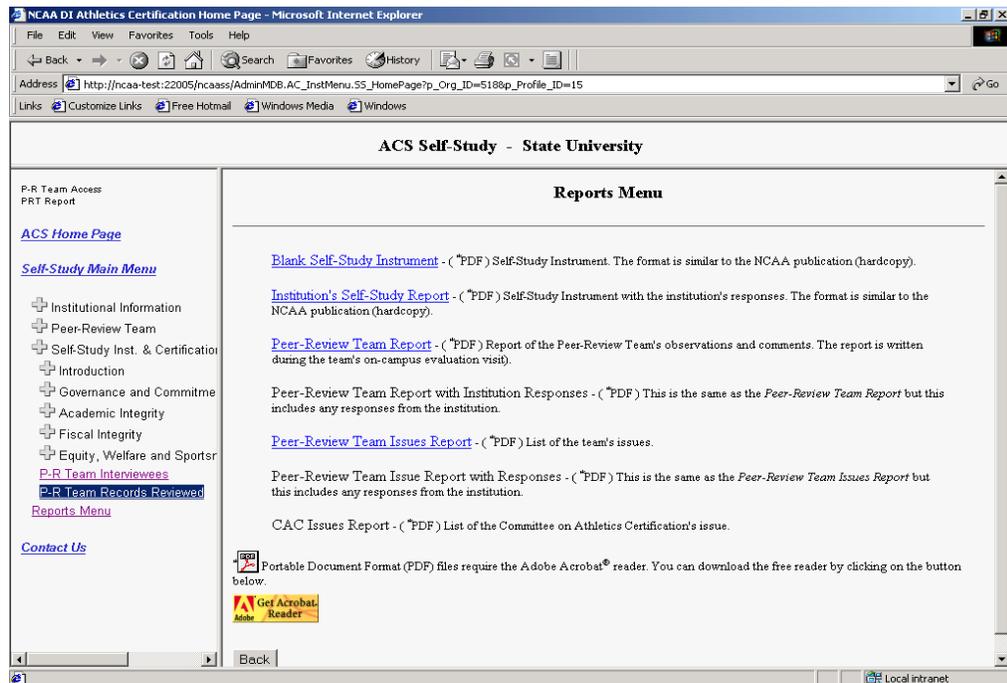
- Click on “[P-R Team Interviewees](#)” and the following screen will allow the peer-reviewer or the NCAA staff liaison to enter each peer-review team interviewees:



- 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**