CAS 2.0
for Program Directors
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Logging In

Navigate to https://cahiim.rcampus.com

Input *username* and *password* in the appropriate boxes in the upper-right corner of the page. Click *login*. 
Getting Started

Select *click here to start.*

Select your program’s assessment from the list, under the To Submit tab, which is open by default.
You should now see your *matrix assessment*.

Please note that you do not have to complete your assessment all at once. You will submit each standard, one at a time, and assessors can begin evaluation of these, even if you still have additional standards left to submit.
Completing Your Profile

Click *Program Profile Information* in the *Self Assessment* column.

Click *Program Information* in the *Surveys* heading and complete the survey.
Select *submit for evaluation*.
Opening a Standard

Click on the row for the standard you would like to open, in the column indicating your current phase (the example below is in the column for the *Self Assessment* phase).
Learn about a Standard

To read the full description of a standard, expand the *Guidelines & Resources* heading, then click on the name of the standard.
Learn about a Standard

A description of the standard should open in a pop-up.

The sponsoring educational institution must be a postsecondary academic institution accredited by an institutional accrediting organization recognized by the U.S. Department of Education (USDE). The Institution must be authorized to award degrees. The sponsoring institution must participate in the federal student financial assistance program administered under Title IV of the Higher Education Act. Upon request, the applying campus program must provide the Office of Postsecondary Education Identifier (OPE ID) number assigned by the U.S. Department of Education as proof of participation for financial aid. State Board of Education approvals must also be completed.
Addressing a Standard

To address a standard, you may need to submit documentation (such as a course syllabus) and/or submit an explanation/narrative.

Please note that you do not have to address a standard all at once. You can begin work and then return later. You can make as many changes as you like until you choose to submit the standard for evaluation (See: Submit for Evaluation).

Submitting Documentation

To submit documentation, first select upload new document underneath the Submissions heading and the Documents/Artifacts subheading.
Under *Option 2 – Use an existing Document*, select *File on my PC.*
You **must** give the file a *Title*, and you may choose to include a short description, though this is not required.

Next, click *Choose File* and navigate to the file you would like to upload.
If you are successful, you should now see your file listed, with the *Title* you gave it, in the *Documents/Artifacts* section.
Submitting Explanation/Narrative

You may need to submit a narrative in order to address a standard. To submit a narrative, select *upload new reflection* under the *Submissions* heading and the *Reflections* subheading.
Under **Option 1 – Create a new document online**, select **Plain Text**.
You **must** give the narrative a *Title*, and you may choose to include a short description, though this is not required. Type in your narrative explanation into the *Content* box.

Click *save* when you are finished.
If you are successful, you should now see your narrative listed, with the Title you gave it, in the Reflections section.
Submit for Evaluation

When you are satisfied with your answer to the standard, click *submit for evaluation*.

You will see a window pop up asking “*Are you sure..*”. Click *Okay* to finalize your submission.