

# WICHE Student Access Programs Administrator Portal Profile Editing Instructions

In this instruction document, we'll explain how to:

- Review and edit your institution's WUE or WRGP profile.
- Add, remove (inactivate), or update your majors.
- Upload an institution logo and image to be displayed on your WUE or WRGP profile.
- Reach out to WICHE for support.

## First, let's take a quick tour of the portal homepage.

This page includes links to everything you'll need to complete your profile review.

The screenshot shows the portal homepage with several key elements highlighted by red boxes and numbered callouts:

- 1**: A navigation bar at the top containing a search box, a "SEARCH" button, and a user profile icon labeled "WICHE:TEST". Below this is a secondary navigation bar with links for "INSTITUTIONS", "LOGO & IMAGES", "CONTACTS", "MAJORS / PROGRAMS", and "CONTACT WICHE".
- 2**: A "GETTING STARTED" section with sub-links for "FAQ" and "PROFILE LAST MODIFIED". It contains a list of instructions for users, such as "View the WUE and/or WRGP Memoranda of Agreements" and "Edit your WUE and/or WRGP institution profile(s)".
- 3**: A "MEMORANDUM OF AGREEMENT" section detailing the requirements for signing the MoA, including the use of DocuSign and the role of the Graduate Dean.
- 4**: A "PROFILE EDITING AND ENROLLMENT REPORTING" section with instructions on how to use the "EDIT & CONFIRM PROFILE" and "REPORT & CONFIRM ENROLLMENT" buttons. A blue button labeled "EDIT & CONFIRM PROFILE" is shown at the bottom of this section.

At the top of the screen you see links that allow you to:

- a. Navigate your institution's profile;
- b. See contact records for others who are associated with your institution;
- c. See majors offered by your institution; and,

- d. Link to an upload page you can use to add an institution logo or image for your online profile.
- e. Contact WICHE for support.

In the main section of the page you'll find directions on how to get started and some frequently asked questions and answers.

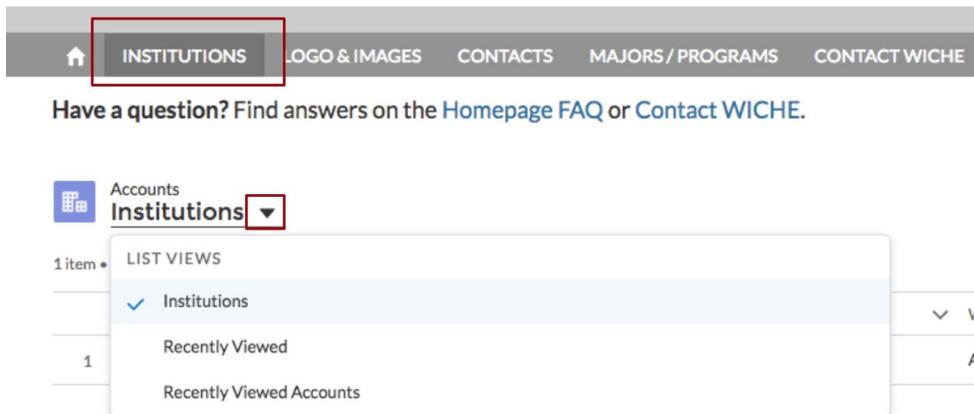
On the right are links to the WUE and/or WRGP Memoranda of Agreement (MoA). These are terms you already agreed to when your institution began participating in WUE or WRGP, but your institution must sign the MoA(s) annually to continue your participation in WUE and/or WRGP.

Finally, there's a link to the Edit & Confirm Profile page which walks you through the steps of how to update your profile. This is where you'll confirm that your profile and majors are up-to-date once you finish your review.

## Let's get started with Profile Editing!

There are five main steps to profile editing:

1. Reviewing and updating your institution's profile information;
2. Confirm that your Memorandum of Agreement (MoA) has been signed;
3. Reviewing/updating/adding/inactivating majors;
4. Uploading a logo or profile image; and,
5. Letting WICHE know that you've reviewed your institution's profile and majors.



Click the name of the institution to open its profile page.

Accounts  
Institutions ▼

1 item • Sorted by Account Name • Filtered by all accounts - Account Record Type •

	<input type="checkbox"/> ACCOUNT NAME ↑	▼ NAME OF INSTITU
1	<input type="checkbox"/> Test University	Test University

Click the Edit button to open a window where you can make changes to the information listed on the page.

↑ INSTITUTIONS LOGO & IMAGES CONTACTS MAJORS / PROGRAMS CONTACT WICHE

Account  
Test University + Follow Edit

WRGP Status	WUE Status	State Location
Active	Active	Colorado

Account Name Instructions  
To change your institution name (the "Account Name"), contact WICHE. Edits to this field will not be saved.

Account Name  
Test University

WUE Status  
Active

When editing your institution's profile, please note:

### General Institution Information

Name of Institution (Public Facing) ⓘ

Test University

City where Institution is located

Boulder

State Location

Colorado

Minority-Serving Institution (MSI)

YouTube

Vimeo

Facebook

Twitter

Instagram

- All open text fields have character limits. The Brief Description of Institution fields are limited to 1000 characters. All other large text boxes are limited to 255 characters. The system will alert you if you exceed the limit.
- Any optional fields that you leave blank will be hidden from the public website; they won't appear blank to the public user.

- We are now offering a Student Contact Form on your profile page. Prospective students can complete the form to request that someone from your institution’s admissions office contact them. This Contact Form will only show up on your institution’s profile if you have selected “Yes” to the field “Send Student Contact Form Leads” and have entered a person’s name and email to send the leads to. If you select “No” then the contact form will be hidden from public view on your profile. The name of the admissions person and his/her email address will not appear to the prospective student.

### WUE Student Contact Form

Send Student Contact Form Leads

No

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Name of person to send leads to

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Email to send leads to

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Once you’ve made any necessary edits to your profile, click Save. The system will automatically run a few validation checks to ensure everything is in order. If it’s not, you’ll receive an error message with an explanation of what to change. If everything is in order, the record will save.

**Step 2: Confirm that your Memorandum of Agreement (MoA) has been signed.** All signing will take place through DocuSign. WICHE staff will email a copy of the current academic year's MoA annually to one program representative at your institution. **If the person who receives the MoA initially is not authorized to sign it, he/she can forward it via email to the appropriate person at your institution.** The signer does not have to be a WUE/WRGP portal user but must be the appropriate signing official for your institution.

You can view the MoA signer, by navigating to your institution's profile and then viewing the Memorandum of Agreement section:

The screenshot shows a user interface with two tabs: 'DETAILS' (selected) and 'RELATED RECORDS'. Under 'DETAILS', there are several sections: 'Account Name Instructions' (with a note to contact WICHE for changes), 'Account Name' (set to 'Test University'), 'WUE Status' (set to 'Incoming Institution - Not Visible on Public Site'), and 'WRGP Status' (set to 'Incoming Institution - Not Visible on Public Site'). A red box highlights the 'Memorandum of Agreement' section, which shows a 'Memorandum of Agreement WUE Contact' with a link to 'School Admin Test'. Below this is the 'General Institution Information' section, which is split into two columns of fields: 'Name of Institution (Public Facing)' (Test University), 'City where Institution is located' (Boulder), 'State Location' (Colorado), and 'Minority-Serving Institution (MSI)'; and social media links for 'YouTube' (youtube.com), 'Vimeo' (vimeo.com), 'Facebook', 'Twitter', and 'Instagram'. Each field has a pencil icon for editing.

As soon as a WICHE staff member has countersigned your MoA, a copy of your institution's signed MoA will be accessible on the portal, tied to your institution's internal WUE/WRGP profile records. You can view and download a copy of the signed MoA(s), by clicking on the related records tab from your institution's profile.

DETAILS **RELATED RECORDS**

**Majors (6+)** New

Major/Program Name	Degree Types	Federal CIP Code	Record Type
<a href="#">Agriculture Tech</a>	Certificate	01.0000	WUE
<a href="#">Biology</a>	Bachelor's	26.0102	WUE
<a href="#">Comm Tech</a>	Associate's	10.0105	WUE
<a href="#">Desktop Publishing</a>	Bachelor's	10.0301	WUE
<a href="#">Desktop Publishing</a>	Associate's	10.0303	WUE
<a href="#">Food Science</a>	Bachelor's	01.1001	WUE

[View All](#)

**Memorandum of Agreement (4)**

Memorandum of Agreement Name	Academic Year	Tuition Savings Program	Status
<a href="#">Test University - WUE - 2020-2021</a>	2020-2021	WUE	Agreement Sent
<a href="#">Test University - WRGP - 2020-2021</a>	2020-2021	WRGP	Agreement Sent
<a href="#">Test University - WUE - 2020-2021</a>	2020-2021	WUE	Agreement Not Sent
<a href="#">Test University - WUE - 2020-2021</a>	2020-2021	WUE	Agreement Signed

[View All](#)

**Step 3: Review your institution’s majors.** Click the “Majors/Programs” tab in the navigation. You will be able to see both WUE and WRGP majors/programs currently offered by your institution. Use the list view options to filter the majors/programs you see.

[Home](#)
[INSTITUTIONS](#)
[LOGO & IMAGES](#)
[CONTACTS](#)
**[MAJORS / PROGRAMS](#)**
[CONTACT WICHE](#)

Have a question? Find answers on the [Homepage FAQ](#) or [Contact WICHE](#).

**Majors**  
**All**

11 items

LIST VIEWS

- All
- All WRGP Active Majors
- All WRGP Inactive Majors

FEDERAL CIP FAMIL

01) Agriculture, Agricu

**\*\*IMPORTANT FOR MULTI-CAMPUS USERS\*\***

To see a list of majors offered by a specific institution navigate to that institution’s record using the Institutions tab and open the institution record. Click the “Related Records” subtab to view a list of majors and the “View All” link to open the full list of majors offered in a new page.

Account  
Test University

+ Follow Edit

WRGP Status Active WUE Status Active State Location Colorado

DETAILS RELATED RECORDS

Majors (6+)				New
MAJOR/PROGRAM NAME	DEGREE TYPES	FEDERAL CIP CODE	RECORD TYPE	
<a href="#">Desktop Publishing</a>	Bachelor's	10.0303	WUE	▼
<a href="#">Desktop Publishing</a>	Associate's	10.0303	WUE	▼
<a href="#">Food Science</a>	Bachelor's	01.1001	WUE	▼
<a href="#">Food Science 101</a>	Certificate	01.1001	WUE	▼
<a href="#">Food Science 12234</a>	Certificate	01.1001	WUE	▼
<a href="#">Food Science 220</a>	Bachelor's	01.1001	WUE	▼

[View All](#)

To review or inactivate a specific major/program, click on the name of the major, make your edits, and SAVE.

**NOTE:** ONLY majors with the status of Active will be listed on the public website. Majors with the status of “Inactive but reporting enrollment” will not be listed, but they will appear for annual enrollment reporting. Once you deem all students have graduated from that program (that is no longer offered at the discounted rate to new students), change its status to “Inactive” and it will no longer appear on your list when reporting enrollment.

\* Major/Program Name  
Soil Science

\* Federal CIP Family Code  
01) Agriculture, Agriculture Operations, And Related S...

\* Federal Program with CIP Code ⓘ  
01.12 Soil Sciences

Federal CIP Code  
1.12

Federal Program Label ⓘ  
Soil Sciences

Created By

Institution  
Test University

\* Degree Types  
Doctorate

\* Status  
Active

--None--

✓ Active

Inactive but still enrollment reporting

Inactive

Last Modified By

To add a Major/Program, click NEW from the list view, complete the required fields, and SAVE.

Have a question? Find answers on the [Homepage FAQ](#) or [Contact WICHE](#).


 Majors  
 All ▾

[New](#)

11 items • Sorted by Major/Program Name • Filtered by all majors • Updated a few seconds ago



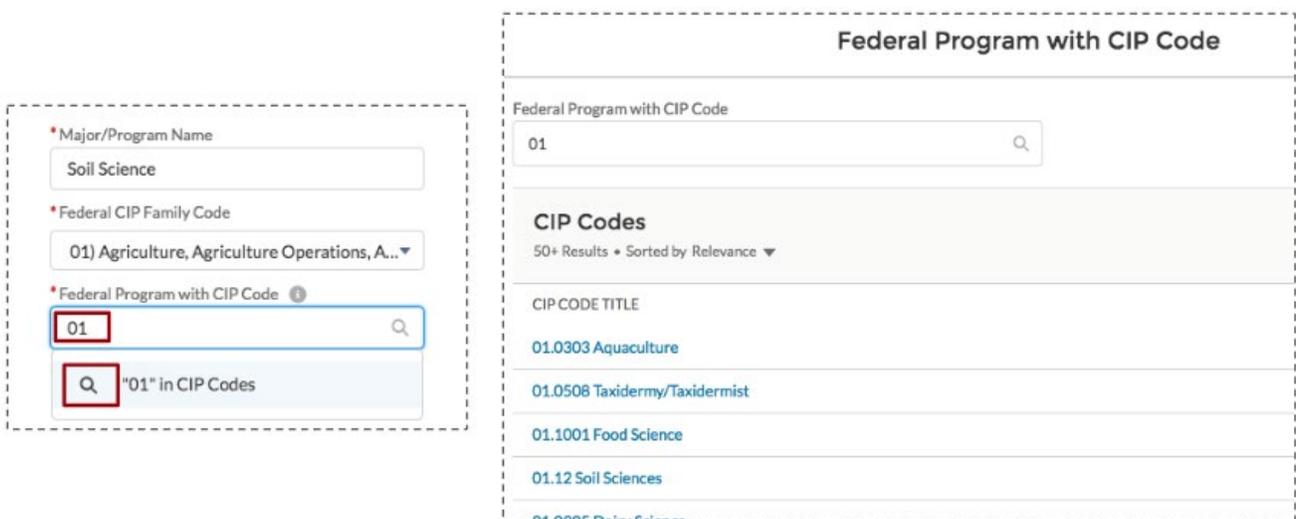
	MAJOR/PROGRAM ... ↑ ▾	INSTITUT... ▾	ST... ▾	RE... ▾	FE... ▾	FEDERAL CIP FAMILY CODE ▾
1	<a href="#">Food Science</a>	<a href="#">Test University</a>	Active	WUE	1.1001	01) Agriculture, Agriculture Operations, And Related Sciences ▾
2	<a href="#">Food Science 101</a>	<a href="#">Test University</a>	Active	WUE	1.1001	01) Agriculture, Agriculture Operations, And Related Sciences ▾

**IMPORTANT:** Make sure you enter the same CIP CODE that your institution uses to track and report enrollments for the major you're adding. CIP CODES are federal codes that your institution uses to report enrollments to the U.S. Department of Education's National Center for Education Statistics (NCES). **If you're unsure of which code to use, don't guess. Consult with your Institutional Research Office, Registrar, Dean of Graduate Studies, or appropriate campus authority.**

**ABOUT THE 2020 CIP CODE UPDATE:**

Federal CIP codes (Classification of Instructional Program codes) were updated for 2020. Our portal is now using the updated 2020 CIP codes. You must use the 2020 codes for enrollment reporting. For complete information about the new, moved, deleted and discontinued codes, visit: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56#>.

To look up CIP Codes available within a Family Code, enter the first two digits into "Federal Program with CIP Code" and click the search icon.



**Important:** The Major/Program Name field is limited to 80 characters.

## Step 4: Add/change your institution's logo and/or photo.

Click the "Logo and Images" tab in the navigation and upload your file using the instructions on the screen. For best results, use a photo that's 800 pixels in width, 450 pixels in height, and no more than 1 MB.

- Remember: One logo per institution. If your institution participates in both programs, the logo will display for both WUE and WRGP.
- You may upload one photo image for each student access program you are assigned to (one for WUE, one for WRGP) to display on the public website.



Upload your institution's logo and a campus photo for your WUE and/or WRGP profile page(s).

To upload an image (or replace an old one) for your logo or photo, use the appropriate upload option below. Add your file, then click "Next" to upload the file to your institution's WUE or WRGP profile.

**Logo/photo format and requirements:** For best results, use JPG, JPEG, PNG, or GIF images that are at least 400 pixels in height and no more than 16 MB.

### Institution Logo Upload

Upload one logo to represent your institution on on its WUE and/or WRGP profile pages.

**Note: The logo will be used for both profiles (WUE and/or WRGP). Upload a new file to overwrite the previous image file.**

Next

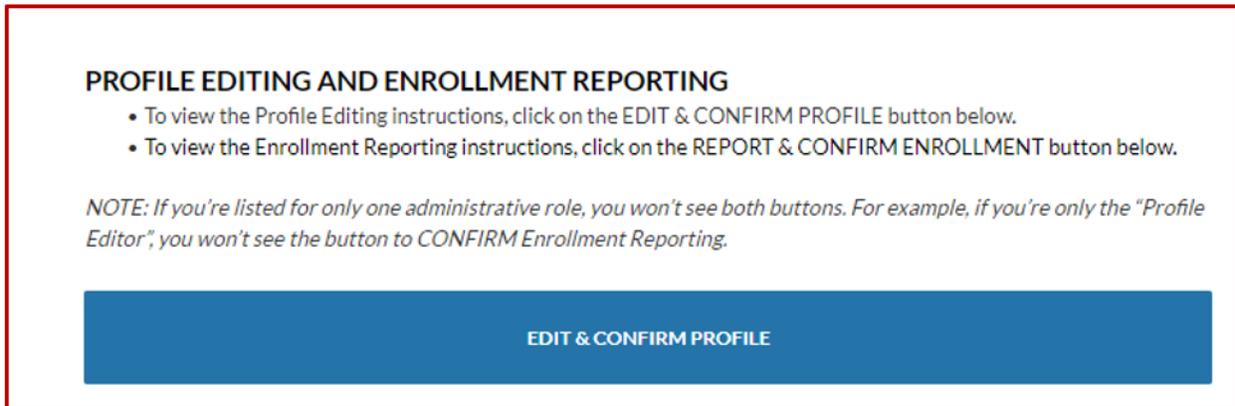
### Institution Profile Image Upload

Upload one photo per program (WUE and/or WRGP).

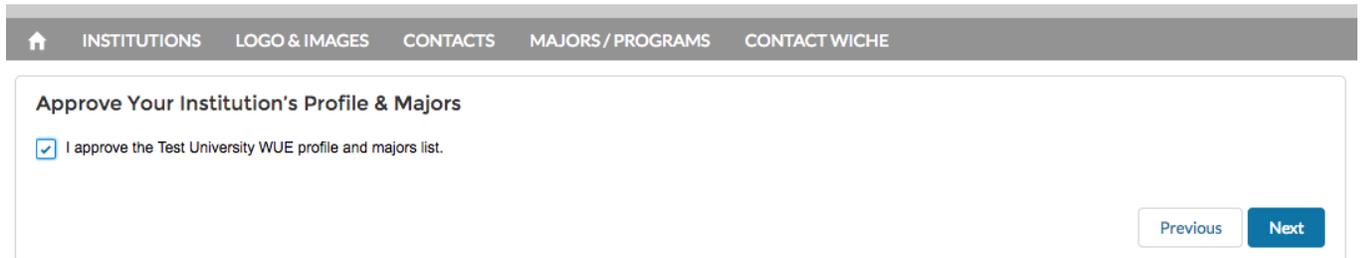
Next

## Step 5: Confirm that you've reviewed your profile and majors.

Click the Home tab and then click the "Edit & Confirm Profile" button in the main part of the screen.



At the top of the Edit & Confirm Profile page, approve your profile by clicking the "Next" button within the "Approve Your Institution's Profile & Majors" screen. Then confirm that you've reviewed and approve your institution's profile and majors.



Once you confirm your profile is complete by following these steps, you'll stop receiving reminder emails from WICHE. If you don't complete the last step and confirm that your profile is complete, you'll continue to receive reminders. If the MoA has not been signed you will not be able to confirm your profile.

**If at any time you run into questions or issues and would like assistance, reach out to WICHE directly by clicking the "Contact WICHE" tab or button on the homepage.** This will open a form where you can explain your issue and alert the WICHE team. If you receive an error message that you don't understand, please send a screenshot and be sure to explain what steps you followed that generated the error message.