How to access SPAs in CAEP AIMS

This section of the tutorial provides step-by-step instructions on how to access your SPA shell in the CAEP AIMS website. In addition, it is recommended that you view the video tutorials created by CAEP. Each video is about 10-11 minutes long. These videos can be found at **SPA Submission Video Tutorials***.*

ACCESSING YOUR SPA SHELL (TEMPLATE)

STEP 1:   Go to the CAEP AIMS website at http://aims.caepnet.org/AIMS_login.asp.

STEP 2:   Once your have accessed the CAEP AIMS homepage (as seen in picture below), click "OK". After clicking "OK," enter the user name and password listed below. The user name/password is common across our Educator Preparation Provider (EPP).

AIMS (CAEP)
User Name: 11405
Password: 7204tansdn
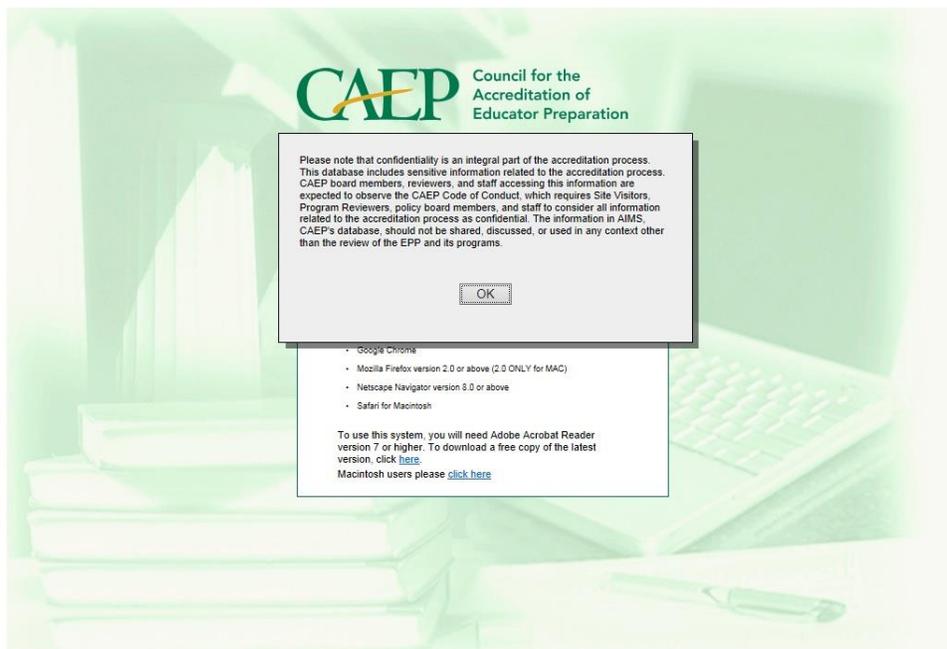
STEP 3:   Once you enter the user name/password, you should see the following page. Click on the "Program Review System" as highlighted with the yellow arrow.

STEP 4:   Once you select this option, you should see your program listed (as shown in the by the yellow arrow below pointing to the M.A.E. in Educational Leadership: Building Level Administrator. Click on the name of the program to access your SPA shell (template). You may begin working in the SPA by clicking on the name of the program.

STEP 5:   You will see your report template. Note the two black arrows. The first black arrow on your left shows you a box where you can navigate to the various sections of the SPA by either selecting the drop down menu or using the arrows to move back and forth from section to section. The disc icon allows you to save your report.

The second black arrow on your right shows you a link to the instructions for your SPA.
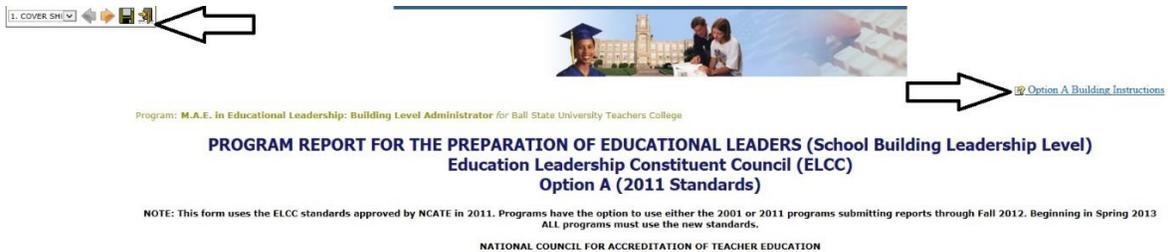
STEP 6: If you scroll down to the bottom of the page on your template, you will see that you may also use the boxes (as shown in the picture below in the yellow oval with yellow arrows) to navigate from one section to another, save the draft or save and quit. If you select the "Draft" button below, it will allow you to create and draft and print a working version of you SPA.

ACCESSING PREVIOUS SPAs

This section of the tutorial provides step-by-step instructions on how to access previous SPAs if you previously submitted a SPA during the last accreditation cycle.

STEP 1: At the Program Review System page, you will note a drop down menu (as shown by the yellow arrow in the picture below) that gives you options on the semester to select. Semester options go back to F08 (or Fall 2008), which is the first time programs at BSU submitted a SPA. You'll need to select the semester(s) in which you submitted your SPA. Please note that if your initial SPA was *Recognized with Conditions*, then you will need to access multiple semesters if you want to see all the SPA Reports.

STEP 2: Once you identify the semester(s) where your report(s) were submitted, you will be able to access both the SPA that your program submitted and the National Recognition Report(s) submitted by the SPA scorer. These will be available by clicking the PDF icons as shown below under both "Program Report" and "Final Report." The SPA(s) that you submitted are found in the area where I have included the yellow circle in the picture below. The National Recognition Report(s) are found in the area where I have included the pink circle below.

Please note that it is recommended that you look at the previous recognition reports to capture any comments or concerns so that you can make sure that you address these in your current SPA.

STEP 3: As a reminder, when you access the previous SPA, make sure that you remember that in addition to the narratives and other sections in the SPA template, you will also want to look at the attachments that were included by the Program Manager. These attachments are found by clicking on the "Paper Clip" icon, as shown by the yellow arrow and circle in the picture below. It will be critical for you to view both the report **and** the attachments.