

Instructions for Completing the Online Conference Self-Study Guide

The following document is intended to provide assistance to individuals completing the online version of the Conference Self-Study Guide (CSSG).

- *Note: Section 1 of these instructions will explain how to enable your access to the CSSG. Please follow the entire process. If you are experiencing problems logging into the CSSG after completing these instructions, contact webhelpdesk@ncaa.org for assistance.*

For questions about the content of the CSSG or any issues you encounter after you have logged into the CSSG, contact Debbie Brown at the NCAA national office by calling 317/917-6222.

Step 1: Logging into the system.

- Go to NCAA.org and log in to the membership side using your NCAA.org e-mail login ID and password, and then click the "Log in" button.

- Click on the following link, or cut and paste into your browser: <http://ssg.ncaa.org>.
- If you see this message,

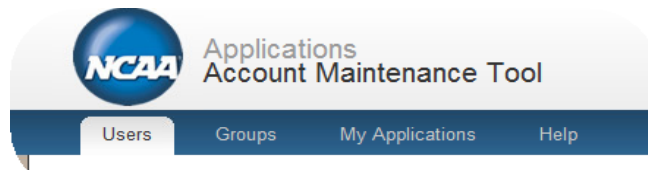
This user does not have access to that application. Please contact your administrator for access.

this means that you have not yet given yourself the proper access to the program through the single-source sign-on system. By default, a conference commissioner is a single-source sign-on administrator and will be able to assign himself or herself the

proper access rights.

ASSIGNING RIGHTS TO THE CSSG

- As the single-source sign-on administrator, the conference commissioner will be responsible for assigning access and privileges to himself or herself. If there are others in the conference office (assistant commissioners), it is recommended that those individuals also be given rights to administer the single-source sign-on system, specific applications in the system (Self-Study Guide, LSDBi, Sports Sponsorship and Demographic Forms, etc.), or both. Only single-source sign-on administrators and application administrators have access to the “Users” tab and its functions.
- At the top of the page, you will see the "Users" tab. Selecting this tab will display all current users.



- A list of users will appear. Users who have already been established by the NCAA national office will appear automatically. Your conference commissioner and conference president should be listed.

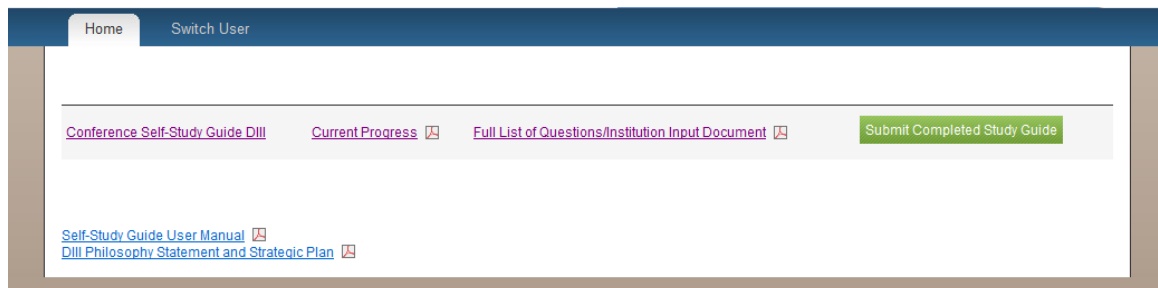
Name	Title	Department	E-mail	Administrator?
Ledwin, Donna	Senior Woman Administrator		ledwin@amconf.org	Yes
Smith, Sharon	Conference President		upgpres@pitt.edu	Yes

[Create New User](#)

- Click the appropriate user’s name in the list. Then click the drop-down arrow in the “Access To” tool bar to see the available applications.
- Highlight "Self-Study Guide" in the drop-down menu and click the “Add Application Access” button.
- Once the Self-Study Guide appears under the “Access To” tool bar, click the name of the application to see the area(s) in which separate roles and privileges need to be assigned.
- Click the “Yes” option to provide complete access to the CSSG that allows you to add, edit, save and delete information.
- Click the appropriate user’s name in the list. Then click the drop-down arrow in the “Access To” tool bar to see the available applications.
- Click the "My Applications" tab at the top of the page.
- Select "Self-Study Guide" to arrive at the CSSG introductory page.

Step 2: Beginning the CSSG.

- Once the user has signed on to his or her conference's account the introductory page will be displayed.



- The "Self-Study Guide User Manual" link provides the user a copy of this document which outlines the steps to successfully complete and submit the CSSG electronically.
- The "DIII Philosophy Statement and Strategic Plan" link provides the user a copy of the Division III Philosophy Statement and Strategic Plan documents.
- The "Current Progress" link provides the conference with a PDF document that indicates which answers have been provided to date by the conference.
- The "Full List of Questions/Institution Input Document" link allows the conference to print out a list of every question that is asked in the CSSG. Copies of this document can then be forwarded to individuals within the conference.
- The "Conference Self-Study Guide" link directs the user to an overview of the sections, chapters and the dates on which each chapter was completed.

Step 3: Answering questions and providing documents.

- After the user selects the "Conference Self-Study Guide" link, he or she is directed to the Overview. The user now has the opportunity to begin answering the questions on the CSSG and to begin either uploading documents or entering text regarding the documents required in each section. (Note: The Overview page also includes the "Full List of Questions/Institution Input Document" PDF if the user prefers to print the instructions and chapter summaries prior to starting the process of answering questions.)

Conference Self-Study Guide DIII Overview

[Current Progress](#) 

[Full List of Questions/Institution Input Document](#) 

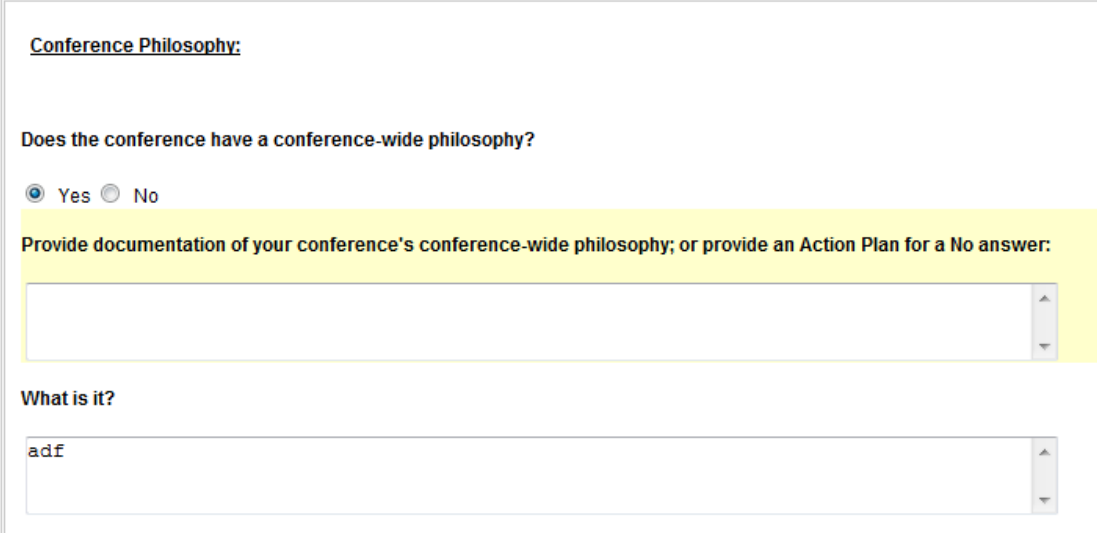
Submit Completed Study Guide

Chapter	Date completed
Section A - Conference Purpose, Philosophy and Attributes Conference Purpose, Philosophy and Attributes	July 19, 2012 12:43 PM EDT
Section B - Institutional Personnel Involvement Institutional Personnel Involvement	July 19, 2012 12:51 PM EDT
Section C - Conference Organization and Operation Conference Organization and Operation	July 19, 2012 01:30 PM EDT

- Each section of the CSSG contains multiple "yes/no" questions, and where appropriate, required documents pertaining to the section's title. The user will respond to each yes/no question by clicking in the appropriate circle next to each response. A screen shot has been provided below as an example:

Conference Self-Study Guide DIII

Section A - Conference Purpose, Philosophy and Attributes - Conference Purpose, Philosophy and Attributes



Conference Philosophy:

Does the conference have a conference-wide philosophy?

Yes No

Provide documentation of your conference's conference-wide philosophy; or provide an Action Plan for a No answer:

What is it?

adf

- The user should be aware that when they answer "no" to a question they will be prompted to provide an action plan that details what the conference will do to change that answer from a "no" to a "yes". The conference may type its response or upload a document as its response to the requested action plan. The action plan prompt will only appear if a "no" response is entered. If the conference does not need to submit an action plan, an explanation for why the action plan is not needed should be entered.
- Questions may also appear or disappear depending on the responses provided by the user. Answering "Yes" to a question may make certain questions moot. In these circumstances the program will automatically skip the user past some questions. Conversely, a "No"

response may prompt additional questions to be asked that may not have appeared when the user first began entering information in a certain section.

- If a user has entered information into a section of the CSSG but has not answered every question or provided the appropriate documentation, a yellow background will appear. The yellow background is meant as a reminder to the user that the section is not complete and requires additional information.
- When the user comes back to the system to complete more questions and upload more documents, the user may use a navigation tool on the left of the screen to go directly to the desired chapter.
- After the user has completed each question in the current section, he or she may be asked to provide copies of documentation that can be uploaded. If a document is requested, it can be uploaded by clicking on the "Upload" button that will appear next to the requested document.

Does the conference have a conference-wide philosophy?

Yes No

Provide documentation of your conference's conference-wide philosophy; or provide an Action Plan for a No answer:

you may enter text or upload documents

Upload

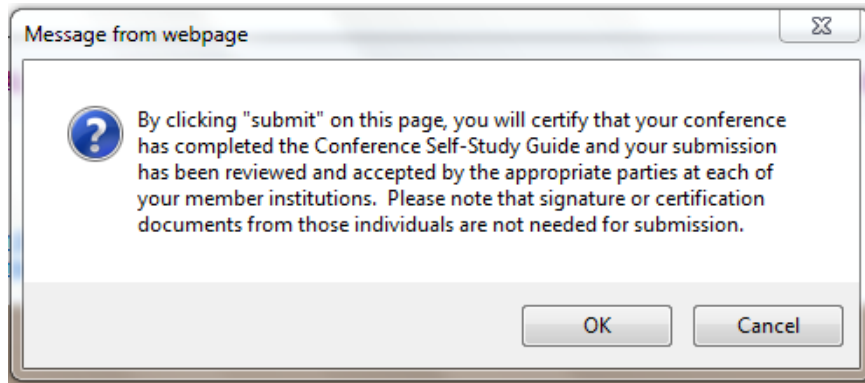
- After clicking "Upload" the user can select the appropriate document(s) to be added and move on to the next request. If the user wishes to type a response to these questions, they may do so by clicking in the text box and providing the answer in that format.
- Please remember to click on the "Save" button if you are not continuing on the section or the "Save and Continue" button if you are continuing on with the CSSG. The user is able to save the section at any time, regardless of whether the section has been completed. The user will repeat the process of answering questions and providing documents or typing in responses for documents throughout the rest of the CSSG.

Step 4: Signature Page.

After every question has been answered, every document has been uploaded and the chapters have been marked complete, the "submit for signature" button will be accessible.

Submit Completed Study Guide

If the button is not green, review each section of the CSSG to make sure all questions have been completed. Clicking this button will trigger a warning message that indicates that submission of the CSSG certifies that the appropriate individuals in the conference have reviewed the document before it was submitted.



Click "OK" to submit the CSSG to the system. A confirmation message will appear at the top of your page.

Thank you for your submission. This message certifies that your conference has completed the Conference Self-Study Guide. A notification message confirming the completion will also be sent via email to the commissioner, presidents and athletic directors of your conference.

- As a reminder, the Conference Self-Study Guide must be completed by **June 1** of the year it is due. Once again, any questions about accessing the CSSG should be forwarded to webhelpdesk@ncaa.org. Questions or comments about the CSSG itself can be directed to the national office by calling Debbie Brown at 317/917-6222.