

HOW-TO: NAVIGATE THE PORTAL (APPLICANT)

FOR: Applicants

DESCRIPTION: Overview of common terms and site navigation within the FACT Accreditation Portal

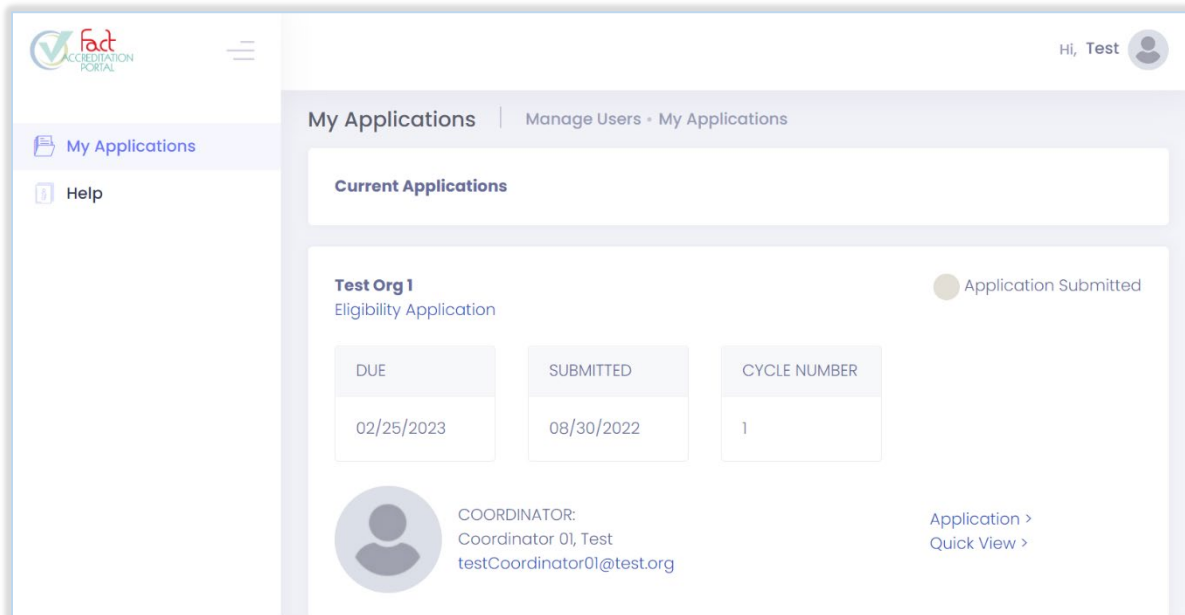
PREREQUISITES:

- An existing user account assigned to an organization.
- Your organization must have at least one active application (Eligibility, Compliance, Annual, or Renewal).

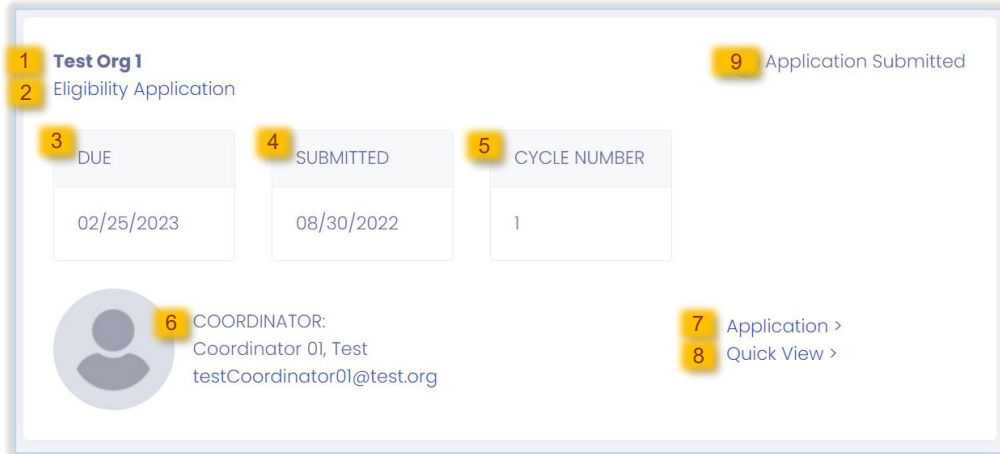
PROCESS:

1. Log in to the [FACT Accreditation Portal](#)
2. Each user's home page varies depending on the stage of your organization's application or report.

Note: If you are an inspector, you have additional functionality covered in the inspector guides.



Application Tiles



The screenshot shows an 'Eligibility Application Tile' with the following elements:

- 1 Test Org 1**: Organization name.
- 2 Eligibility Application**: Application type.
- 3 DUE**: Due date (02/25/2023).
- 4 SUBMITTED**: Submitted date (08/30/2022).
- 5 CYCLE NUMBER**: Cycle number (1).
- 6 COORDINATOR:** Coordinator 01, Test; testCoordinator01@test.org.
- 7 Application >**: Link to the application.
- 8 Quick View >**: Link to a quick view of the application.
- 9 Application Submitted**: Status of the application.

Eligibility Application Tile

1. Organization Name

2. Application Type	<i>Eligibility</i> The application to determine eligibility for FACT Accreditation <i>Compliance</i> The application to demonstrate compliance with FACT Standards <i>Annual Report</i> The report to update FACT at one-year post accreditation <i>Renewal Report</i> The report to update FACT at two years post accreditation in preparation to renew FACT Accreditation
3. Due	Applicant submission due date to remain on schedule.
4. Submitted	Date the application was submitted to FACT.
5. Cycle Number	Each accreditation cycle is three years. New organizations have a cycle number of one. The renewal report is the beginning of an accreditation cycle.
6. Coordinator	FACT Coordinator assigned for the current three-year accreditation cycle.
7. Application	Link to access to the application.
8. Quick View	A single page view of the status of each standard within the application.
9. Application Statuses	The status of the application.

The application status in the accreditation workflow:

- In Progress FACT awaiting response from the applicant.
- Pending Director Approval Application has been submitted to the Organization Director for review and approval.
- Application Submitted FACT received the application and is reviewing the response.
- RFI In Progress FACT returned the application to the organization with one or more "Request for Information" (RFIs).
- RFI Submitted FACT received the application and is reviewing the RFI response.
- Inspection Scheduled FACT assigned the inspection team and inspection date.
- Under Inspection The inspection is in progress.
- Pending Committee Review The application is awaiting FACT Accreditation Committee review.
- Post Committee RFI The FACT Accreditation Committee requested additional information and returned the application to the organization.
- Complete The application is complete. Additional action is not required.

RECOMMENDED GUIDE(S):

- [How-To: Navigate the Application](#), IT.GDE.8.005