

# HOW-TO: NAVIGATE THE PORTAL-INSPECTOR GUIDE

**FOR:** Inspectors

**DESCRIPTION:** Overview of common terms, site navigation, and features available to inspectors

**PREREQUISITES:**

- You must be an active FACT Inspector or Inspector Trainee.
- Review the following Applicant Training Materials:
  - [How-To: Log In](#), IT.GDE.8.003
  - [How-To: Navigate the Portal \(Applicant\)](#), IT.GDE.8.004
  - [How-To: Navigate the Application \(Applicant\)](#) – Applicant Guide, IT.GDE.8.005

**PROCESS:**

1. Log in to the [FACT Accreditation Portal](#).
2. The *My Inspections* Dashboard displays.

**Left Navigation Pane**

3. **My Applications** – A list of your organization’s applications
4. **My Inspections** – A list of your assigned applications as an inspector.
5. **My Tasks** – A list of tasks that require your attention or review.
6. **Help** – A link to the portal resource center: <https://portal.factglobal.org/>
7. **Resources** – A quick link to the inspector training resources.



Inspector Dashboard

