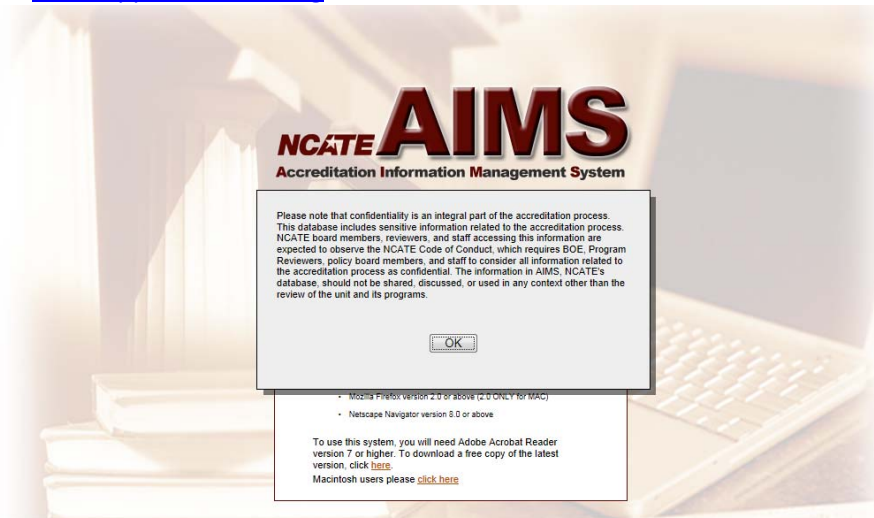
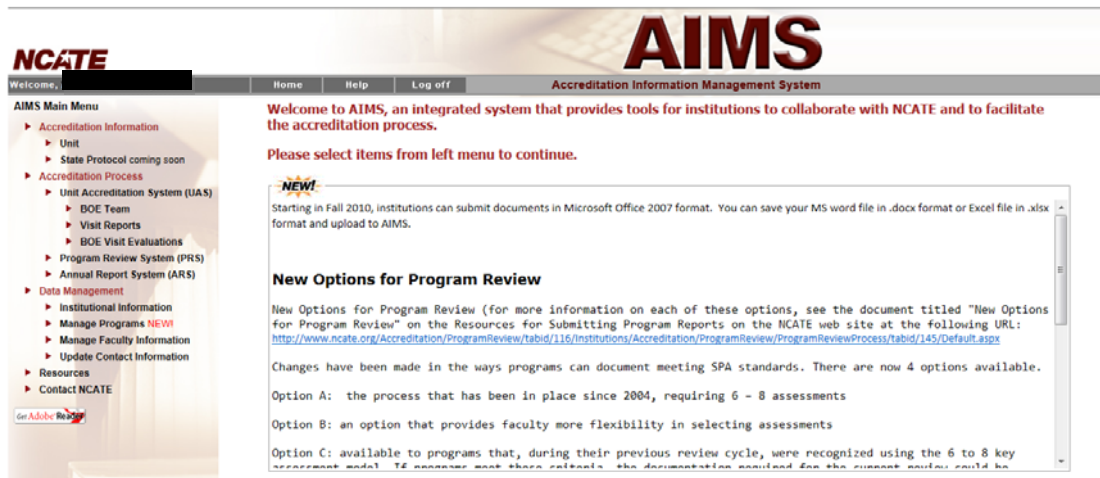


## How-to Guide Update Your Programs in AIMS

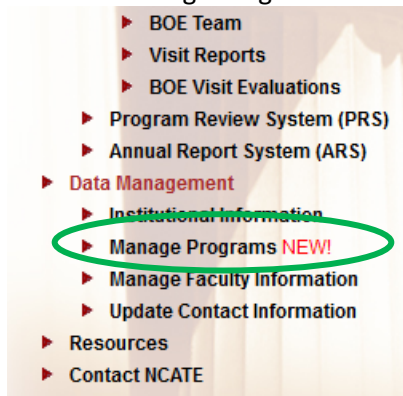
1. Go to the AIMS homepage at [http://aims.ncate.org/AIMS\\_login.asp](http://aims.ncate.org/AIMS_login.asp).
2. Enter your institution's assigned credentials. If you do not know your institution's Login ID or Password, check with your NCATE Coordinator first and then [TechSupport@ncate.org](mailto:TechSupport@ncate.org).



Your home screen will look like this.



3. Click on "Manage Programs NEW!" on the left side menu.



Starting in 11/11/12  
format and upk

## New Opti

New Options  
Program Revi  
<http://www.ncat>

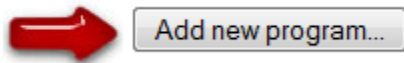
Changes have

Option A: t

To add a new program continue to 4.  
To edit an existing program continue to 7.

### To add a new program

4. Click "Add new program," found at the bottom right of the screen.



You will see the **Program Details** screen.

A screenshot of the "Add New Program" form. The form is titled "Add New Program" and has a sub-header "Basic Informatic~\*". It contains several sections: "Program Name:" (A), "Level:" (B) with radio buttons for "ITP" and "ADV", "Certificate Level for Degree(s):" (C) with a dropdown menu, "Program Category:()" (D) with a dropdown menu, "Program Review" (E) with a dropdown menu and an "Add" button, "By:" (E) with a dropdown menu, "Agency:" (F) with a dropdown menu, "Result:" with a dropdown menu, "Delivery/Site" section with checkboxes for "Off-campus Program", "Distance Learning Program", and "Alternate Route Program", and a "Comment:" section with a text area.

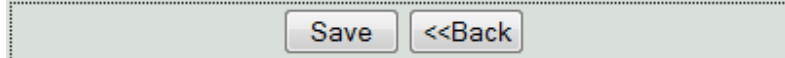
5. Complete the Basic Information section: **Program Name (A), Level (B), Certificate Level for Degree(s)(C), and Program Category Fields (D).**

Under the *Program Review* section, complete **By (E)** and **Agency (F)**, under the. Leave the Result area blank.

Complete the Delivery/Site section, as applicable to the program.

Complete the comment section when you have valuable program information to share.

6. Click the “Save” button at the bottom of the page to save changes.



To edit an existing program

7. Click the name of the program you would like to edit.

A screenshot of a "Manage Programs" table. The table has columns: #, ID, Program Name, Level, Degree, Delivery / Site, Review By, Status, Program Report, and Final Report. The first row shows ID 7408, Program Name ACEI Prg, Level ITP, Degree Baccalaureate, Review By SPA:ACEI, and Status Approved. The "ACEI Prg" text is circled in green.

#	ID	Program Name	Level	Degree	Delivery / Site	Review By	Status	Program Report	Final Report
1	7408	ACEI Prg	ITP	Baccalaureate		SPA:ACEI State	Approved		

You will see the **Program Details** screen.

A screenshot of the "Program Details (PrgID:7408)" form. It includes sections for "Basic Information" (Program Name: ACEI Prg, Level: ITP, Certificate Level for Degree(s): Baccalaureate), "Program Review" (By: SPA, Agency: ACEI, Result: dropdown), "Enrollment" (table with Report Year, Academic Year, # of candidates, # of completers), "Delivery/Site" (checkboxes for Off-campus, Distance Learning, Alternate Route), and "Comment". At the bottom, there is a message: "Unit no longer offers this program, click [here](#) to archive it. [Set the flag for low enrollment](#)." and buttons for "Delete", "Save", and "<<Back". The "Save" and "<<Back" buttons are circled in green.

Program Details (PrgID:7408)

Basic Information

Program Name: ACEI Prg

Level:  ITP  ADV

Certificate Level for Degree(s): Baccalaureate

Program Category:(3) Early Childhood Education-Advanced Teaching

Program Review [Add](#)

By: SPA Agency: ACEI Result: dropdown

By: dropdown Agency: dropdown Result: dropdown

Enrollment

Report Year	Academic Year	# of candidates	# of completers
2012	2011-2012		

Delivery/Site Select the following if applicable. Otherwise, leave blank: [Show Details](#)

Off-campus Program [?](#)

Distance Learning Program [?](#)

Alternate Route Program [?](#)

Comment:

Unit no longer offers this program, click [here](#) to archive it. [Set the flag for low enrollment](#).

Delete Save <<Back

8. Make the appropriate edits to your program.

Additional features: Archiving and flagging low enrollment

- For a program that is no longer offered: Utilize the archive link
- For a program that has low enrollment: An institution may elect to identify a program as low enrollment (5 or fewer program completers in the past 3 years combined) and defer program review temporarily during the transition to CAEP. The program should check with the state regarding consequences of deferred program review for state requirements. Also, the program should continue collecting data for the IR to address Standard 1.

9. Click the “Save” button at the bottom of the page to save changes.

Please don't hesitate to contact [Elizabeth.Vilky@caepnet.org](mailto:Elizabeth.Vilky@caepnet.org), if you have any questions or need further assistance.