The Missouri Department of Higher Education and Workforce Development (DHEWD) uses a cloud-based workflow system called EDvera. You can access your institution's information from anywhere with an internet connection.

This guide will provide information on how to:

- Initial Access to the EDvera System
- Apply for initial approval as a SARA participating institution
- Apply for renewal of approval to participate in SARA

Initial Access to the EDvera System

1. Go to Missouri's EDvera login screen - https://mo.edvera.com/

Sign in		8	
State Authorization Manageme	nt System		
 New User? Please select the "New User?" but 	on to establish log in credential	Ente	er your email address
Email			
Password			
C Remember me	Forgot your p	assword?	
Sign in	Ent _{Dvera} to y	er the ou by	e temporary password assigned / DHEWD

2. If this is your first time accessing the system, you should be prompted to change the password to one of your own choosing when you open the institution's dashboard.

If you do not receive a prompt to change the password, click on the dropdown box next to your name on the far right side of the page. Select "Profile" and "Change Password."

DHEWD - EDvera Dashboard	Documents Approvals		? 📃 Andrew 🗸
City Vision University			Profile
Deathbased		Change Password	Notifications 79
Dashboard		☑ Notify Settings	ථ Revert Identity
Institution Information			

3. You can also Edit your personal profile information from the "Profile" link.

Apply for Initial Approval as a SARA Participating Institution

1. If you are not a certified proprietary school, which have additional information, your Dashbaord will look something like this:

DHEWD - EDvera Dashboard Documents	oprovals 💡 🎵 Michael 🗸
Aquinas Institute of Theology	Switch Institutions +
Dashboard	Institution name and address
Institution Information	Regulatory Information
Organization Name Aquinas Institute of Theology Corporation Name Profit Type Accreditation Agencies	DHE Code pending Certificate Expiration
Institution Types	Programs
Contact Information	No programs defined for this institution.
Physical Address 23 South Spring Avenue St. Louis, MO 63108	Approved Locations
St. Louis, MO 63108	No approved locations for this institution.
Fax Number Web Address	Help Desk 📀 Support

2. To start the application process, select the "Documents" tab at the top of the screen.



3. This will open a new screen where you will be able to view any documents "In Progress." Completed documents will be stored in the "Document Archive."

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Aquinas Institut	e of Theology				S	witch Institutions -
Docun In Progress	Document Archive					
Search by: N	ame or For Q	CReset Refine Search			No available actions -	+ Start Document -
	▼ Name		♦ For	🔶 Status		
			No items matched your se Click "Reset" to see all re	earch criteria. esults again.		

4. Click the "+Start Document" drop down box and select "SARA Application."

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	No available actions + Start Document -	
	Accreditation Change Application	
	Annual Statement of Enrollments, Completions, and Employment	
	Annual Statement of Income and Expenses	
	Annual Student Financial Assistance	
	Financial Statement - Income and Expenditure	
	Financial Statement - Resources	
	Initial Application	
	Initial Inquiry	
	Location Change Application	
	New Accreditation Application	
	New Administrative Personnel	
	New Extension or Franchise Site Application	
	New Instructor	
	New Program Application	
	Recertification Application	
	Recruit Annual Statement of Enrollments, Completions, and Employment	
	Recruit Annual Statement of Income and Expenses	
	Recruit Recertification Application	
J	SARA Application	
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5. A verification page will open indicating the document selected. Click "Continue."



- 6. The SARA Application page will open. There are four tabs at the top of the form:
 - Submission upload documents and copy URLs for review
 - Comments add questions and review comments from staff
 - Status indicates where the document is in the review process
 - History saved versions of the application at each status change

DHEWD - EDvera	Dashboard	Documents	Approvals
Aquinas Institute of Theology	/	_	_
SARK App	cation	•	
Submission Comments	s 🕕 Status	Unsubmitted	History
1. Upload the completed S/	ARA Application, & drop here or o	, including all req click to choose	quired initials and signature of the President/Chancellor or Chief Academic Officer.

7. For Item 1, you may either drag the completed SARA application onto the box or you may click on the box "To attach a file drag & drop here or click to choose" and select the completed SARA application to add.

DHEWD - EDVera Dashboard Documents Approvals	8	MDHE -
Aquinas Institute of Theology	Switch	Institutions -
SARA Application		🖶 Print
Submission Comments O Status Unsidentified History 1. Upload the completed SARA Applying including all required initials and signature of the President/Chancellor or Chief Academic Officer. PDF To attach a file drag & drop mere or circle to choose + Copylying including all required initials and signature of the president/Chancellor or Chief Academic Officer.		

A successfully uploaded document will be seen on the Submission form:

Aquinas Institute of Theology SARA Application Submission Comments () Status: Unsubmitted History 1. Upload the completed SARA Application, including all required initial and signature of the President/Chancellor or Chief Academic Officer. Image: The same and the same	DHEWD - E	Dvera Dasl	hboard Documen	ts Approvals	
Submission Comments ① Status: Unsubmitted History 1. Upload the completed SARA Application, including all required initial and signature of the President/Chancellor or Chief Academic Officer. To attach a file drag & drop here or click to choose Sample SARA Application pdf - Updated 11/01/2021 03:11PM	Aquinas Institute	of Theology			
1. Upload the completed SARA Application, including all required initial and signature of the President/Chancellor or Chief Academic Officer. To attach a file drag & drop here or click to choose Sample SAPA Application off-Lipdated 11/01/2021 03:11PM	SARA A		ion Status: Unsubmitte	d History	
Sample SADA Application pdf - Updated 11/01/2021 03:11DM	1. Upload the co	ompleted SARA Ap a file drag & drop	plication, including all here or click to choos	required initial and signative	ure of the President/Chancellor or Chief Academic Officer.
	Sample SA	ARA Application.pdf	f - Updated 11/01/202	1 03:11PM 💌	

Staff encourage users to go to the bottom of the page and click the "Save" button after <u>each</u> document or URL added to the Submission tab to ensure all work is saved in the event of technical issues.



8. For Item 2, repeat the actions for Item 1, but the document to be uploaded will be the school's most recently calculated USDE financial composite score. Please note, if the institution participates in Title IV, schools upload a screen shot or the most recently uploaded score on the Federal Student Aid website (<u>https://studentaid.gov/data-center/school/composite-scores</u>).



In the event an institution's score on the official website does not meet or exceed the minimum threshold to be deemed financially responsible, you may upload a recalculated score from the USDE (USDE letter or email) that uses more recent information from verified financial statements.

For non-Title IV institutions, the DHEWD will only accept a composite score calculated by an independent accountant using the <u>USDE methodology</u> based on the institution's most recently audited financial statements.

- **9.** For Item 3, you will copy and paste the URL to the school's complaint policy that meets ther equirements for students enrolled under SARA. In general, a compliant policy is:
 - a. Available on the institution's website to current and potential SARA students
 - b. Identifies the process students enrolled under SARA should use when filing a complaint with the institution. The process should specify the method of filing the complaint (online through a portal, email, etc.) and to whom the complaint should be sent (can be a specific person, title-holder, or office).

c. In the event a student is dissatisfied with the resolution, the policy should provide students with a link to the <u>formal complaint process</u> to follow with the Missouri Department of Higher Education and Workforce Development.

3.	Copy the URL of the institution's SARA complaint policy in the text box:
	https://resources.finalsite.net/images/v1600457555/aiedu/xsjcjf1wqkgujt6iwazl/202009-16AcademicHandbookpdf

10.For Item 4, repeat the actions for Item 3, but the link will be to the school's professional licensure disclosures, if applicable.

Copy the URL of the institution's professional licensure disclosure page (if applicable): https://online.missouri.edu/about/licensure-and-disclosures

- **11.**For Item 5, institutions may upload any additional documentation to support the application by using the same process noted for Items 1 and 2.
- **12.**When all necessary Items have been added/uploaded, first click "Save" then click the "Submit" button. This submits the document synchronously to DHEWD staff, who receive notification from the system.



The Status of the document should now read "Pending Payment."



13.If the application is complete, DHEWD will send the primary SARA contact the URL to the Department's new e-payment portal. No more checks!

From the dropdown menu, select the SARA Renewal Fee (or SARA Initial Application Fee):



14.Complete the form information. Note the payment portal is separate from EDvera, so the "Responder's" information may or may not be the primary or secondary SARA contact.

Payments							
Please use the following to make a payment to the Missouri Dep	Please use the following to make a payment to the Missouri Department of Higher Education and Workforce Development. For questions, please contact: dhewd.fin.helpdesk@dhewd.mo.gov						
*Payment Type	SARA Renewal Fee						
*Amount	\$500.00						
*Requester's First Name	Laura						
*Requester's Last Name	Vedenhaupt						
*Street Address 1	301 W High Street 8th Floo						
Street Address 2	Suite 840						
*City	Jefferson City						
*State	MO ~						
*Zip Code	65101						
*Email	laura.vedenhaupt@dhewd.mo.gov						
*Phone (xxx-xxx-xxxx)	573-751-2361						
*Institution/ School/ Job Center	Test SARA Institution						
Memo	SARA renewal						
	Fields marked with an asterisk(*) are required						
	Proceed to Payment Information						

Click the "Proceed to Payment Information" button when done. The next screen will ask for credit card/e-check information. Complete all required fields and click submit to finalize payment.

15.Staff will review the SARA application and supporting documents after payment is received. Please allow 24 hours for the payment to post to our logs. Once payment is received, DHEWD will change the Status of the application from "Pending Payment" to "Pending Approval."

You can check the status of your application by going to the Documents tab of your Dashboard:

Do	Documents							
In Pr	ogres	B Document Archive						
Sear	ch by:	Name or For Q 2 Res	et Refine Search	No available actions -				
		▼ Name	≑ For	Status				
	≡	SARA Application	Aquinas Institute of Theology (2021-11-02)	Pending Approval				

16.If there are any issues with the application, staff will identify the issues in the Comments section then Revert the document to the institution for correction/update



Doc	Documents							
In Prog	ress	Document Archive						
Search	n by: N	Name or For Q CReset	Refine Search No available a	actions 🗸 🕇	Star			
		▼ Name	l ≑ For	tatus				
		SARA Application	Aquinas Institute of Theology (2021-11-02)	Reverted				
0				05	1.1			

17.To make corrections, open the document from the Documents tab. Upload corrected documents, links, or other documentation to support the application, then click "save" at the bottom of the page. Click on the "Comments" tab and provide a response in the text box then click "Add Comment."

SARA Application							
Submission Comments 1	Status: Reverted	History	Actions				
Laura Vedenhaupt Posted 10:51 AM EDT on 02 Nov 2021 (1 minute ago) Link to complaint policy does not work / error in opening URL. Please correct the URL, save, then resubmit. No supporting documents.							
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URL corrected on form.							
n							
♥ To attach a file drag & drop he	re or click to choose						
Add comment							

18.To resubmit the corrected document, click on the "Actions" tab that is now available at the top of the document.



19.Click "Re-Submit."

SARA Application								
Submission	Comments	2 Statu	IS: Reverted	History	Actions			
	Action	Re-Submit						
	7	here are no	additional field	s to complet	e for this ac	tion. Clic	k "Resubmit	" to continue.
		Resubmit						

20.After review and approval by DHEWD staff, the document will be placed into the "Document Archive" tab.

DHEWD - EDvera	Dashboard [Documents Approvals		3
Aquinas Institute of Theolog				Switch
Documents	Archive			
Search by: Name or For	Q :	C Reset Refine Search		No available actions - + 9
🗌 🚽 Name		For		Status
□	on	Aquinas Institute of Theology (202	1-11-02)	Approved

21.DHEWD will notify NC-SARA the institution is approved to participate in SARA. NC-SARA will then contact the institution via email with a link to that organization's payment portal. Once that payment is received, the school will receive notification of renewal for another year.