Post-Secondary Institution - User Reference Guide

Provider and Programs Registry System (PAPRS) - Publishing

May 2018

Version 1.0

Government

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INTRODUCTION

The **Provider and Program Registry System (PAPRS)** is the source of all educational [institutions](#) and [programs](#) publishing data in Alberta (and distance learning offered in western Canada) for the **ALIS-OCCinfo** website. This means any additions and/or updates to institutions and program details, that are to be published on ALIS, must be entered through PAPRS.

Every year ALIS requests that post-secondary institutions review and update their institution and program details. This review includes the details of newly approved programs and specializations for publishing, the updating of existing published content and the un-publishing of programs that are no longer offered.

This reference guide will help users working within the **Publishing (ALIS)** module of Advanced Education's PAPRS application.

Overview

This reference guide focuses on the **Publishing** components of the **PAPRS** application. These components help institutions manage information that is published on ALIS. Please refer to the **Table of Contents** for the full list of topics covered.

GETTING STARTED

Accessing the PAPRS System

PAPRS is a web-based application accessible using most common web browsers. The recommended browser for accessing the PAPRS system is Microsoft's Internet Explorer, 9 or higher.

Access to PAPRS is controlled by a security system called the **MyAlberta Digital ID** (**MADI**). You can log in to MADI using a MADI user name and password. If you do not already have a MADI account, please contact the **PSI Help Desk**:

> **Post-Secondary Institution Help Desk**
> **Toll Free Phone:** 310-0000
> **Phone:** 780 427-5318 (*option 6*)
> **Fax:** 780 427-1179
> **Email:** psihelpdesk@gov.ab.ca

Follow these steps to access the PAPRS site

1. Open an internet browser window.
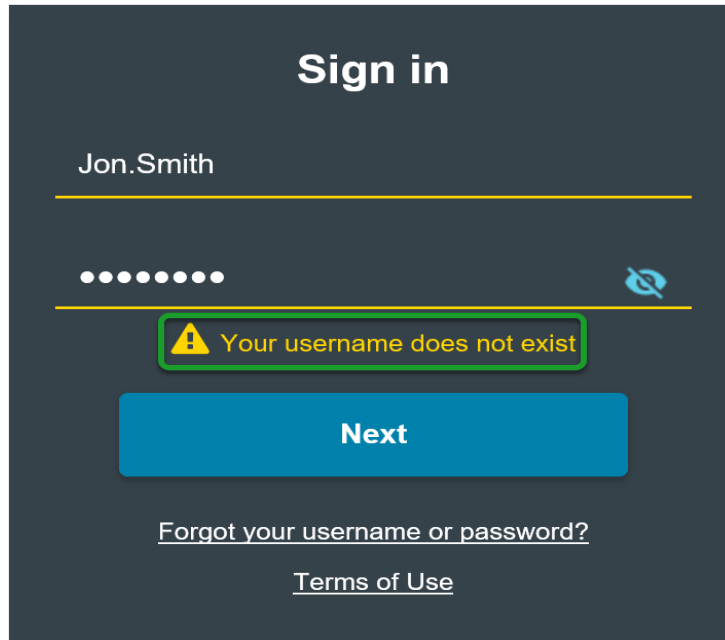2. Enter this address, https://paprs.ae.alberta.ca/ into the address bar.
   The **MADI Login** screen displays.
3. Enter your **Username** and **Password** in the appropriate fields.
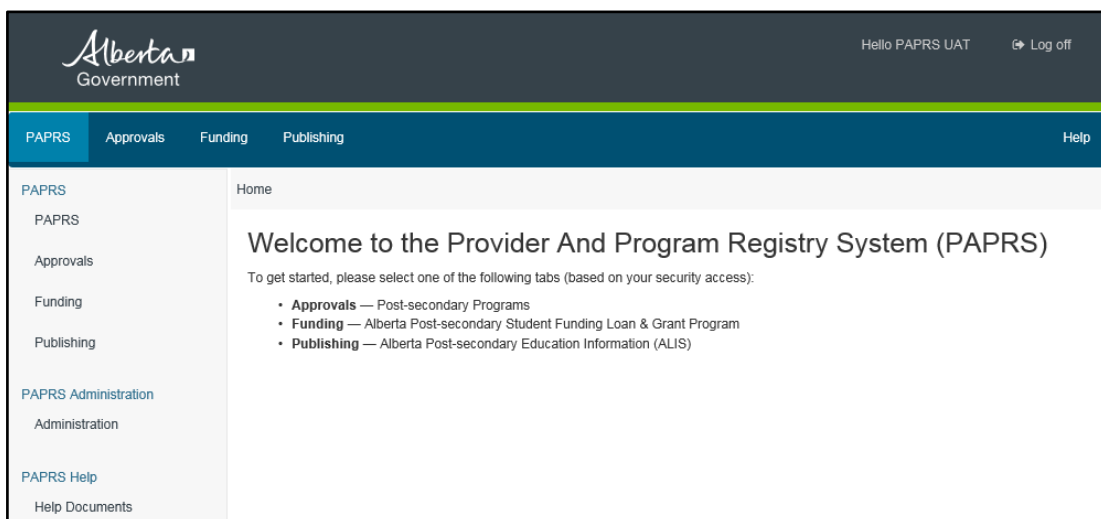4. Click the **Next** button.

Note   If you enter an incorrect **Username** and **Password** combination, you will be presented with a message asking you to re-enter the correct information.
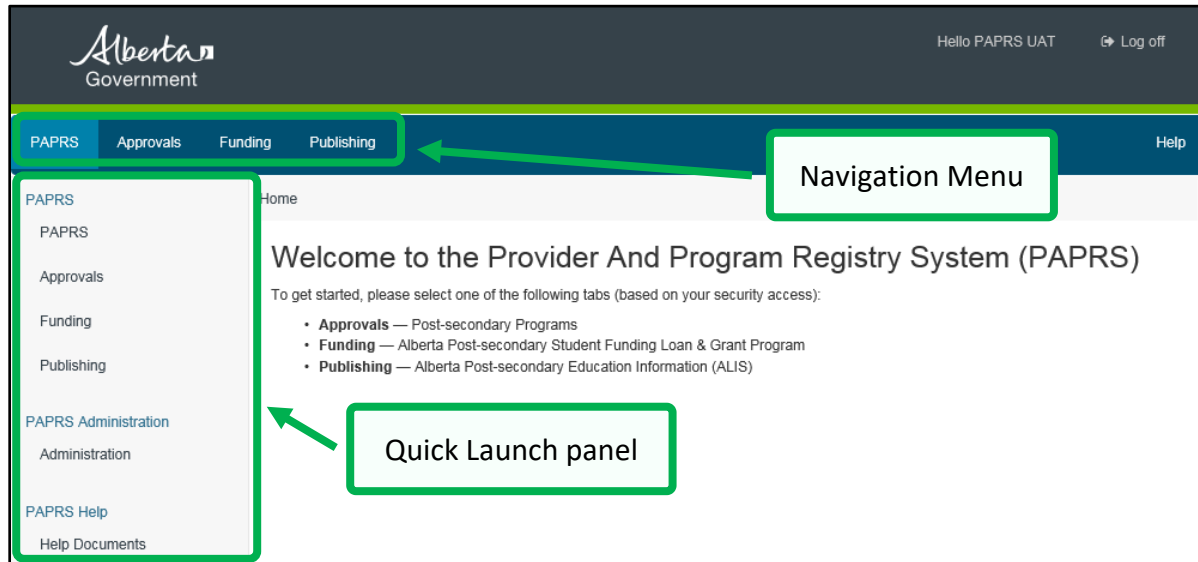

Once you have successfully logged in, you will be presented with the main page of the PAPRS site:

Navigating the PAPRS System

PAPRS Home Page

The first screen you are presented with, after login, is the **PAPRS Home Page.** From this screen you have access to the **Navigation Menu** and **Quick Launch** panel.

- **Navigation Menu** – May include **Approvals**, **Funding** and **Publishing** tabs, depending on user permissions.
- **Quick Launch panel** – Contains contextual navigation features (different options are displayed depending on the screen displayed).

Signing-Out of PAPRS

After completing a session with the PAPRS application, sign-out to ensure your user account has been properly logged off.

Perform the following steps to sign-out of the PAPRS application:

1. Click the **Log off** option, next to your name in the top right corner of any PAPRS screen.

   Once you are logged off the system, you can close the web browser window.

Government of Alberta ■ **Advanced Education**   6 |
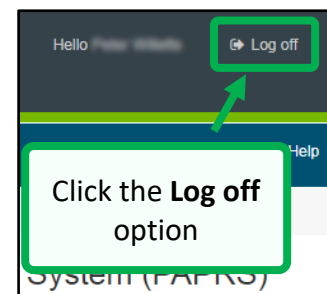
PUBLISHING

Dashboard

The **Publishing Dashboard** allows you to quickly view and navigate to any **work-in-progress** (**WIP**) associated with your institution.

Common reasons for why there are WIPs on your **Publishing Dashboard** include:

a) A new program has been approved by PAPRS Approval which is governed by Alberta Advanced Education's Post-Secondary Programs (PSP) Branch. The new program requires your institution to enter and submit additional details (example, admission requirements) in order to be published on ALIS-OCCinfo.

b) Someone from your school with **Publishing** access intended to publish some updates. They have started a WIP to enter the updates and have saved their progress but have yet to complete and submit the changes for publishing.

Note	Completing WIPs that were created over a year ago may be a challenge as system upgrades may have corrupted the WIP since. If possible, it is recommended that you delete the old WIP and then create a new WIP to publish changes for any affected program.

Change the number of results displayed on each page by selecting a number from the dropdown list, just above the results grid on the right side of the screen. The columns in the grid are sortable by clicking the column header.
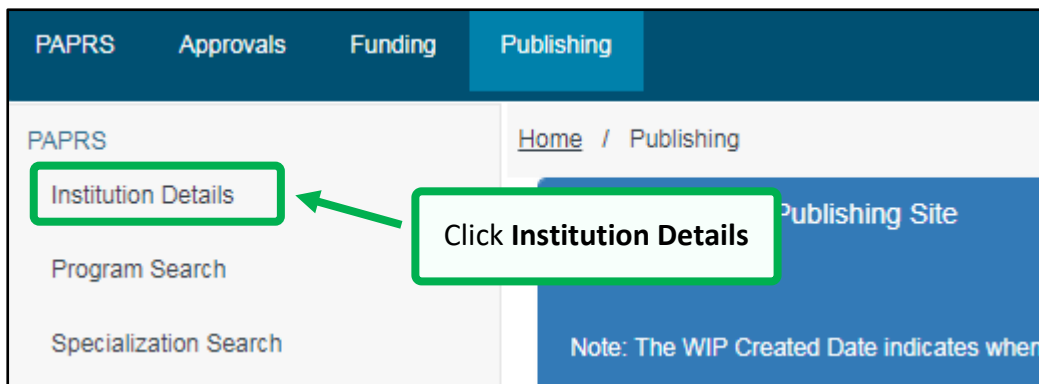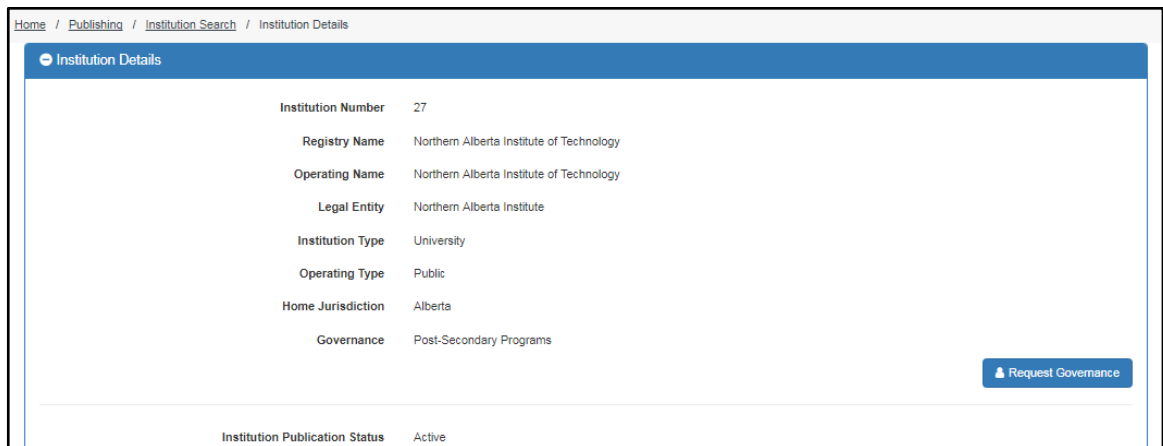
Institutions

Viewing Institution Details

PAPRS allows users to view details of post-secondary institution records. These details are published on the ALIS-OCCinfo website's Schools in Alberta subsection.

Perform the following steps to view your Institution record

1. Click **Institution Details**, in the **Quick Launch** area on the left side of the screen.

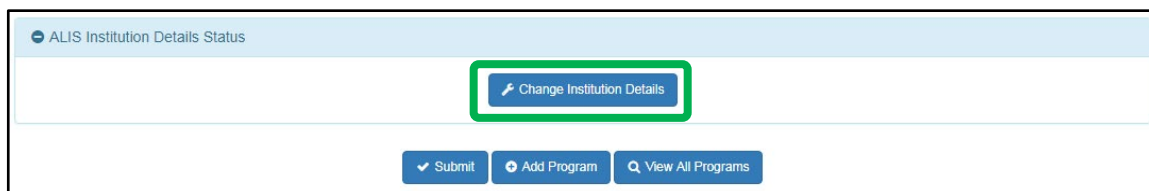The screen reloads to display the **Institution Details** screen.

2. Scroll through the screen to view the entire record.

Changing Institution ALIS Details

Perform the following steps to Change your institution's ALIS Details

1. Navigate to the **Institution Details** screen (see <u>Viewing Institution Details</u>).
2. Scroll to the **ALIS Institution Details Status** section (*bottom of the screen*).
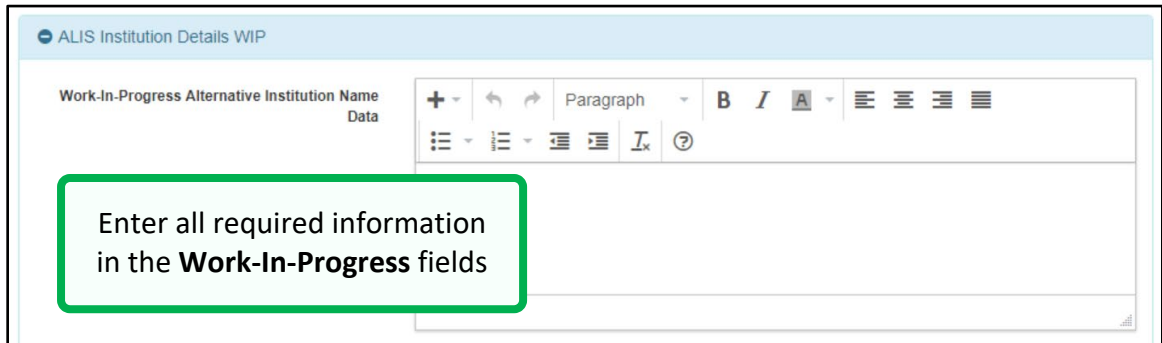3. Click the **Change Institution Details** button to initiate the change.

The **Institution WIP Details** screen is displayed.

4. Scroll to the **ALIS Institution Details WIP** section and complete the required information in the **Work-In-Progress** fields:

- **Work-In-Progress Alternative Institution Name Data**: Identifies the names that public users may know the institution by, including acronyms, old names, etc. Mainly used to support the keyword search function on ALIS. Please note that the deletion of existing content is not recommended.
- **Work-In-Progress Institution Overview Data**: Provides a general description of the institution.
- **Work-In-Progress Application Deadlines Data**: Provides a general deadline for applying to the institution, rather than to specific programs. To enter program specific deadlines, refer to the <u>Updating Specialization Details</u> section of this reference guide.

- **Work-In-Progress Standard Admission Requirements Data**: Provides the general admission requirements, rather than requirements for admission to specific programs. To enter program specific requirements, refer to the <u>Updating Specialization Details</u> section of this reference guide.
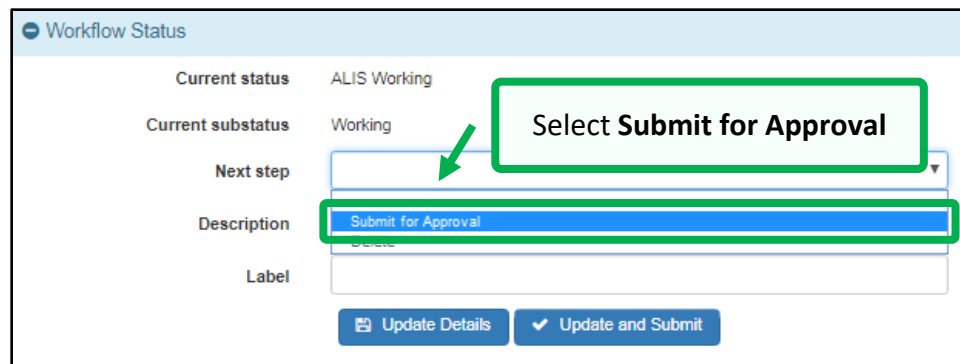

Enter all required information in the **Work-In-Progress** fields

Note Existing **ALIS Institution Details** information is provided in the **Current** fields, just below the **Work-In-Progress** fields for your reference during this process.

5. Click on the **Update Details** button to save your WIP - in the **Workflow Status** section.

    When all of the **ALIS Institution Details** field updates are completed, navigate to the **Workflow Status** section of the screen.
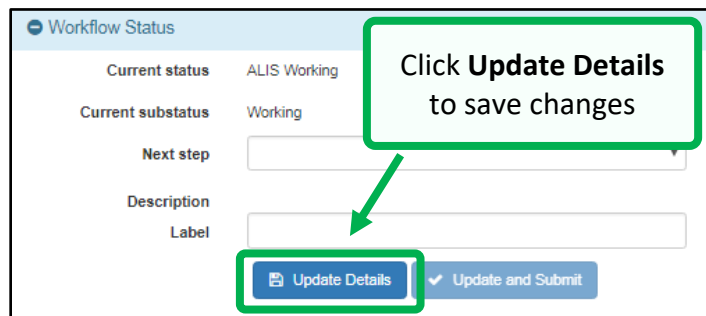
Click **Update Details** to save changes

6. Select the **Submit for Approval** option, from the **Next step** dropdown list.

Select **Submit for Approval**

⚠️ To cancel a WIP workflow that has not been submitted and remove it from the **Dashboard** select the **Delete** option from the **Next Step** dropdown.

7. Click the **Update and Submit** button to submit your changes for approval to the ALIS business area.

    The **Institution Details** screen reloads and indicates that the details have been **Submitted for Approval** - in the **Current status** field of the **Workflow Status** section.

📝 Note   If you need to make additional changes to the WIP, after submission, either:

a. Email ALIS to request for the WIP to be returned to your Publishing Dashboard, OR

b. Wait until the WIP is processed and then submit a new WIP.

Institution Information Request Workflow

An **Institution Information Request** is initiated by the ALIS business area and the institution is asked to provide information such as:

- Alternative Institution Name Data
- Institution Overview
- Application Deadlines
- Standard Admission Requirements

Viewing the Change Request

When a change to your institution's details is requested, a change request will appear on your institutions **Publishing Dashboard**.

Perform the following steps to View the Change Request

1. Click the **Publishing** tab.
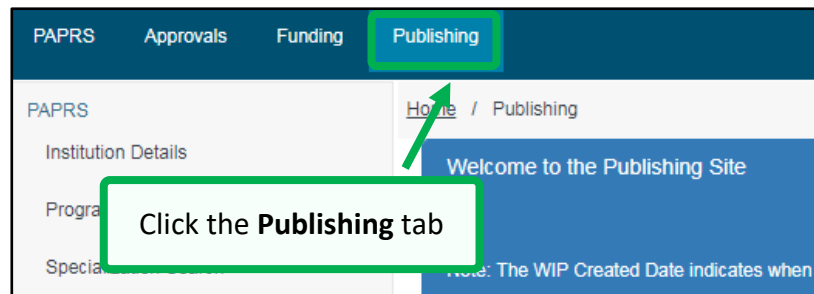
The screen reloads to display the **Publishing Dashboard** for your institution. **Institution Information Requests** are listed on this screen.

Completing the Institution Details

Once a request to change institution details has been initiated, the institution must complete the **ALIS Institution Details** section of the **Institution WIP Details** screen for their institution.

Perform the following steps to complete the ALIS Institution Details

1. Click anywhere on the **Institution Information Request** row to select it and display the **Institution WIP Details** screen.

To complete this process, follow from **step 4** of the Changing Institution ALIS Details section.

Viewing Institution Locations

Perform the following steps to view a Location's details for your institution:

1. Click the **Institution Details** option, in the **Quick Launch** panel (**Publishing** tab).
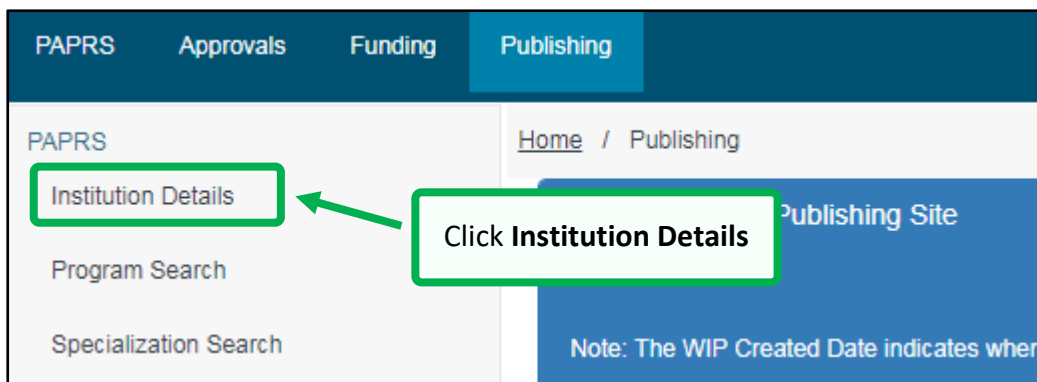
The screen reloads to show your institution's **Institution Details** screen; scroll down to the **Institution Locations** section.

Note Navigate to other pages of the listed locations by clicking the numbers below the location table.

2. Click anywhere on the location row to select a location and open the **Location Detail** screen for that location.

The screen reloads to display the **Location Detail** screen.

Updating Location Details

The following are the steps to update your institution Location Detail

Note   Applicable to ALIS governed programs; not all fields available for edit when the program is PSP governed.

1. Update the fields as required on the desired **Location Detail** screen - to navigate to the **Location Detail** screen, see Viewing Institution Locations.
2. Click the **Submit** button to commit your changes (*found at the bottom of the screen*).

Programs

Quick Search

The **Quick Search** screen allows you to search for all published programs associated with your institution. To search for all programs, including unpublished programs, please refer to the Program Search section of this document.

Perform the following steps to execute a Program Quick Search

1. Click the **Quick Search** option, in the **Quick Launch** panel.
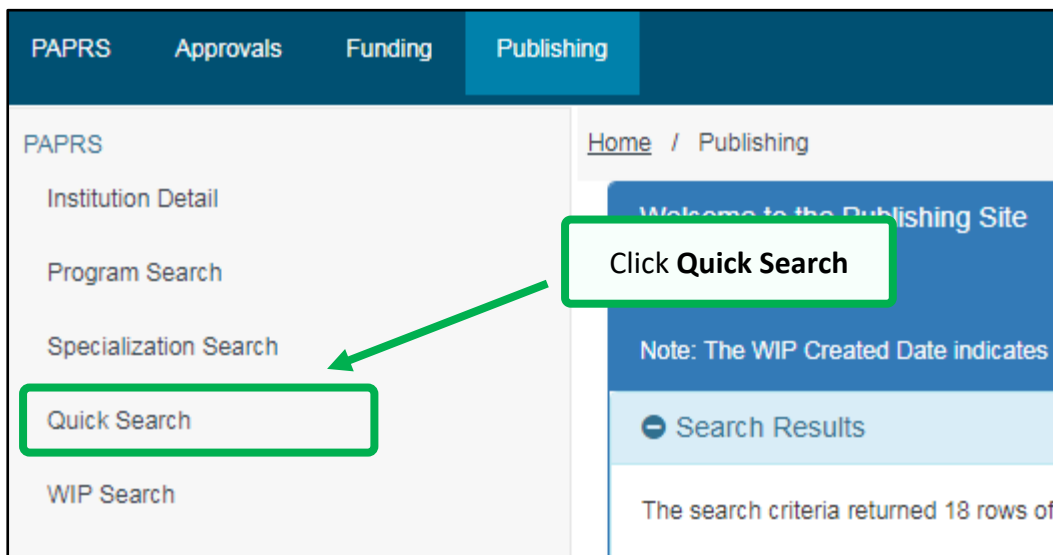
The screen reloads to display the **Quick Search** page.

2. Select your institution.

   The **Select a Program…** field lists the published programs associated with your institution.

3. Select the desired program from the list.
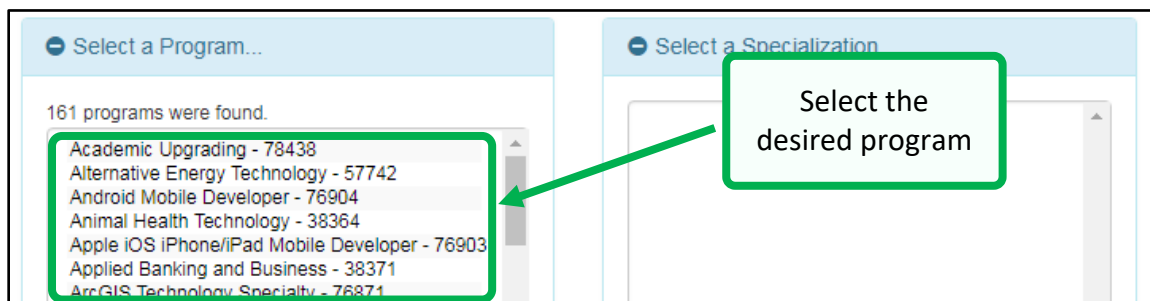
4. Click the **View Details** button.
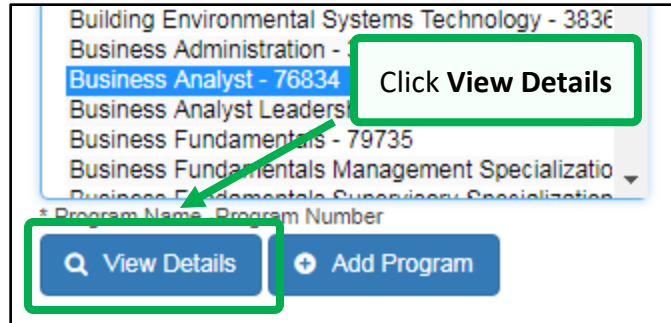
The screen reloads to display the **Program Details** screen for the selected program.
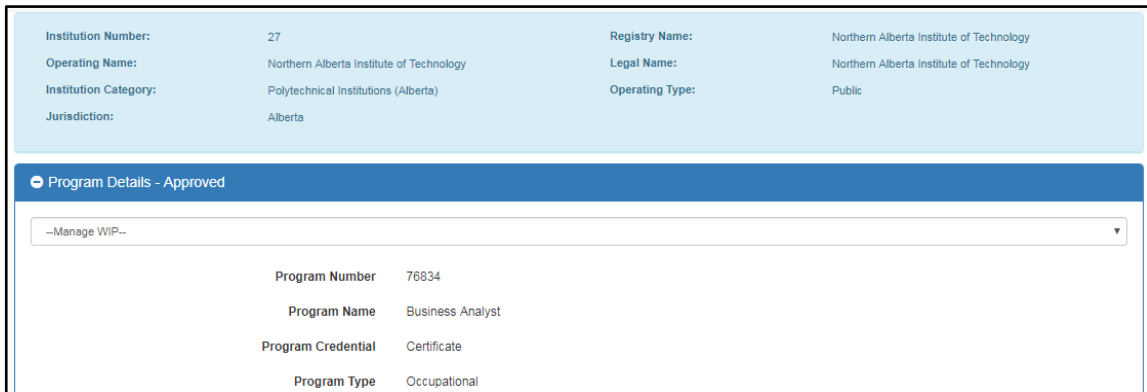
Program Search

The **Program Search** screen allows you to search for all programs associated with your institution, including unpublished programs and programs that have never been published on ALIS.

Perform the following steps to do a Program Search within Publishing:

1. Navigate to the **Publishing Dashboard** (*click the* ***Publishing*** *tab*).

2. Click the **Program Search** option, in the **Quick Launch** panel.
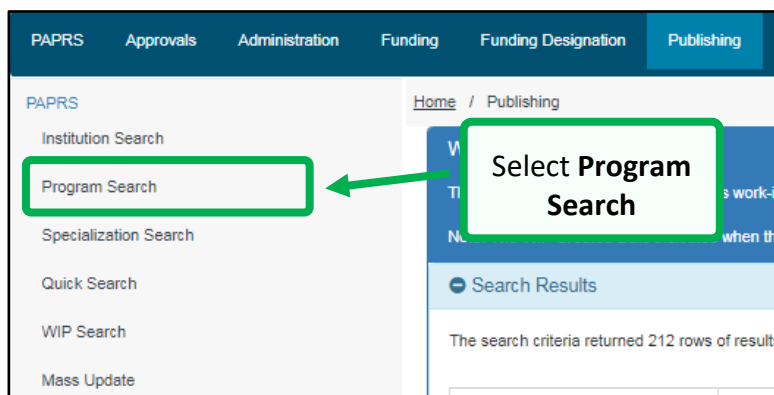
The screen reloads to display the **Program Search** screen.

3. Enter your search criteria into the appropriate fields and/or select the desired option from one of the dropdown list.

4. Click the **Search** button.

    The screen reloads to display the search results at the bottom of the screen.

5. Click anywhere on the desired row to select and open the **Program Details** screen.

The screen reloads to display the **Program Details** screen for the selected program.

Updating ALIS Program Details

Perform the following steps to update the ALIS Program Details

> **Note** Applicable to ALIS governed programs; not all fields available for edit when the program is PSP governed.

1. Navigate to the desired program.

   Please refer to the Program Search section for more details.

2. Select the **Start New Workflow** option from the dropdown list located below the **Program Details** title (*near the top of the screen*).
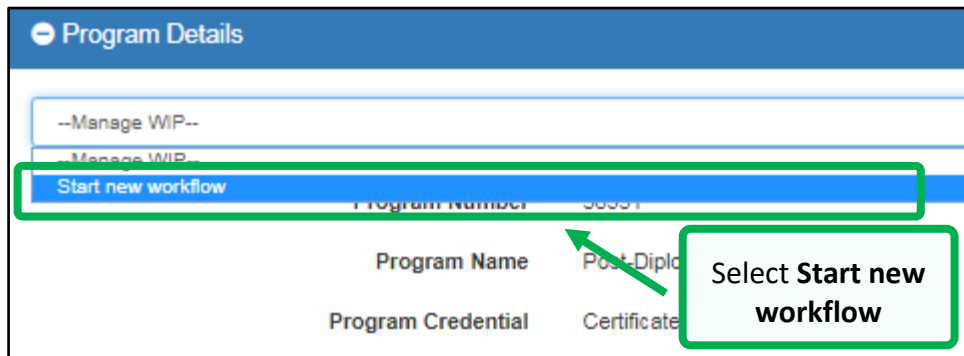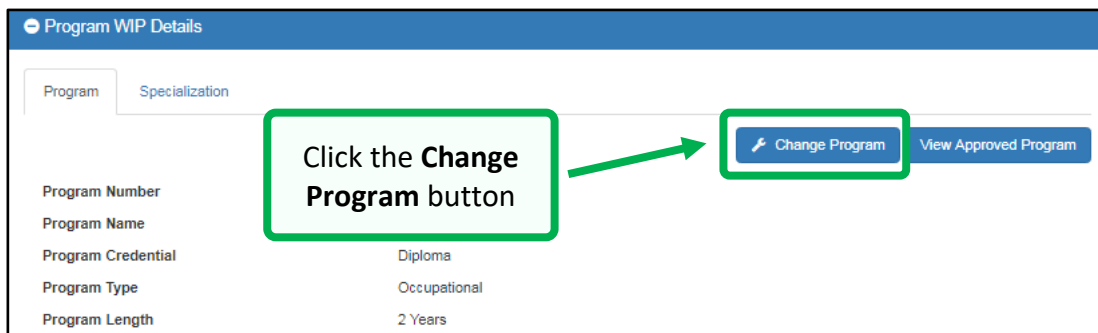

The screen reloads to display the **Program WIP Details** screen.
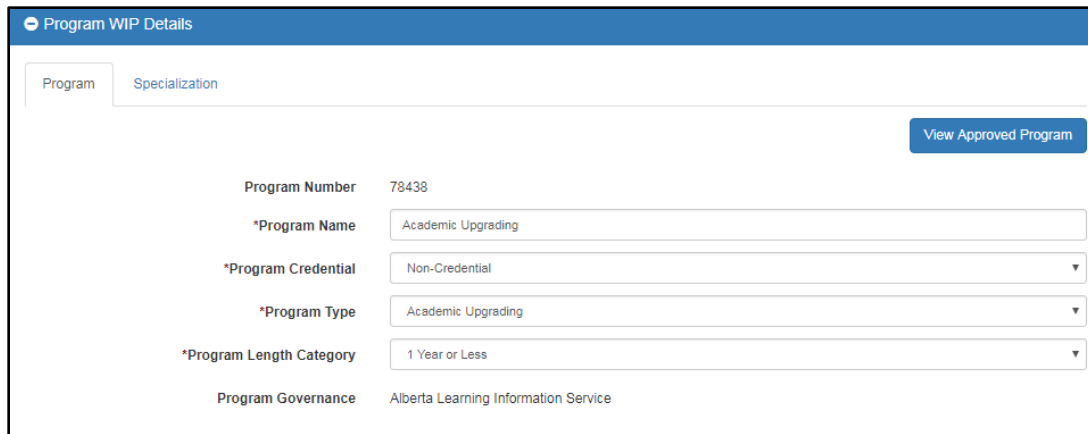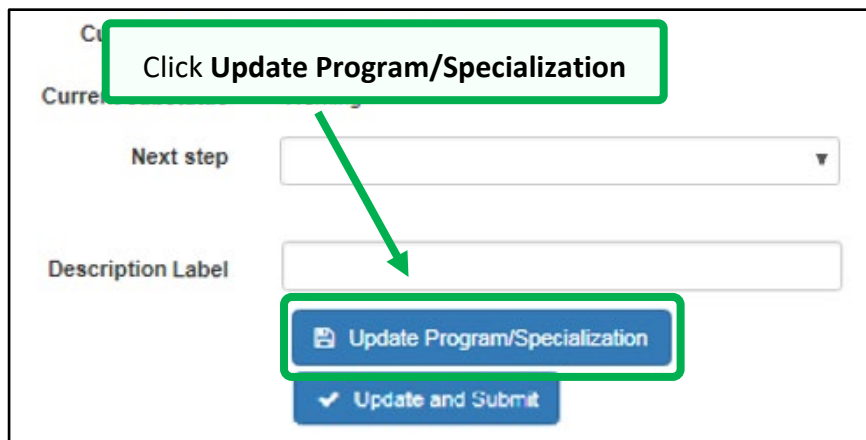
3. Click on the **Program** tab.
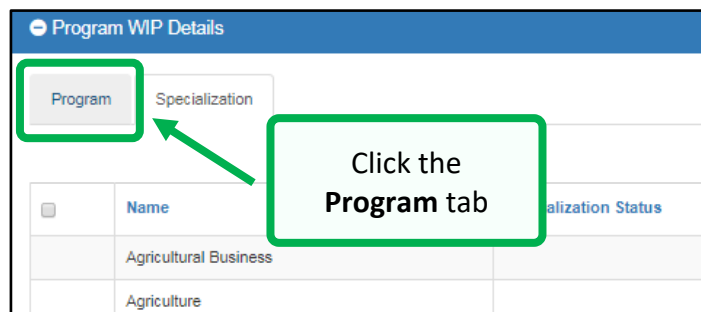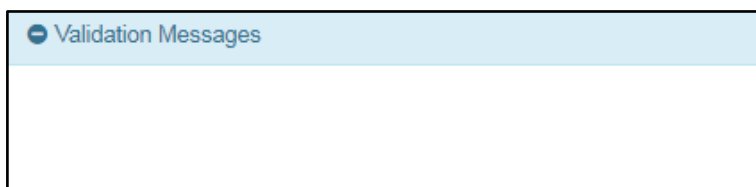

4. Click the **Change Program** button.

The screen refreshes to display the **Program** fields ready for input.

5. Enter new or edit existing information for all relevant fields.

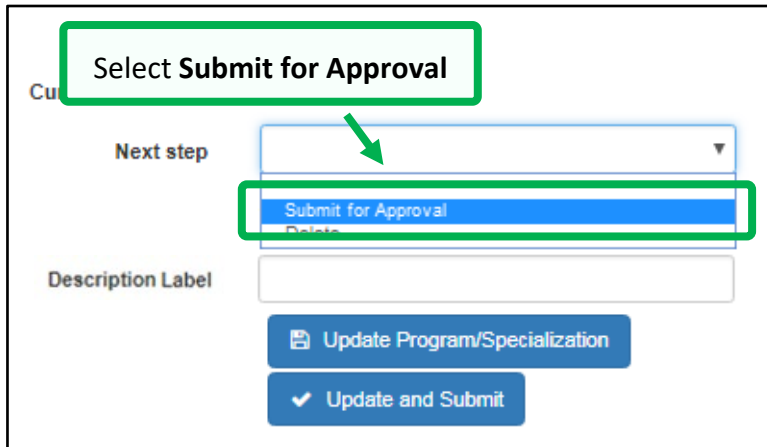6. Click on the **Update Program/Specialization** button (*towards the bottom of the screen*).

7.   Review the **Validation Messages** section for any conditions that need to be met to move forward with the process. Make any necessary changes.
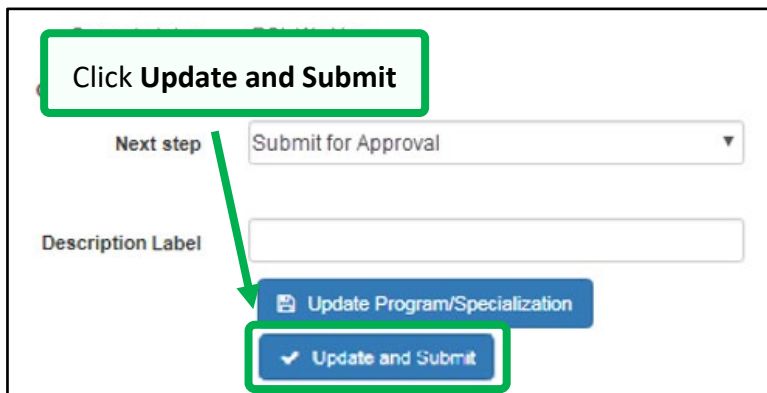

⚠️   If conditions are present, you will not be able to proceed.

8. Select the **Submit for Approval** option from the **Next Step** dropdown list.

9. Click the **Update and Submit** button to submit the record for approval by the ALIS business area.

⚠️   To cancel a WIP workflow that has not been submitted and remove it from the **Dashboard** select the **Delete** option from the **Next Step** dropdown.

The screen refreshes to display the **Current status** as **Submitted for Approval**.
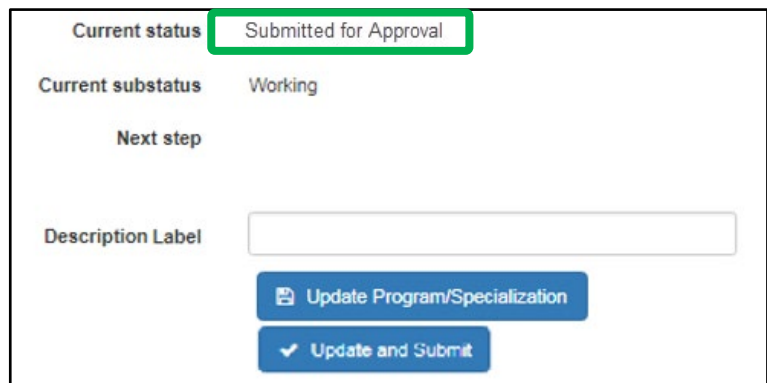
Note   If you need to make additional changes to the WIP, after submission, either:

c. Email ALIS to request for the WIP to be returned to your Publishing Dashboard, OR

d. Wait until the WIP is processed and then submit a new WIP.

New Program Workflow

The **New Program Workflow** allows institutions to create a program workflow for a new program they wish to offer under ALIS governance. Only programs that are not subject to the New Program Proposal process for Post-Secondary Programs can be entered using this workflow. In this section, the **New Program Workflow** process is described.

Creating a new Program with the New Program Workflow

The **Creating a New Program** process allows an institution to submit a new program workflow for approval by the ALIS business area.
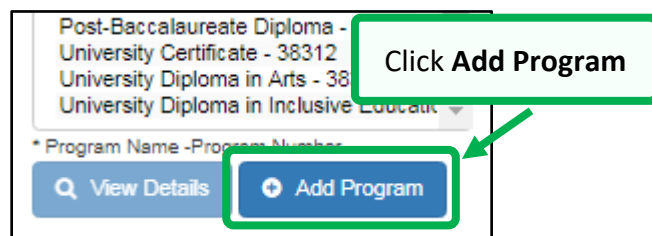
Perform the following steps to create a new program with the New Program Workflow

1. Click the **Quick Search** option, in the **Quick Launch** panel.
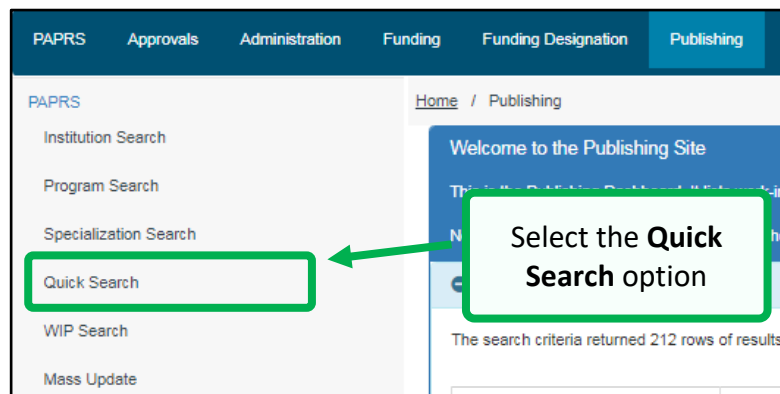
The **Quick Search** screen is displayed.

2. Select your institution.
3. Click the **Add Program** button.

The screen reloads to display the **Program WIP Details** screen.

4. Enter the required information, noting that mandatory fields are marked with a red asterisk.

5. Click the **Update Program/Specialization** button to save your work in progress (*at the bottom of the screen*).

5. Review the **Validation Messages** section for any conditions that need to be met to move forward with the process. Make any necessary changes.
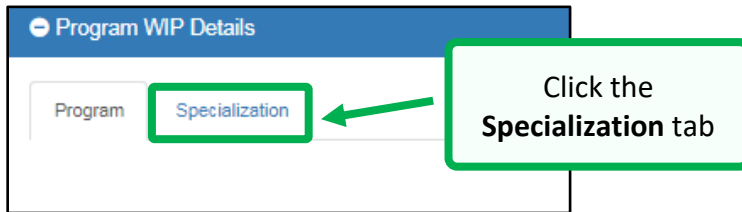

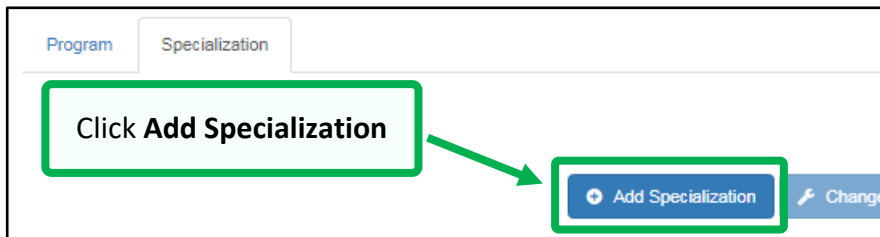⚠️   If conditions are present you will not be able to proceed.

📝 Note   As a minimum, at least one specialization for the new program must be entered to proceed with the workflow process.

6. Scroll to the top of the page and click on the **Specialization** tab.

7. Click the **Add Specialization** button.

8. Complete the fields on the **Basic** tab by entering information for the specialization of the new program. Mandatory fields are indicated with a red asterisk.

9. Click **Save**, at the bottom of the **Basic** section.

10. Review the **Validation Messages** section for any conditions that need to be met to move forward with the process. Make any necessary changes.

11. Click **Save** again.

12. Click on the **Location** tab (*top of screen*) to specify where the specialization will be offered.

13. Select a location(s) to indicate where the specialization is offered. PAPRS only displays locations that are published on ALIS.

14. Click the **Save** button.

Note To add another specialization, click on the **Add Specialization** button at the top of the screen and repeat the above steps. If not, continue to *step 15*.

15. View the **Validation Messages** section (*bottom of the screen*) and ensure that there is no required information missing.

16. Select **Submit for Approval** from the **Next Step** dropdown list.

17. Click the **Update and Submit** button.

Note   Once the **program and specialization** have been submitted for approval, the information provided will be made available to the ALIS staff for review.

Specializations

Quick Search

The **Quick Search** screen allows you to search for all published specializations associated with your institution. To search for all specializations, including those that were unpublished, please refer to the Specialization Search section of this reference guide.
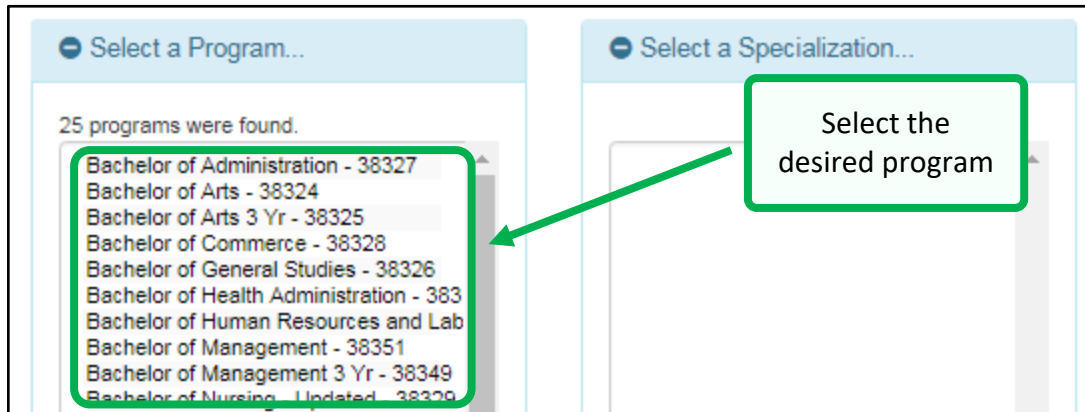
Perform the following steps to execute a Specialization Quick Search

1. Click the **Quick Search** option, in the **Quick Launch** panel (**Publishing** tab).
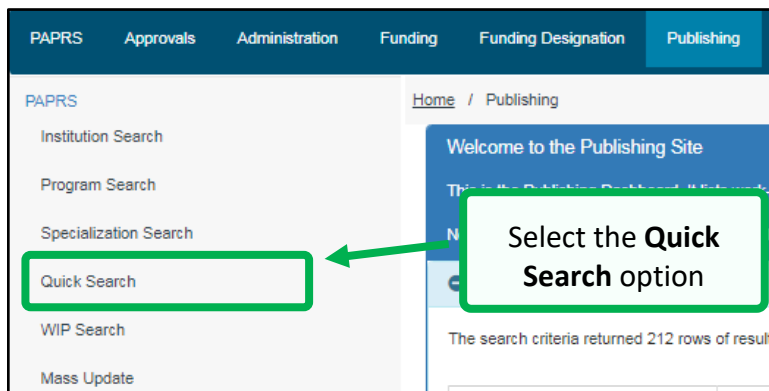
2. Select your institution.

3. Select the desired program from the **Program** list.

The **Select a Specialization…** list box populates with the specializations associated with the selected program.

4. Select a specialization and click the **View Details** button.
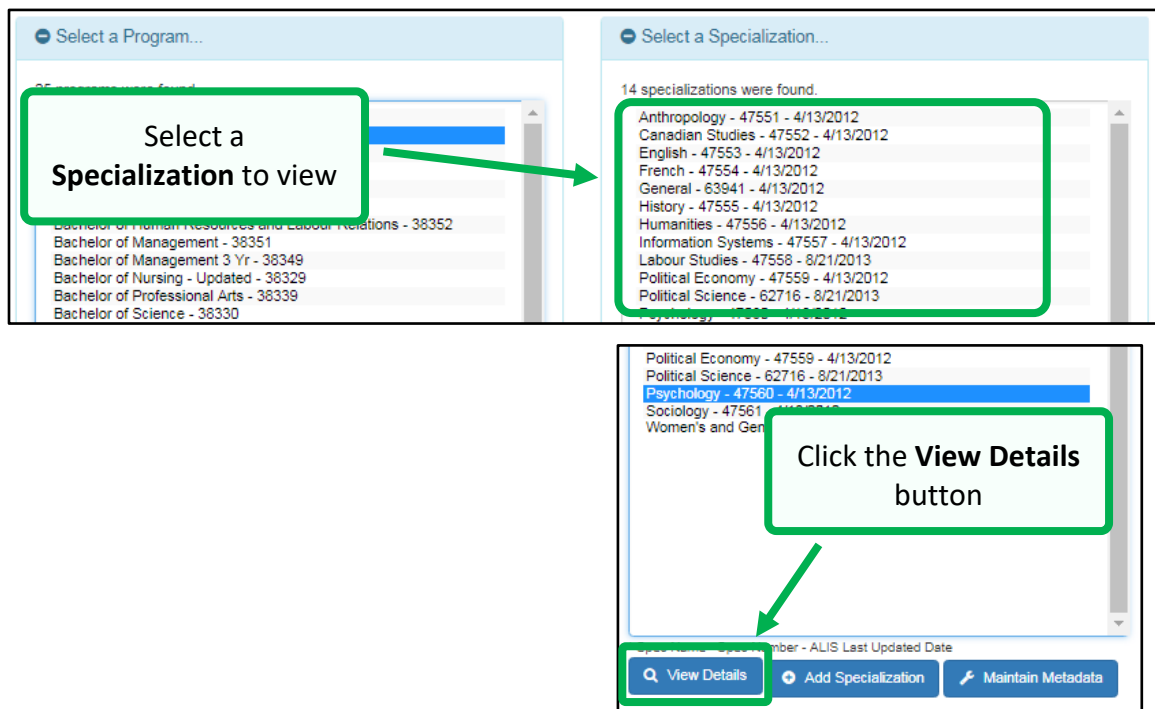
The screen reloads to display the **Specialization Details** screen for the selected specialization. Use the scroll bars to view the full page.
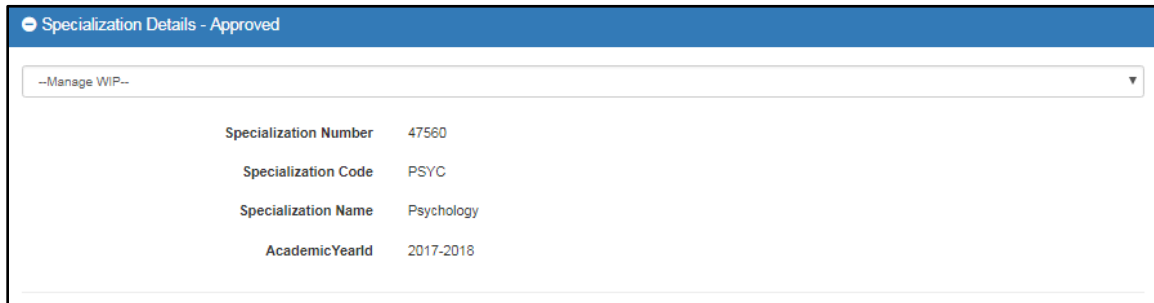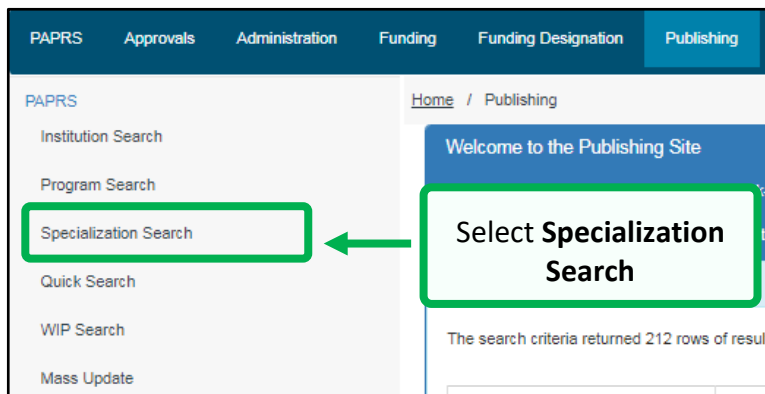

Specialization Search

The **Specialization Search** screen allows you to search for and display specializations associated with your institution, including specializations that have been unpublished from, or never published on, ALIS.

Perform the following steps to do a Specialization Search within Publishing

1. Click the **Specialization Search** option, in the **Quick Launch** panel (**Publishing** tab).

The screen reloads to display the **Specialization Search** screen.

2. Enter your search criteria into the appropriate fields and/or select the desired option from one of the dropdown list.
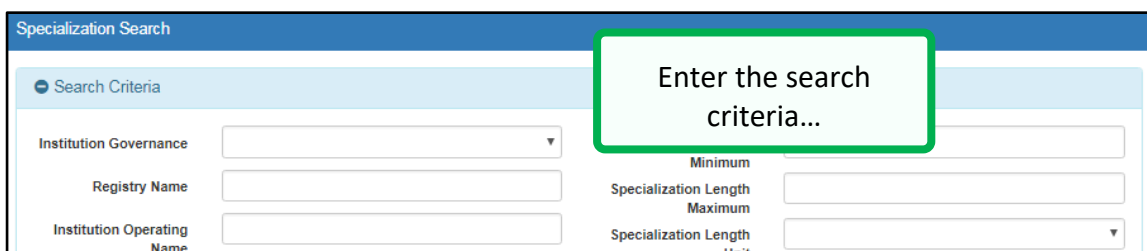
3. Click the **Search** button.
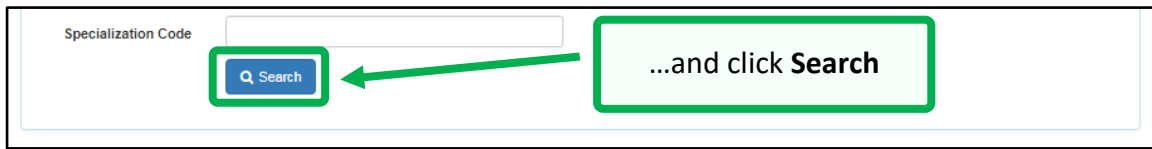
The screen reloads to display the search results at the bottom of the page.

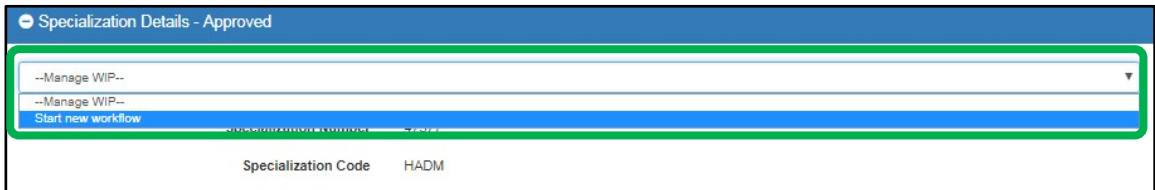4. Click on the row of the desired specialization to display the details.
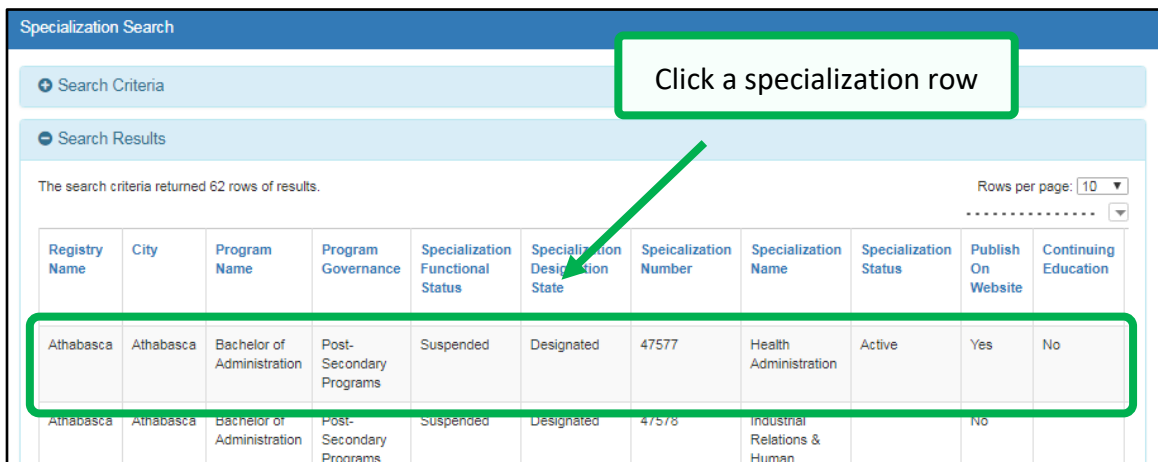
The screen reloads to display the **Specialization Details** screen for the selected specialization.

Updating Specialization Details

Perform the following steps to update ALIS Specialization Details

1. Open the desired specialization (see **Specialization – <u>Specialization Search</u>**).

2. Select the **Start new workflow** option from the dropdown list located below the **Specialization Details** title (*towards the top of the screen*).

The screen reloads to display the **Program WIP Details** screen.

3. Click on the **Specialization** tab (*if necessary*).
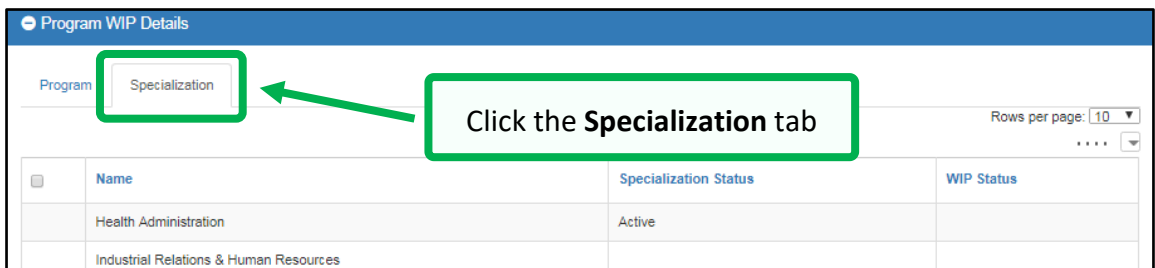
The screen lists the specializations associated with the program.

4. Click on the row of the specialization you wish to complete the ALIS details for.

5. Click the **Change Specialization** button.

Classification: Protected A
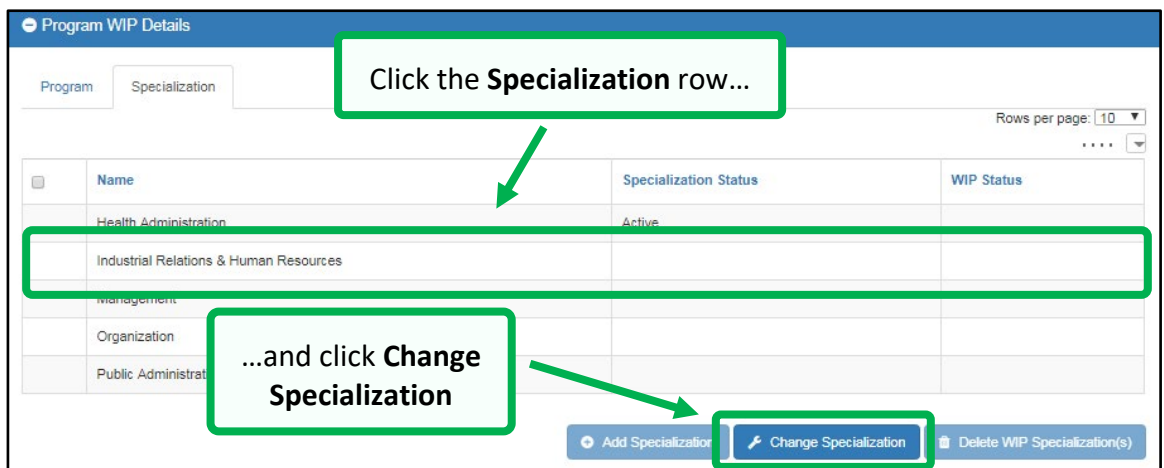
6. Select the desired **Change Specialization** option from the popup window.

7. Enter or edit the information as required.

Note   Fields indicated with the red asterisk are mandatory.
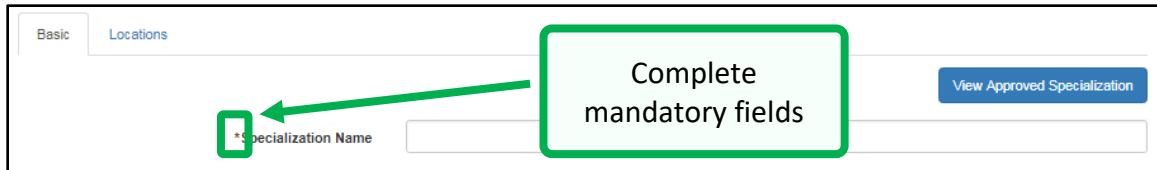
- To add another specialization to the same workflow, select that specialization row and click the **Change Specialization** button.

Note   Only specializations where the WIP status is blank can be added to the workflow.

- To add a new specialization to the program in the same workflow, click the **Add Specialization** button. Applicable to ALIS governed program only.

Note   Only specializations with WIP status of **Working** can be removed from the workflow – select row and click the **Delete WIP Specialization(s)** button. If a specialization is removed by mistake, it can be add again.

8. Click the **Save** button - bottom of the **Basic** tab.
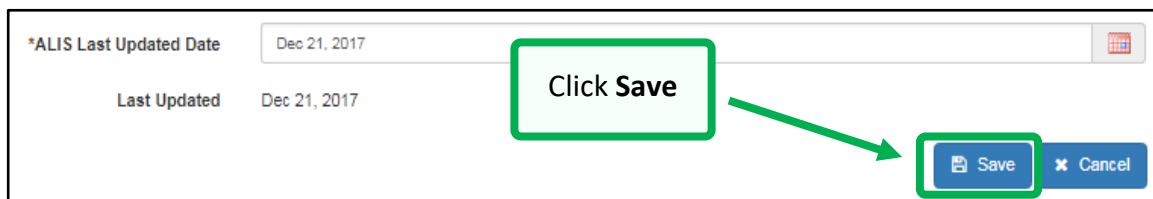
Note   Clicking **Save** only saves your **WIP**, the information still needs to be submitted for approval.

9. Review the **Validation Messages** section for any conditions that need to be met to move forward with the process. Make any necessary changes.
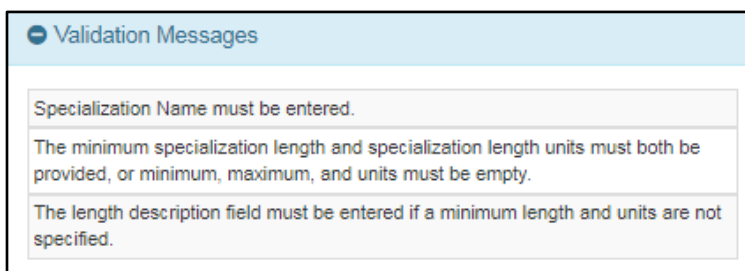
⚠️   If conditions are present you will not be able to proceed.

10. Review the information provided and scroll to the bottom of the screen to submit the information for approval.

11. Enter comments in the **Comments** text box. This text box is used for communication between the institution and ALIS.
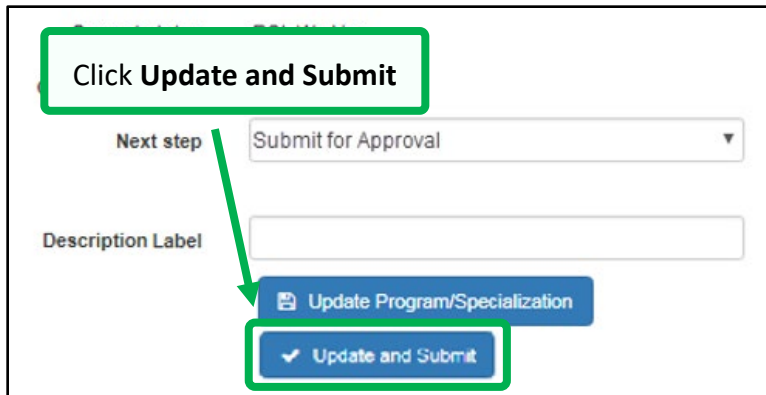
12. Click the **Add** button.
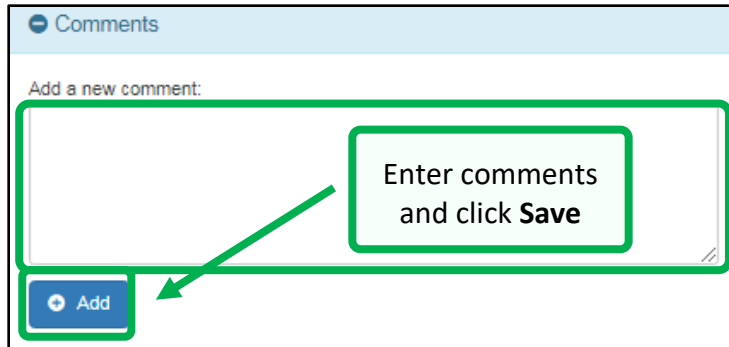
13. Select the **Submit for Approval** option, from the **Next Step** dropdown list.
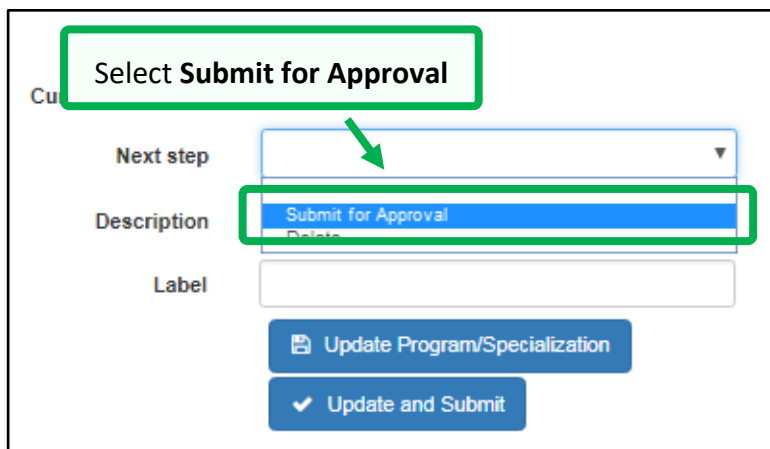
⚠️   To cancel a WIP workflow that has not been submitted and remove it from the **Dashboard** select the **Delete** option from the **Next Step** drop-down.

14. Click the **Update and Submit** button to submit the record for approval by the ALIS business area.

The screen refreshes to indicate that the **Current status** as **Submitted for Approval**.
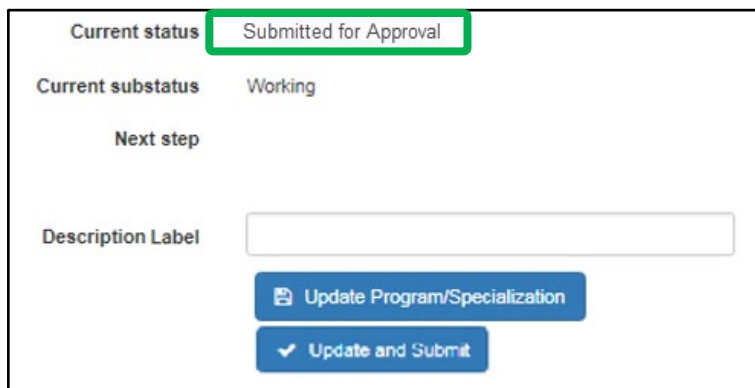
> Note
>
> If you need to make additional changes to the WIP, after submission, either:
>
> a.   Email ALIS to request for the WIP to be returned to your Publishing Dashboard, OR
>
> b.   Wait until the WIP is processed and then submit a new WIP.

Work In Progress (WIP) Search

The **WIP Search** screen allows you to quickly find and check the status of a WIP record (for example, checking on submitted WIPs). By completing one or more of the search fields you can filter the results that are displayed after the **Search** button is clicked.

In the **Search Results** section at the bottom of the page, a message will indicate if any results were found. If results were found, the number of pages and WIPs are included within those results is indicated.

You can alter the number of results displayed on each page by selecting a number from the dropdown list, just above the results grid on the right side of the page. The columns in the grid are sortable by clicking the column header.

Once you have identified the record you are looking for, click anywhere on the row to select it and display the WIP details.

Mass Update

The **Mass Update** screen allows you to modify the Last Updated Date for specialization(s) published on ALIS-OCCinfo that do not require detail changes for the upcoming academic year (*July 1 to June 30*). This date provides information to the ALIS team indicating the currency of the information provided in the specialization record. The **Mass Update** screen provides a quick method to update multiple specialization records.
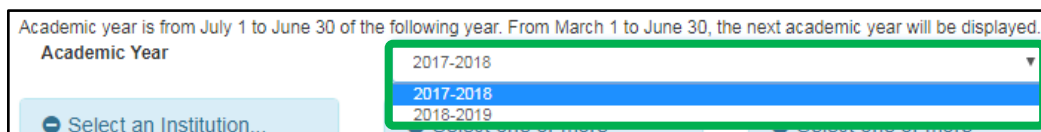
Perform the following steps to execute a Mass Update

1. Click the **Mass Update** option, in the **Quick Launch** panel (**Publishing** tab).
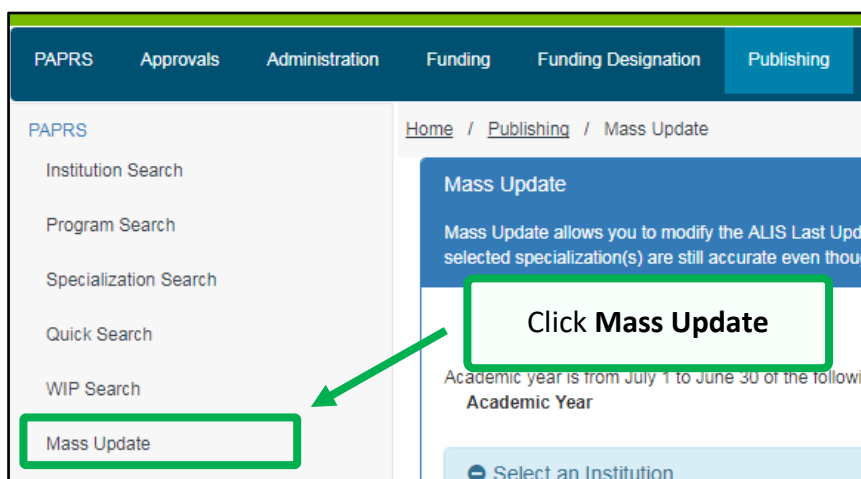
The screen will reload to show the **Mass Update** screen.

2. Select the desired **Academic Year** from the dropdown list at the top of the page.


3. Select your institution followed by the desired program(s).

> **Note**   To update several programs and their associated specializations at one time, select the applicable programs from the program listing by holding down the **CTRL** button on your keyboard.

4. Click the **Mass Update** button.

Select the programs you wish to update by holding down the **CTRL** key and using your mouse to select.
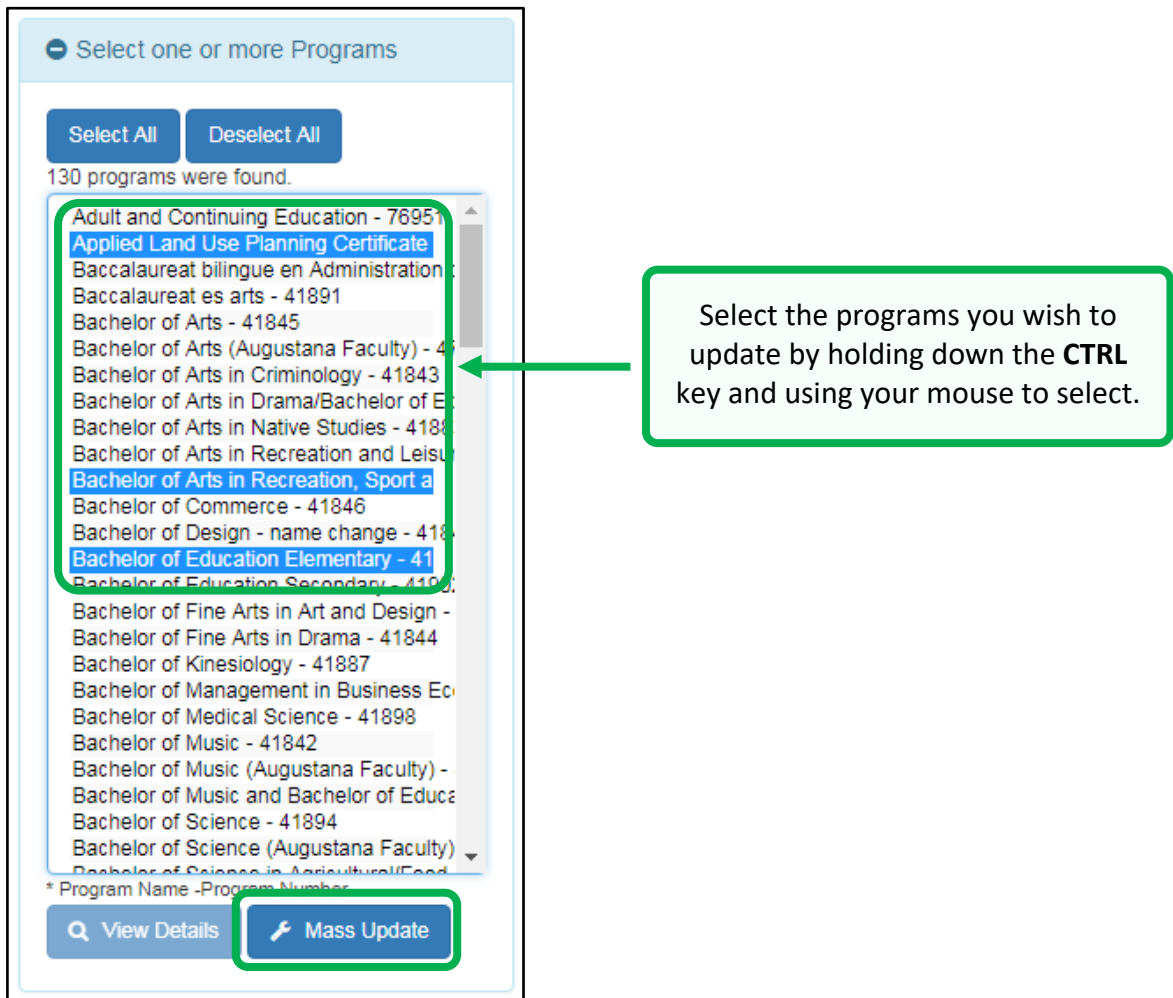
The **Program Mass Update Details** window is displayed.

5. Click the **OK** button to continue.

Click **OK**
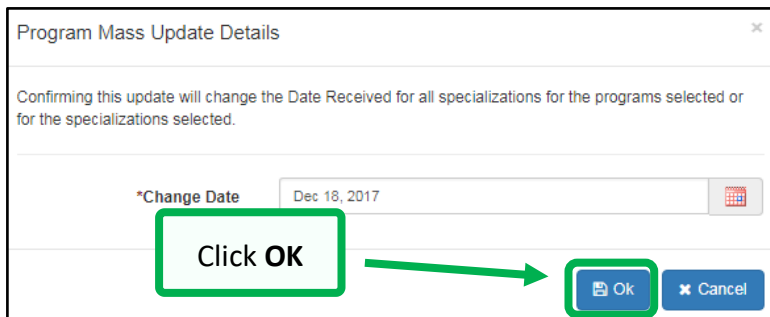
The screen reloads and returns to the **Mass Update** page.

6. Select one of the programs that was just updated to view the updated dates for the associated specializations listed in the **Specializations** section.

CONTACT INFORMATION

For further assistance or for comments or questions:

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Phone: 780 427-5318 option 6
Fax: 780 427-1179

Email: psihelpdesk@gov.ab.ca