



## How to Unlock a Report Submitted to the Unit Head

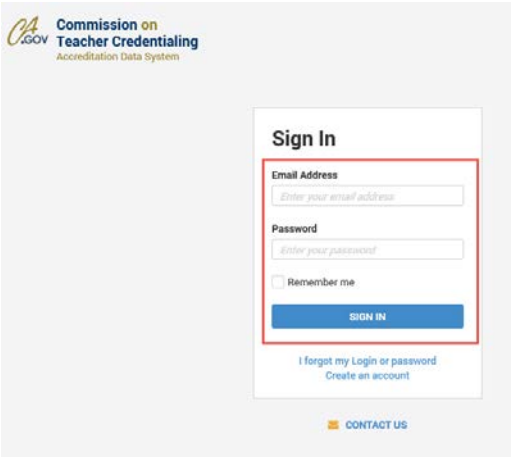
Individuals who are registered and have an Accreditation Data System (ADS) account may be assigned with a permission to create program decks, enter data, as well as, save, print and submit program reports. All ADS assigned users may submit reports to the Unit Head. However, only the Unit Head and Program Delegate may edit or unlock a submitted report.

For detailed information about ADS users, please refer to the “ADS Users” on the Accreditation Data System webpage.

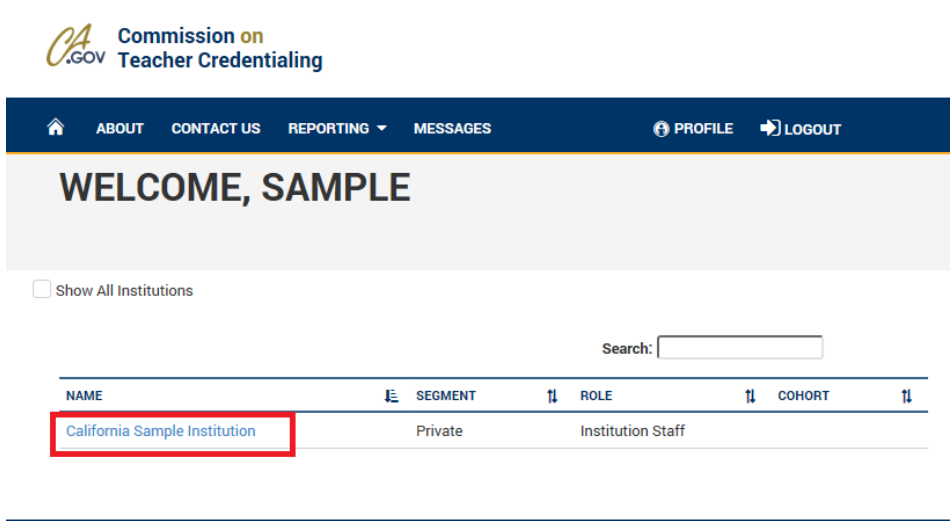
- It is highly recommended that all completed reports are printed before submitting to the Unit Head and the Commission.
- A report submitted to the Unit Head may be unlocked by the Unit Head or Program Delegate.
- A report submitted to the Commission may be unlocked by the Commission per the Unit Head’s request.

1) Navigate to <https://edprepdata.ctc.ca.gov>

From the sign in screen, enter your email address and password, and click **SIGN IN**.



2) Click the institution name (hyperlinked in the **NAME** column).





3) Click the **REPORT SET** button to view all program reports.

You may also click on the individual program link below the **REPORT STATUS** column.

**CALIFORNIA SAMPLE INSTITUTION**

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | COHORT: Violet

MANAGE CONTACTS | EDIT INSTITUTION | ACCREDITATION REPORTS

ASSIGN COHORT | VIEW BIR TEAMS

Report Set Status: In Progress **REPORT SET**

Required Reporting | Active Programs | Not Active Programs **ADD PROGRAM**

CREDENTIAL PROGRAM	PROGRAM STATUS	REPORT STATUS	ACTION
Bilingual Authorization	Active	No Reports Created	
Multiple Subject Teaching Credential Preliminary	Active	In Progress	
Single Subject Teaching Credential Preliminary	Active	No Reports Created	

**Back to List**

4) On the Report Set page, open the submitted program report (indicated by the green thumbs up icon)

by clicking the button in the ACTION column. This action will open the program report.

**REPORT SET**

This screen plots your completion of required annual reporting **SET DUE DATE**

**California Sample Institution**

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | DUE DATE: 8/15/2019

COHORT: Violet **ADD REPORT**

**1 Total Reports**

- 0 In Progress
- 1 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search:

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Multiple Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Co-teaching	Face to Face	

**BACK** **SUBMIT** *Submit all reports*

5) Scroll down to the bottom of the report, and click **REVISE**.

**CALIFORNIA SAMPLE INSTITUTION**

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | COHORT: Violet

PLEASE REPORT FOR THE FOLLOWING PATHWAY:  
Multiple Subject Teaching Credential Preliminary, Student Teaching: Co-teaching, Postgraduate, Face to Face

\* 1. Is your program on the semester or quarter system?

\* 2. What is the number of units required for completion of the program?

\* 3. In months, what is the expected length of the program for full-time candidates?

\* - Required

**SAVE** **REVISE**

**SUBMIT TO UNIT HEAD** **RETURN TO PREVIOUS PAGE**



6) Back on the REPORT SET page, the report has reverted back to the yellow clock icon indicating that all users may now make edits.

# REPORT SET

This screen plots your completion of required annual reporting

SET DUE DATE

## California Sample Institution

INSTITUTION CONTACT: Unit Head  
ACADEMIC YEAR: 2018-19  
DUE DATE: 8/15/2019

COHORT: Violet

ADD REPORT

**3**  
Total Reports

- 1 In Progress
- 2 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search:

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Bilingual Authorization			Postgraduate	Not Applicable	Combination	
Multiple Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Co-teaching	Face to Face	
Single Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Residency	Combination	

BACK SUBMIT Submit all reports