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1. Creating an ACEP Account

Champions must have an ACEP account to gain Portal access.

1. Visit the **E-QUAL Homepage**.
2. Click the **green button** titled E-QUAL Initiatives Portal.
3. Click "Create an Account" at the bottom of the next page.
4. Follow the instructions on the account creation page and complete your ACEP account creation.
2. Accessing the E-QUAL Portal

1. Visit the [E-QUAL Homepage](#).
2. Click the **green button** titled E-QUAL Initiatives Portal.
3. Use your ACEP login credentials to sign-in. Click “Continue” on the next page.

3. Enrolling an ED Site

All Champions will have to enter ED site details through the portal before gaining full access to each collaboratives’ activities. If you are part of an ED group with multiple ED locations, you **must enroll each site as a separate entity**.

Champions for new ED sites please **Skip to Step 2**.
If your site was enrolled in E-QUAL for the previous year, then enter your site's portal and Click the "Enroll Now" button on the top green banner. (Skip to Step 3)

2. Click the "Site" tab on the left panel.
3. Select your Site
   a. Search for your ED site name in the search bar, Select, and skip to step 4.
   b. If not found, hit the "Add ED Site"
   c. Fill out the survey and submit.
4. Select the collaborative(s) your site would like to join and hit the "Complete" button.
5. Your site(s) is now enrolled in E-QUAL!
6. As Champion, you will be notified by the E-QUAL Team when your site’s Portal is activated.

4. Navigating the E-QUAL Portal

Selecting an ED site

1. Click on the "Year" tab on the left panel and select the current year.
2. Click the "Site" tab on the left panel, and search for your ED site in the field provided.
3. Select your site.
Selecting a Learning Collaborative

Once an ED site is selected the left panel will expand to show a tab for each Learning Collaborative enrolled in plus an Admin Portal tab.

1. Click on a "Learning Collaborative" tab on the left panel to access the Activity Tracker (NOTE: specific to each collaborative).
2. You should now see your site's Activity Tracker (pictured in the screenshot to the left, bottom).
3. Your ED's participation throughout the collaborative will be tracked here.
Using the Admin Portal Tab

Through the Admin Portal, a site Champion will be able to invite or remove other site points-of-contact. We recommend 1-3 contacts per site.

1. From the Activity Tracker, select the “Admin Portal” tab on the left panel below the collaborative tabs.
2. The Initiatives and Participants boxes should now be visible (pictured left, bottom).
3. The Initiatives box depicts in which collaborative(s) an ED site is enrolled.
4. The Participants box shows Name and Email for all points-of-contact.
5. Click the “Add Participant” button and fill out the required information to add additional points-of-contact.
6. Invited contacts will receive an e-mail from Customer Services and will need to accept the invitation before having access to the portal. Their status will change from Invitation Pending to Active.
7. Hovering the mouse pointer over the Action Spiral reveals an option to remove points-of-contact, regardless of Status. If your Status is Read Only, you can view the your site's portal and activities, but will be unable to make any edits.

5. Using the Activity Tracker
Uploading Documents

Some Activities ask for site-specific documents to be uploaded. All necessary information regarding the file type and contents are on the upload bar. Note some uploads are necessary for Activity completion, and other are only necessary for certain MIPS IA. Please check the Improvement Activity Cross Map for questions regarding file uploads and the associated IA.

1. Some uploads require the use of a specified template. Make sure to download this file first (NOTE: all data must be entered exactly as described).
2. To upload the file, click on the “Upload” link and select the appropriate file from your file explorer.

Downloading Documents

At several intervals throughout the collaborative, the E-QUAL Team will provide site-specific files to download. All file downloads will be available from a site’s Activity Tracker page, on the right panel (pictured).

1. Click the desired download and the file will download directly to the specified “Downloads” folder on your hard drive.
2. Downloads include, Benchmarking I & II reports, and Certificate of Completion.
3. The E-QUAL team will inform site Champions when downloads are available.
Completing Activities

1. The Pre-Wave Quality Readiness Assessment must be completed first. Then all other Activities will open.

2. Once complete, a green checkmark will appear on the Activity Tracker and all Activities will open.

3. The E-QUAL Team will provide monthly updates and reminder mailings to keep all ED sites on track to complete all Activities by the end of the collaborative.

6. Contacting the E-QUAL Team

If you have any questions or need assistance with any of the steps in this guide, please reach out to the E-QUAL here: equal@acep.org. We will make sure to reply within 72 business hours.

7. Providing Feedback
A new Feedback feature is now available to any Champion to provide feedback on the Website, Search function and Account Recovery.

1. Click the [Feedback ->] button at the bottom right on any page within the Portal.

2. Select your feedback category and Fill Out request form.
   a. Make sure to complete all required categories.
   b. Optionally attach a file to help clarify your request.

3. Check the box if you would like ACEP to contact you regarding the issue

4. Click the “Submit” to complete your request submission.