

Massachusetts Department of Higher Education 2023 Campus Safety and Violence Prevention (CSVP) Annual Report Start Guide

Logging into the Portal – By Email Invitation

DHE will send an email reminder to current CSVP Primary and Secondary Contacts to log into the portal and start a 2023 CSVP Annual Report. If any new users need to be added, or changes made, please email Amanda Robbins, Campus Safety Advisor, at arobbins@dhe.mass.edu. Once the new user is added, they will receive the following invitation:

An account has been created for you

MADHE <no-reply@edvera.com>

Wed 12/1/2021 6:45 AM

To: Nally, Alex (DHE) <ANally@dhe.mass.edu>

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hello, alex.nally@mass.gov. Thank you for signing up with EDvera

Set your password to complete your account registration through the link below.

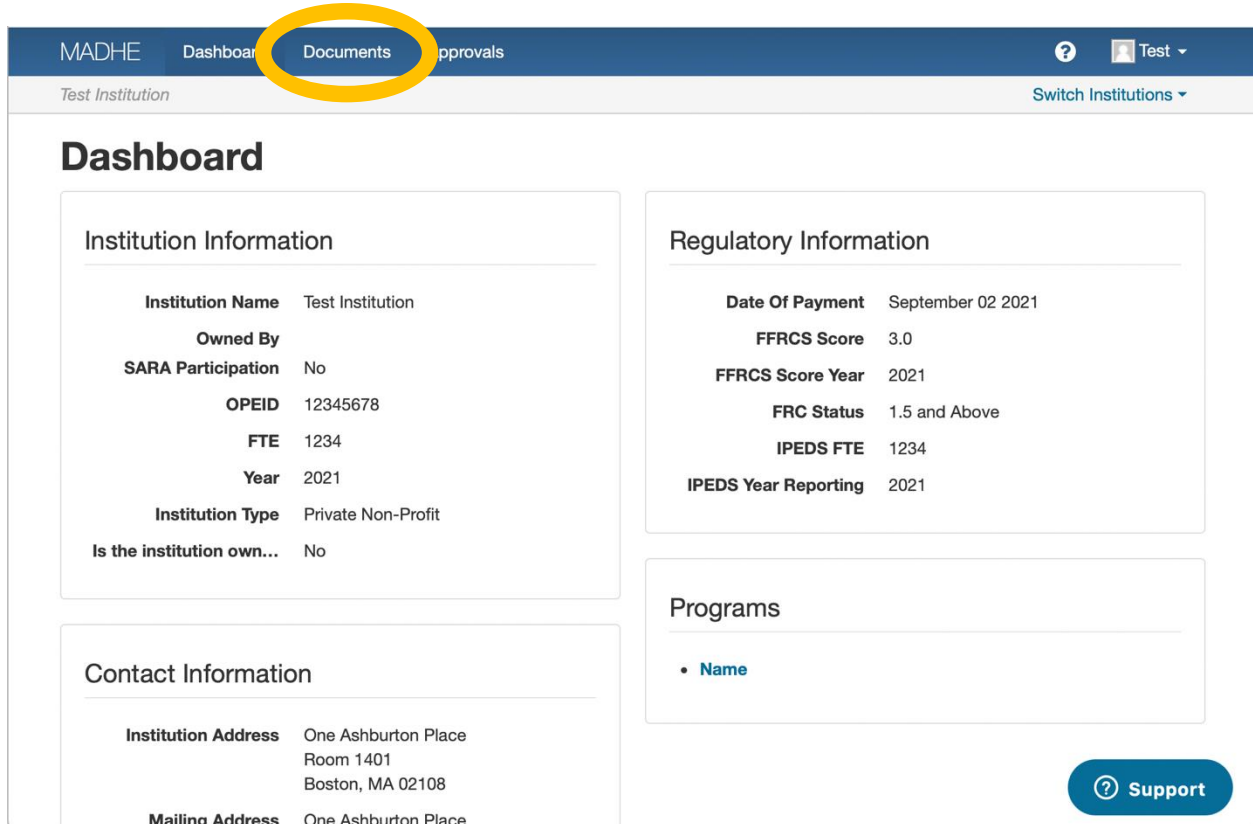
[Set my password](#)

Clicking on the "Set my password" link will allow users to create a password and login. If you did not receive an invitation email, please contact Amanda Robbins, Campus Safety Advisor, via email at arobbins@dhe.mass.edu.

Starting a Report

For 2023, an institution only needs to submit **one report** for all of its Massachusetts campuses. On Tab 3 in the report – *Jurisdiction* - institutions should complete a box for each campus to indicate the applicable Local Law Enforcement Agencies (LLEA) with jurisdiction over that campus.

To begin a new CSVP Annual Report, after logging in click on “Documents”



The screenshot shows the MADHE dashboard interface. At the top, there is a navigation bar with tabs for "Dashboard", "Documents", and "Approvals". The "Documents" tab is highlighted with a yellow circle. To the right of the navigation bar, there is a user profile icon labeled "Test" and a "Switch Institutions" dropdown menu. Below the navigation bar, the main content area is titled "Dashboard" and contains three main sections: "Institution Information", "Regulatory Information", and "Contact Information".

Institution Information

Institution Name	Test Institution
Owned By	
SARA Participation	No
OPEID	12345678
FTE	1234
Year	2021
Institution Type	Private Non-Profit
Is the institution own...	No

Regulatory Information

Date Of Payment	September 02 2021
FFRCS Score	3.0
FFRCS Score Year	2021
FRC Status	1.5 and Above
IPEDS FTE	1234
IPEDS Year Reporting	2021

Contact Information

Institution Address	One Ashburton Place Room 1401 Boston, MA 02108
Mailing Address	One Ashburton Place

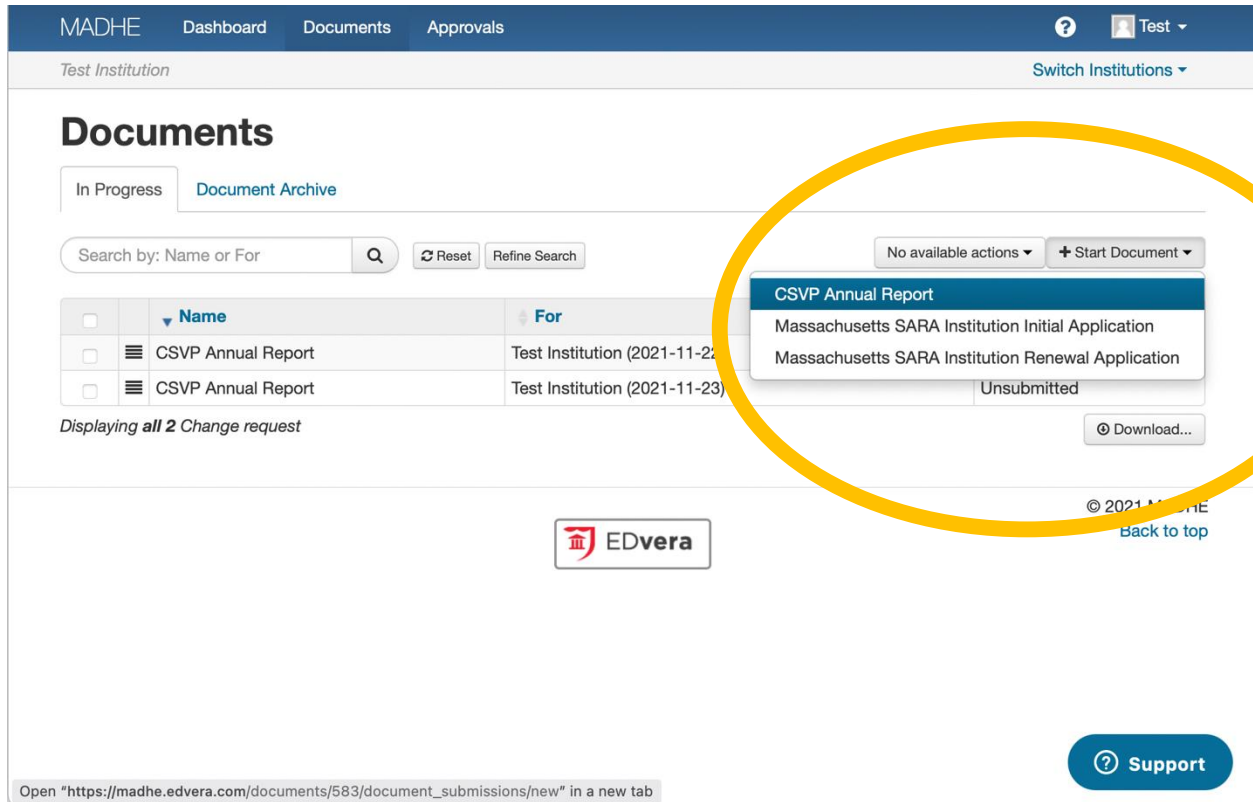
Programs

- Name

Support

Next, click on the "+" icon and start a new 2023 CSVP Annual Report:

Note: for 2023, please make sure you select the **2023 CSVP Annual Report.**



The screenshot shows the MADHE web interface. At the top, there is a navigation bar with 'MADHE', 'Dashboard', 'Documents', and 'Approvals'. Below this is a header for 'Test Institution' with a 'Switch Institutions' dropdown. The main section is titled 'Documents' and has two tabs: 'In Progress' and 'Document Archive'. A search bar is present with a search icon and buttons for 'Reset' and 'Refine Search'. To the right of the search bar, there are two buttons: 'No available actions' and '+ Start Document'. A yellow circle highlights the '+ Start Document' button, which has a dropdown menu open. The dropdown menu contains three items: 'CSVP Annual Report' (highlighted in blue), 'Massachusetts SARA Institution Initial Application', and 'Massachusetts SARA Institution Renewal Application'. Below the dropdown, there is a 'Download...' button. At the bottom of the page, there is an 'EDvera' logo, a 'Support' button, and a footer with the text '© 2021 MADHE' and 'Back to top'. A browser tab at the bottom indicates the URL: 'https://madhe.edvera.com/documents/583/document_submissions/new'.

On the next page, you will be able to review introductory information and begin the report. If you have any questions, please visit our website (<https://www.mass.edu/strategic/csvp.asp>) or contact Amanda Robbins, Campus Safety Advisor, via email at arobbins@dhe.mass.edu.