

Massachusetts Department of Higher Education 2021 Campus Safety and Violence Prevention (CSVP) Annual Report Start Guide

Logging into the Portal – By Email Invitation

DHE will send invitations to CSVP Primary and Secondary Contacts, as well as Presidents/Chancellors/CEOs, to log into the reporting portal. Please check your inbox and/or junk folders for the below message:

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 Alex Nally, Assistant General Counsel, via email at alex.nally@dhe.mass.edu.

Starting a Report

Remember, for each physical campus that is reported as an individual campus under the Clery Act, institutions must file a separate CSVP Annual Report. 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 section with a question mark icon and the name 'Test'. Below the navigation bar, the current institution is identified as 'Test Institution', and there is a 'Switch Institutions' dropdown menu. The main content area is titled 'Dashboard' and is divided into three sections: 'Institution Information', 'Regulatory Information', and 'Contact Information'. The 'Institution Information' section lists details such as Institution Name, Owned By, SARA Participation, OPEID, FTE, Year, Institution Type, and Is the institution own... The 'Regulatory Information' section lists Date Of Payment, FFRCS Score, FFRCS Score Year, FRC Status, IPEDS FTE, and IPEDS Year Reporting. The 'Contact Information' section lists Institution Address and Mailing Address. A 'Support' button is located in the bottom right corner of the dashboard area.

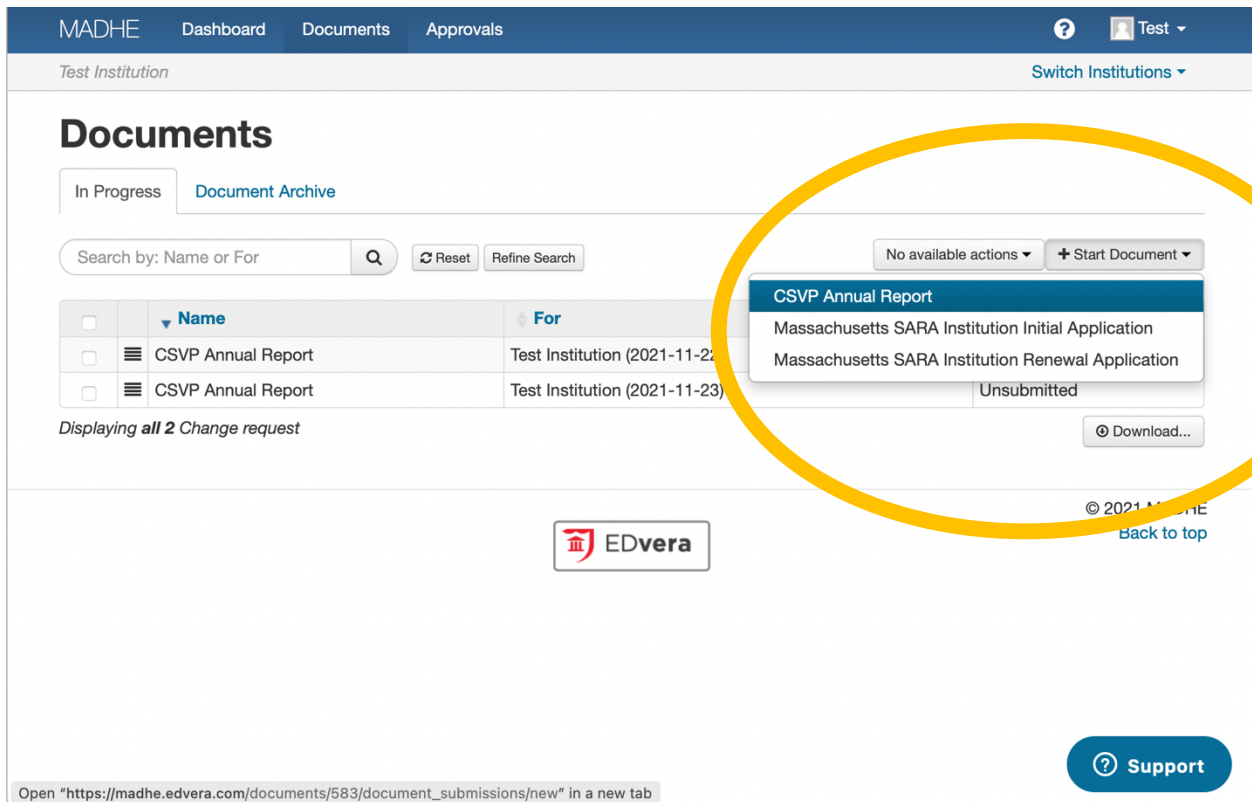
Institution Information	
Institution Name	Test Institution
Owned By	
SARA Participation	No
OPEID	12345678
FTE	1234
Year	2021
Institution Type	Private Non-Profit
Is the institution own...	No

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

Support

Next, click on the “+” icon and start a new CSVP Report:



The screenshot shows the MADHE Documents page. The header includes navigation links for Dashboard, Documents, and Approvals, along with a user profile icon labeled 'Test' and a 'Switch Institutions' dropdown. The main content area is titled 'Documents' and features two tabs: 'In Progress' and 'Document Archive'. A search bar is present with the text 'Search by: Name or For', a search icon, and buttons for 'Reset' and 'Refine Search'. Below the search bar is a table with two columns: 'Name' and 'For'. The table contains two rows, both labeled 'CSVP Annual Report' for 'Test Institution (2021-11-23)'. A dropdown menu is open over the table, showing options: 'CSVP Annual Report', 'Massachusetts SARA Institution Initial Application', 'Massachusetts SARA Institution Renewal Application', and 'Unsubmitted'. A yellow circle highlights the dropdown menu. At the bottom of the page, there is an EDvera logo, a copyright notice for 2021, and a 'Support' button. A small text box at the bottom left indicates the URL: 'Open "https://madhe.edvera.com/documents/583/document_submissions/new" in a new tab'.

<input type="checkbox"/>	Name	For
<input type="checkbox"/>	CSVP Annual Report	Test Institution (2021-11-23)
<input type="checkbox"/>	CSVP Annual Report	Test Institution (2021-11-23)

Displaying all 2 Change request

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Support

Open "https://madhe.edvera.com/documents/583/document_submissions/new" in a new tab

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 Alex Nally, Assistant General Counsel, via email at alex.nally@dhe.mass.edu.