

# Massachusetts Department of Higher Education 2022 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 2022 CSVP Annual Report. If any new users need to be added, please email Amanda Robbins, Campus Safety Advisor, at [arobbins@dhe.mass.edu](mailto: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.

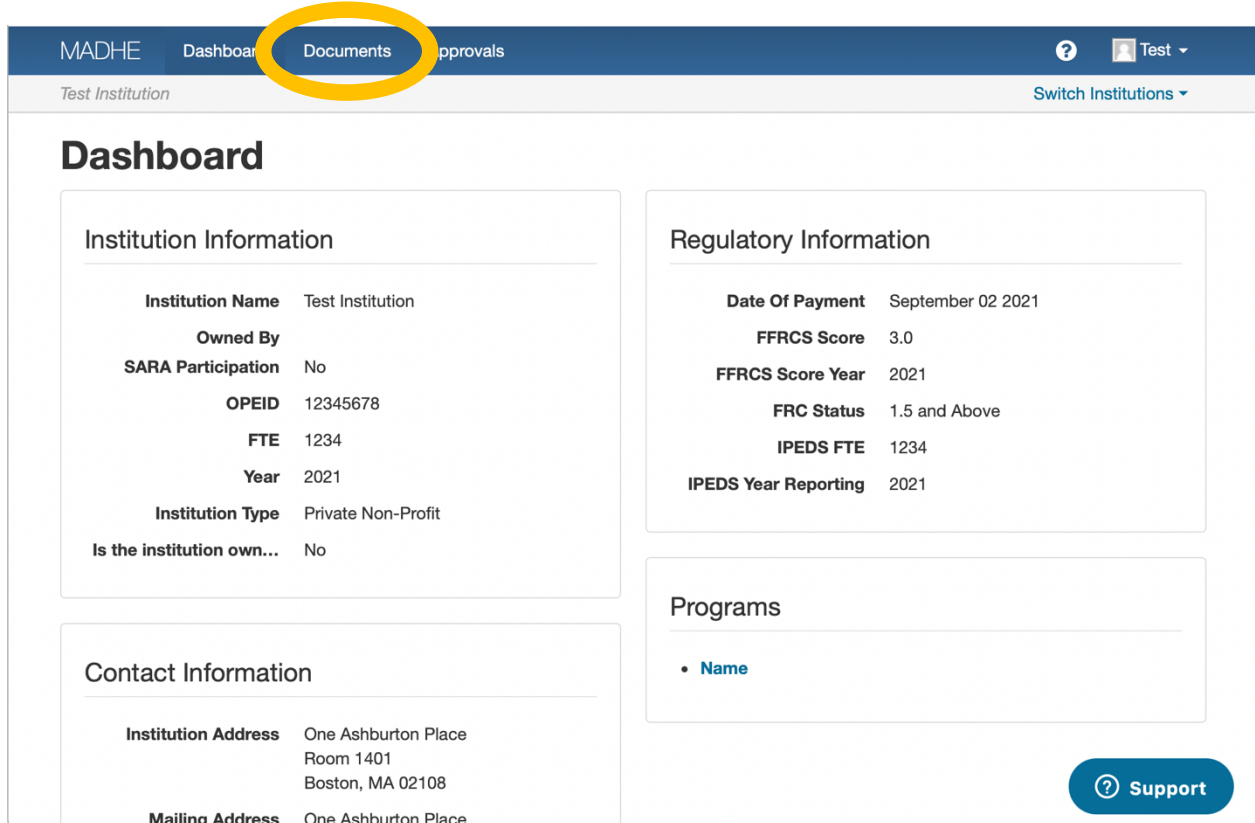
[Set my password](#)

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](mailto:arobbins@dhe.mass.edu).

## Starting a Report

For 2022, institutions only need to submit **one report** for all of its Massachusetts campuses. On Tab 3 – Jurisdiction in the report, institutions should complete a box for each campus to indicate the applicable LEAs 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. The top navigation bar includes 'MADHE', 'Dashboard', 'Documents' (circled in yellow), and 'Approvals'. A user profile 'Test' is visible in the top right. Below the navigation bar, the dashboard is titled 'Dashboard' and displays three main sections: 'Institution Information', 'Regulatory Information', and 'Contact Information'. A 'Support' button is located in the bottom right corner.

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

Regulatory Information	
<b>Date Of Payment</b>	September 02 2021
<b>FFRCS Score</b>	3.0
<b>FFRCS Score Year</b>	2021
<b>FRC Status</b>	1.5 and Above
<b>IPEDS FTE</b>	1234
<b>IPEDS Year Reporting</b>	2021

Contact Information	
<b>Institution Address</b>	One Ashburton Place Room 1401 Boston, MA 02108
<b>Mailing Address</b>	One Ashburton Place

**Programs**

- Name

[Support](#)

Next, click on the "+" icon and start a new 2022 CSVP Annual Report:

**Note: for 2022, please make sure you select the 2022 CSVP Annual Report, *NOT the CSVP Annual Report*.**

The screenshot shows the MADHE Documents interface. At the top, there are navigation tabs for 'Dashboard', 'Documents', and 'Approvals'. Below the navigation, there is a search bar with 'Search by: Name or For' and a search icon. To the right of the search bar, there are buttons for 'Reset' and 'Refine Search'. A yellow circle highlights a dropdown menu that is open, showing the following options: 'CSVP Annual Report' (selected), 'Massachusetts SARA Institution Initial Application', 'Massachusetts SARA Institution Renewal Application', and 'Unsubmitted'. Below the dropdown menu, there is a 'Download...' button. The main content area displays a table with two columns: 'Name' and 'For'. The table contains two rows, both labeled 'CSVP Annual Report' under the 'Name' column and 'Test Institution (2021-11-23)' under the 'For' column. Below the table, it says 'Displaying all 2 Change request'. At the bottom of the page, there is an EDvera logo and a 'Support' button.

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

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](mailto:alex.nally@dhe.mass.edu).