

# Massachusetts Department of Higher Education 2025 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 2025 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](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.

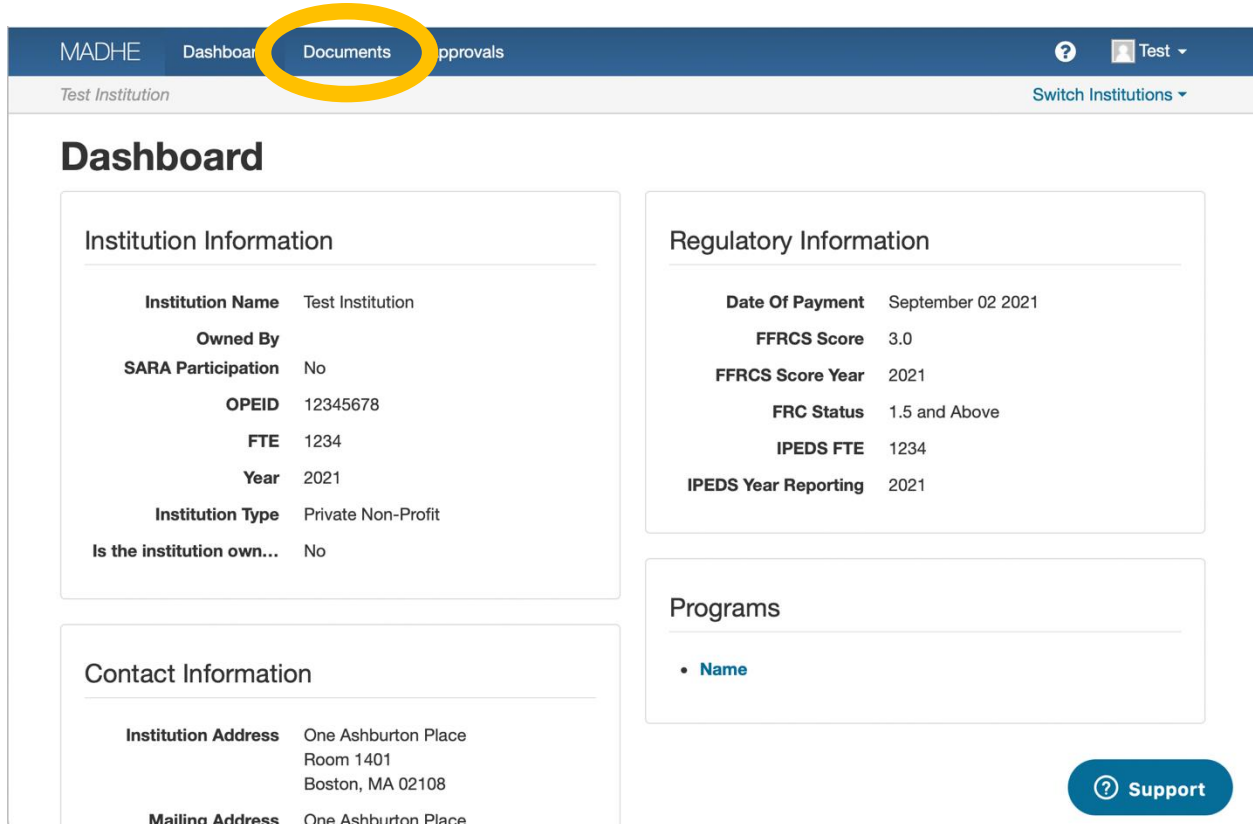
[Set my password](#)

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 2025, 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. The navigation bar at the top includes 'MADHE', 'Dashboard', 'Documents' (highlighted with a yellow circle), and 'Approvals'. Below the navigation bar, the user is logged in as 'Test Institution' with a 'Switch Institutions' dropdown. The main content area is titled 'Dashboard' and contains 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 details such as 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.

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 2025, please make sure you select the 2025 CSVP Annual Report.**

The screenshot shows the MADHE web application interface. The top navigation bar includes 'MADHE', 'Dashboard', 'Documents', and 'Approvals'. Below this, a sub-header shows 'Test Institution' and a 'Switch Institutions' link. The main section is titled 'Documents' and has tabs for 'In Progress' and 'Document Archive'. A search bar is present with a 'Search by: Name or For' dropdown, a search icon, and buttons for 'Reset' and 'Refine Search'. A table lists documents with columns for selection, name, and 'For'. Two entries for 'CSVP Annual Report' are visible, both for 'Test Institution (2021-11-23)'. To the right of the table, a dropdown menu is open, showing options: 'CSVP Annual Report', 'Massachusetts SARA Institution Initial Application', 'Massachusetts SARA Institution Renewal Application', and 'Unsubmitted'. A yellow circle highlights this dropdown menu. At the bottom, there is an 'EDvera' logo, a copyright notice '© 2021 MADHE', a 'Back to top' link, and a 'Support' button. A footer note says 'Open "https://madhe.edvera.com/documents/583/document\_submissions/new" in a new tab'.

MADHE Dashboard Documents Approvals ? Test

Test Institution Switch Institutions

## Documents

In Progress Document Archive

Search by: Name or For Q Reset Refine Search

	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

No available actions + Start Document

- CSVP Annual Report
- Massachusetts SARA Institution Initial Application
- Massachusetts SARA Institution Renewal Application
- Unsubmitted

Download...

© 2021 MADHE Back to top

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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 Amanda Robbins, Campus Safety Advisor, via email at [arobbins@dhe.mass.edu](mailto:arobbins@dhe.mass.edu).