

Guide to CalSCHLS Portal and Survey Registration

Portal Registration is the first step in our process. Once you register, you will gain access to our CalSCHLS Coordinator Portal, a hub for survey registration, report ordering, and billing. This Guide walks you through the process of registering for an account on our Coordinator Portal (Section A) and registering for surveys for administration (Section B).



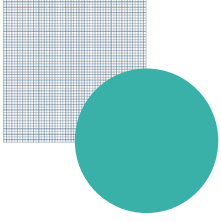
Section A. Portal Registration/Sign-In

This section describes the steps for new and existing coordinators to access their CalSCHLS Coordinator Portal (Portal) accounts. Once logged in, you can register for surveys and order reports.

To watch a brief video on how to register for the survey, please use [this link](#).

Instructions for NEW Coordinators

If you are a new district coordinator, please reach out to your CalSCHLS Technical Advisor (TA) or calschls@wested.org to get started. Your TA will support you in creating an account in the CalSCHLS Coordinator Portal (“Portal.”) Once you have created an account, your TA must approve it before you can begin registering for surveys. You will be sent an email notifying you that your account has been approved. At that point, you will be able to register



for surveys on the Portal even before you have signed and submitted your [Memorandum of Understanding](#) (MOU).

Please note.

URLs for survey administration will not be provided to district coordinators until the signed MOU has been submitted.

Instructions for Existing Coordinators

You may sign into your Portal account to register for a survey starting September of each new school year. This can be done before or after you have signed and submitted your [Memorandum of Understanding](#) to your TA. If you begin survey registration without a signed MOU on file, URLs for survey administration will not be provided until the signed MOU has been submitted.

Section B. Survey Registration

Step 1: Navigate to the Home Tab

1. Choose the surveys to administer (Student, Staff, and/or Parent).
2. Select “NEXT.”

Please note.

If you are **not** surveying and, instead, are **only** ordering the private, password-protected Data Dashboard, select the “Order Dashboard Only” icon.

Step 2: Navigate to the Survey Tab

1. Enter the earliest possible survey date in the top left corner.
2. For survey module selection, the Core module will automatically be selected for all possible schools. You can deselect the schools you aren’t planning to survey. You can also add supplemental modules, if needed. If there is a school missing, contact your TA.
3. Select “SAVE.”

4. If needed, you may select the “GO BACK” button to change your survey selections.
5. If your selections look correct, select “SUBMIT” to have survey links generated. You will be given the option to advance to the Enrollments Page.

Step 3: Navigate to the Enrollments Tab

1. Enter current student enrollment numbers for the grade levels you intend to survey.
2. Select “SAVE” when you are finished and remember to complete this step whenever you make updates to your enrollment numbers.

As context, CalSCHLS needs enrollment numbers for billing purposes and to calculate an accurate response rate. It's important to have accurate enrollment numbers because it reflects survey participation; a higher response rate of survey participation helps ensure representative data.

Step 4: Look out for an email from your TA with the survey links.

1. Your TA will review your selections.
2. If you have submitted a signed MOU, your TA will send you an email with the survey links. If you have not submitted a signed MOU, your TA will request that prior to sending the survey links.
3. Please review our [Guide to Understanding and Sharing Your Survey Link File](#) for the final steps before you start the survey administration process. Depending on your district's policy, the District Coordinator, District Superintendent, or District Board President may sign the MOU. Make sure to allow sufficient time to obtain the necessary signature prior to your survey administration.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.