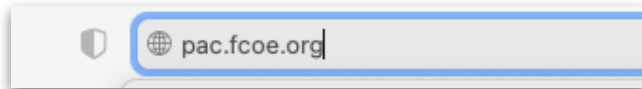


# PAC Participant

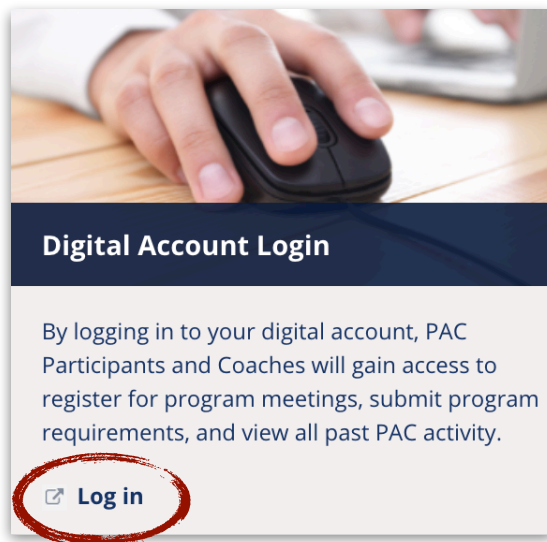
## Digital Account User Guide

### Accessing Your Digital Account

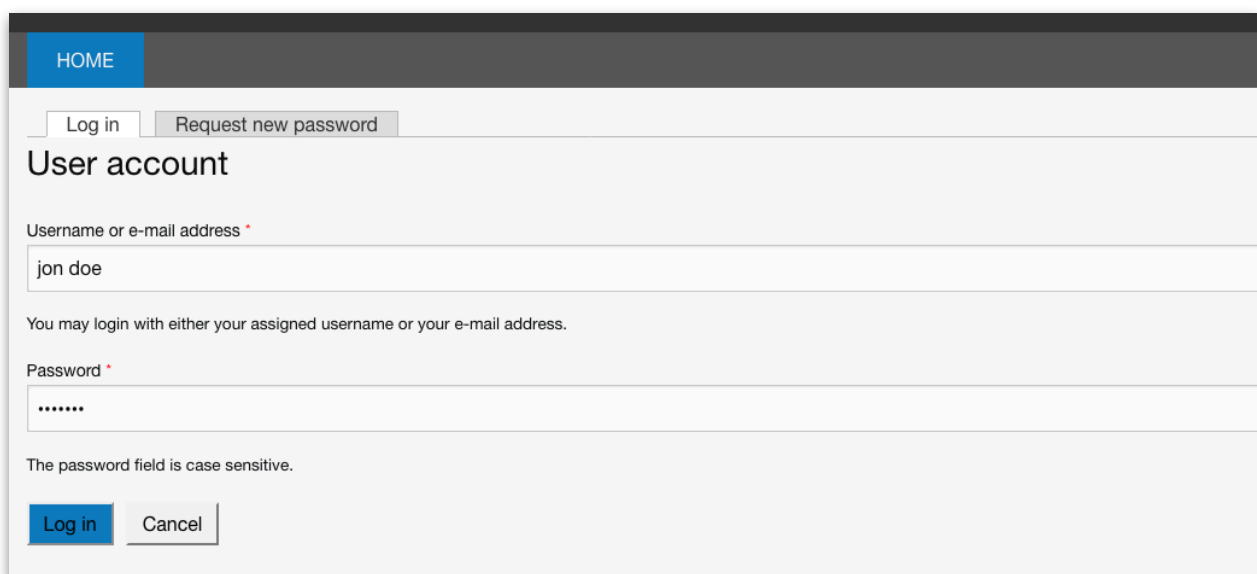
1. In your web browser navigate to <http://pac.fcoe.org>



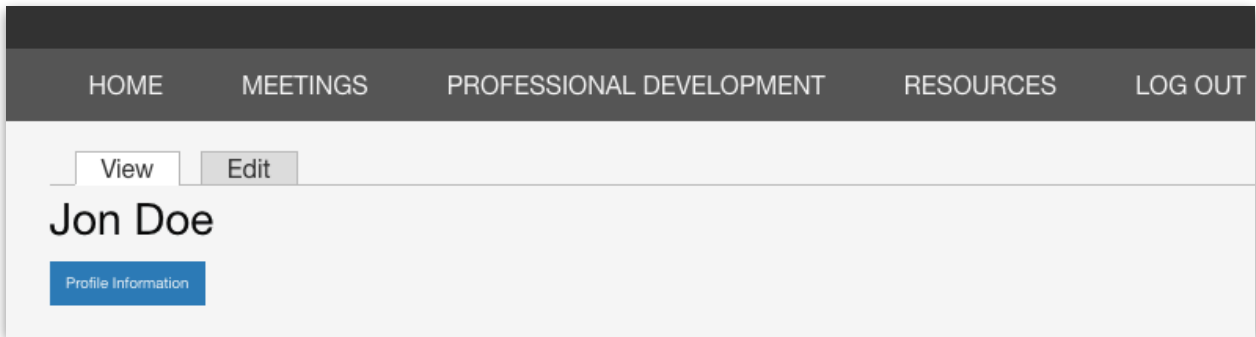
2. Click **Log in** under **Digital Account Login**



3. To log in, enter your FCSS email address and password. (Note: This password was emailed to you by PAC Staff. It is not your FCSS email password.)

A screenshot of a web form titled "User account". The form has a dark grey header with a "HOME" button. Below the header, there are two buttons: "Log in" and "Request new password". The "Log in" button is highlighted in blue. The form contains two input fields: "Username or e-mail address" with the text "jon doe" and "Password" with a masked password ".....". Below the password field, there is a note: "The password field is case sensitive." At the bottom of the form, there are two buttons: "Log in" (highlighted in blue) and "Cancel".

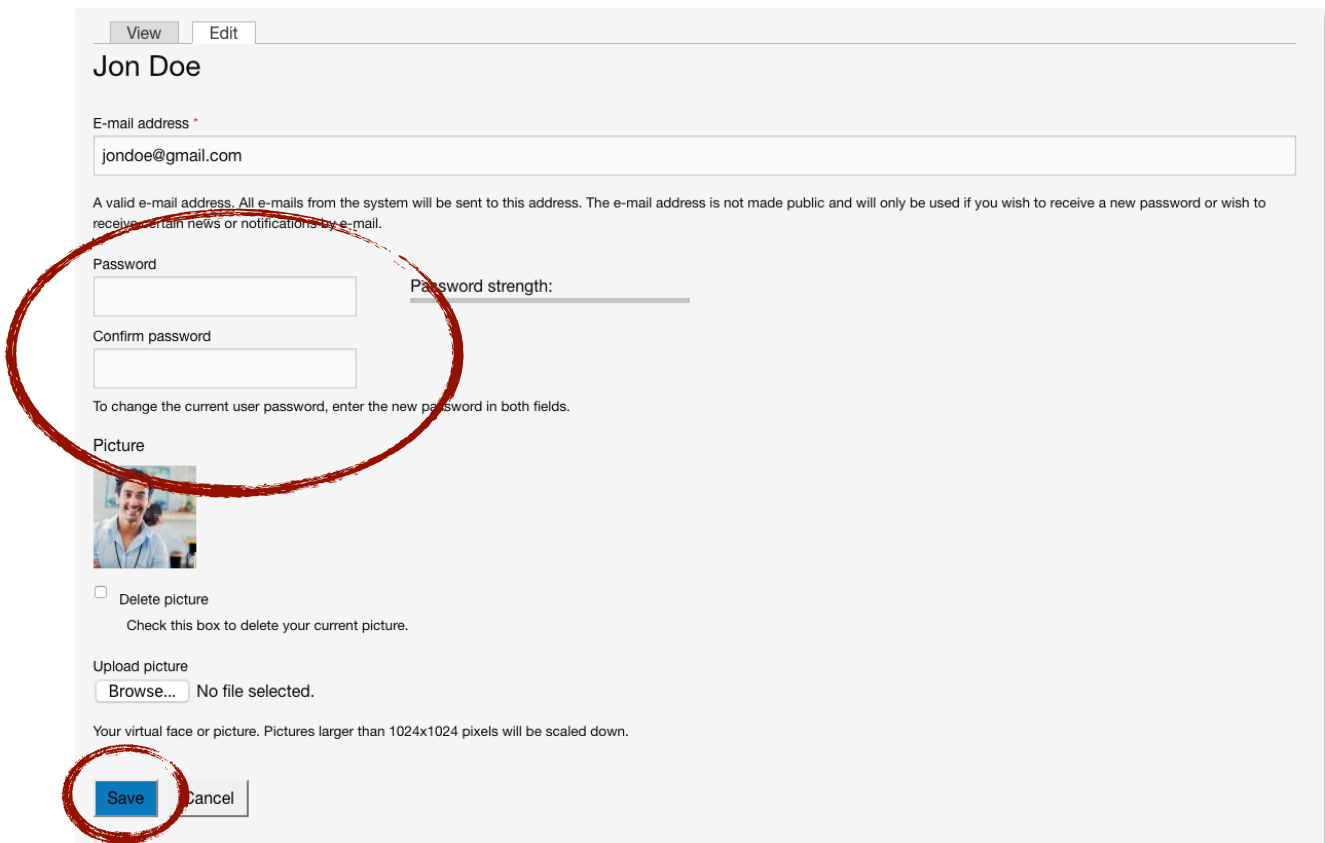
4. Upon successful login you will be taken to your dashboard.



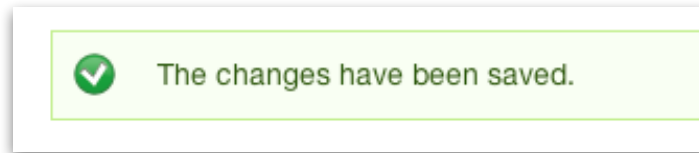
5. Upon initial login, please change your temporary password. To change your password, click on the **Edit** tab above your name



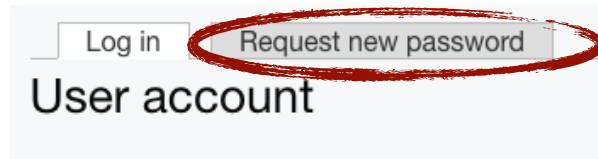
6. Enter the new password in the two fields below the email, and click **Save**.



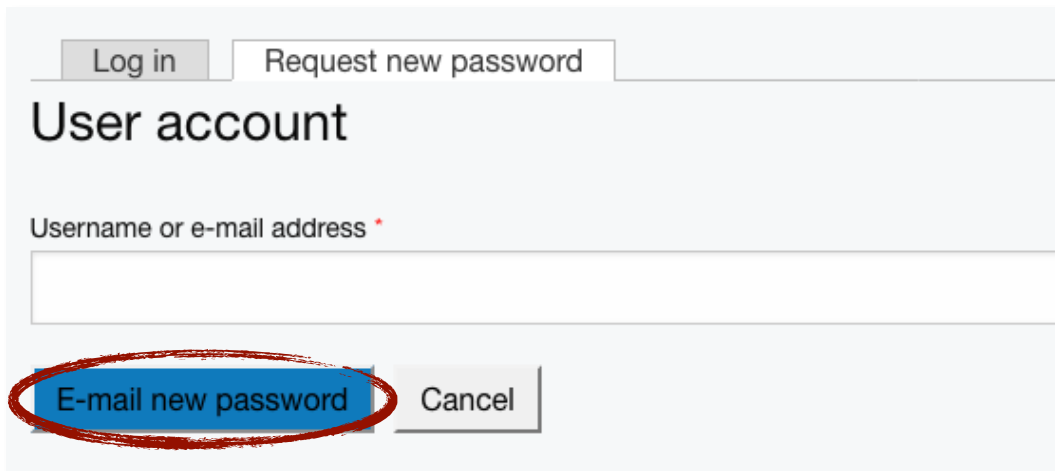
7. You will see a confirmation of a successful password change.



8. If you have forgotten your password, use the **Request New Password** tab on the login page to reset your password.



9. Enter the email address that is associated with your account. Click **E-mail new password**, and a new password will be sent to your email account.

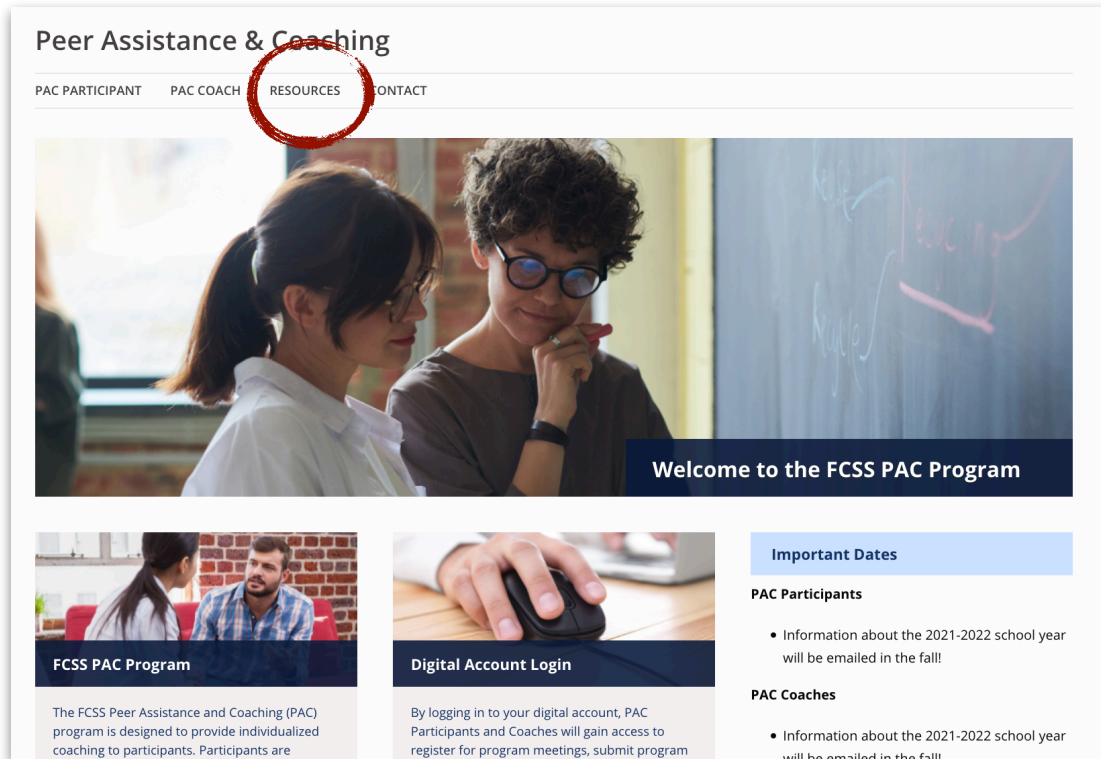


## Uploading Program Documents & Viewing Document Status

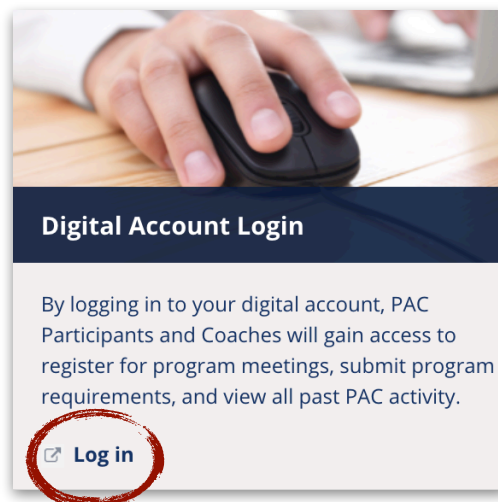
1. Program documents can be found on the PAC website. In your web browser, navigate to <http://pac.fcoe.org>



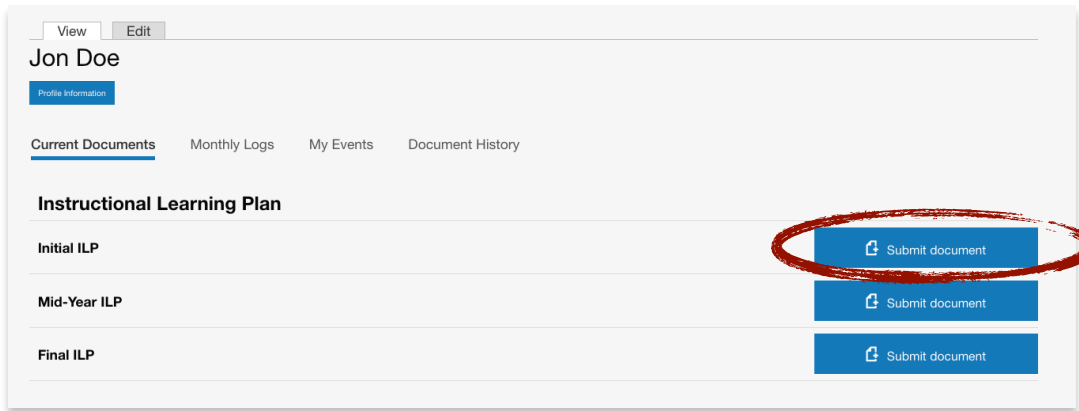
2. Access resources on the PAC website by clicking on the **Resources** tab.



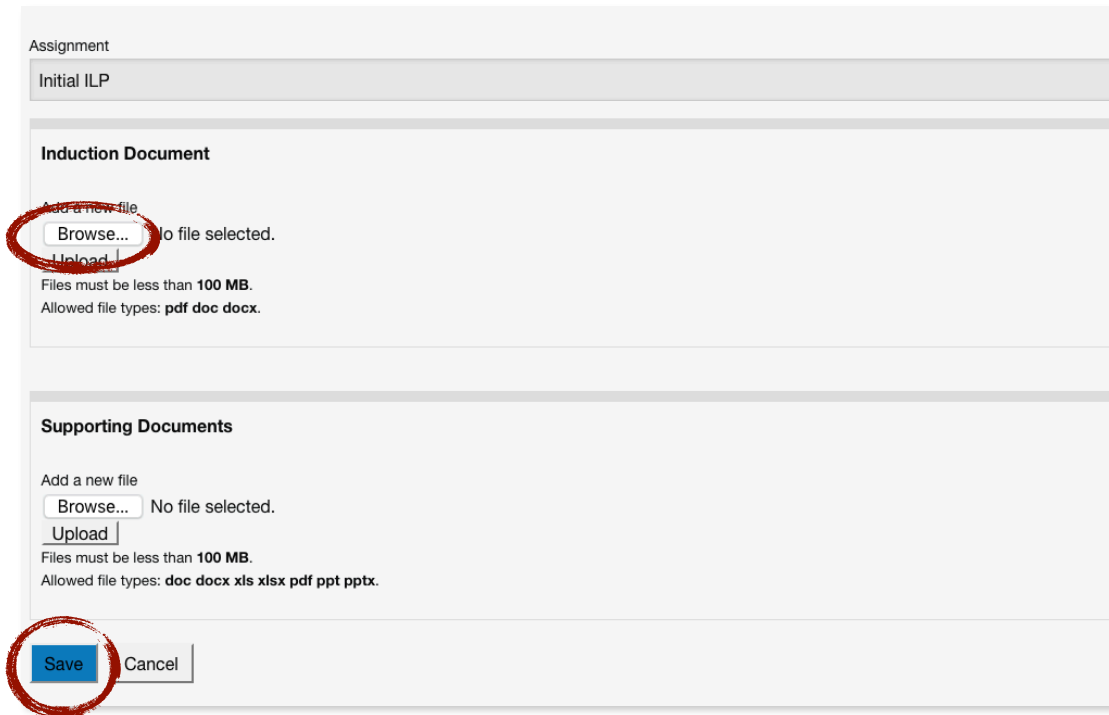
3. To submit completed program documents for review, you will need to return to your digital account. To do this from the PAC website, click on **Log in** under **Digital Account Login**.



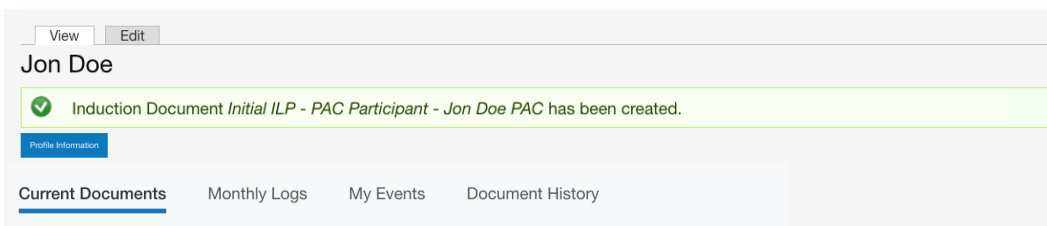
4. Once logged in, click on **Submit document** for that which you wish to submit.



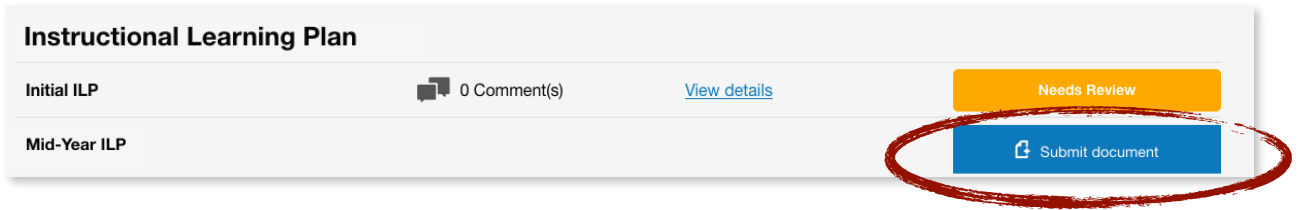
5. In the File area click **Browse** and select the document from your computer. If you have supporting documents use the Supporting Documents area to upload them. Before leaving the page, make sure to click **Save**.



6. Once saved, you will see a confirmation that the document has been created.



7. On your Dashboard, the document you just uploaded will be highlighted orange and will note **Needs Review** to indicate that it needs to be reviewed by your PAC panel member.

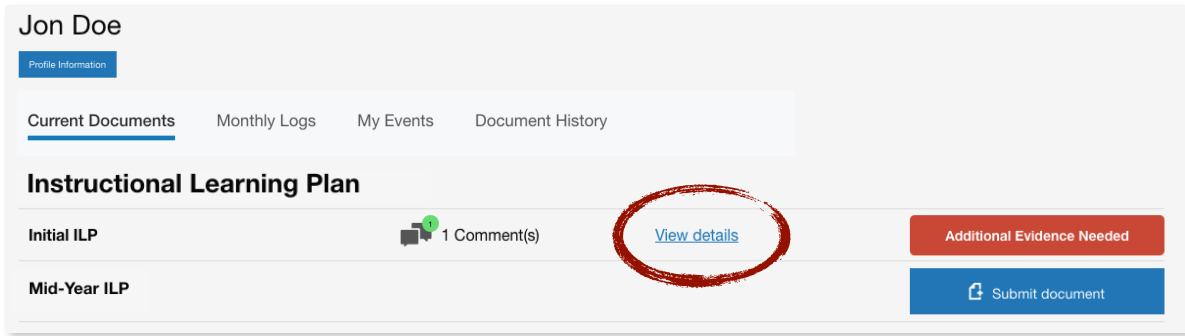


**Instructional Learning Plan**

Initial ILP 0 Comment(s) [View details](#) Needs Review

Mid-Year ILP Submit document

8. If your document has been reviewed and additional evidence is needed, it will be highlighted red and will note **Additional Evidence Needed** on your Dashboard. To see your comments from your PAC panel member click on **View details**.



Jon Doe

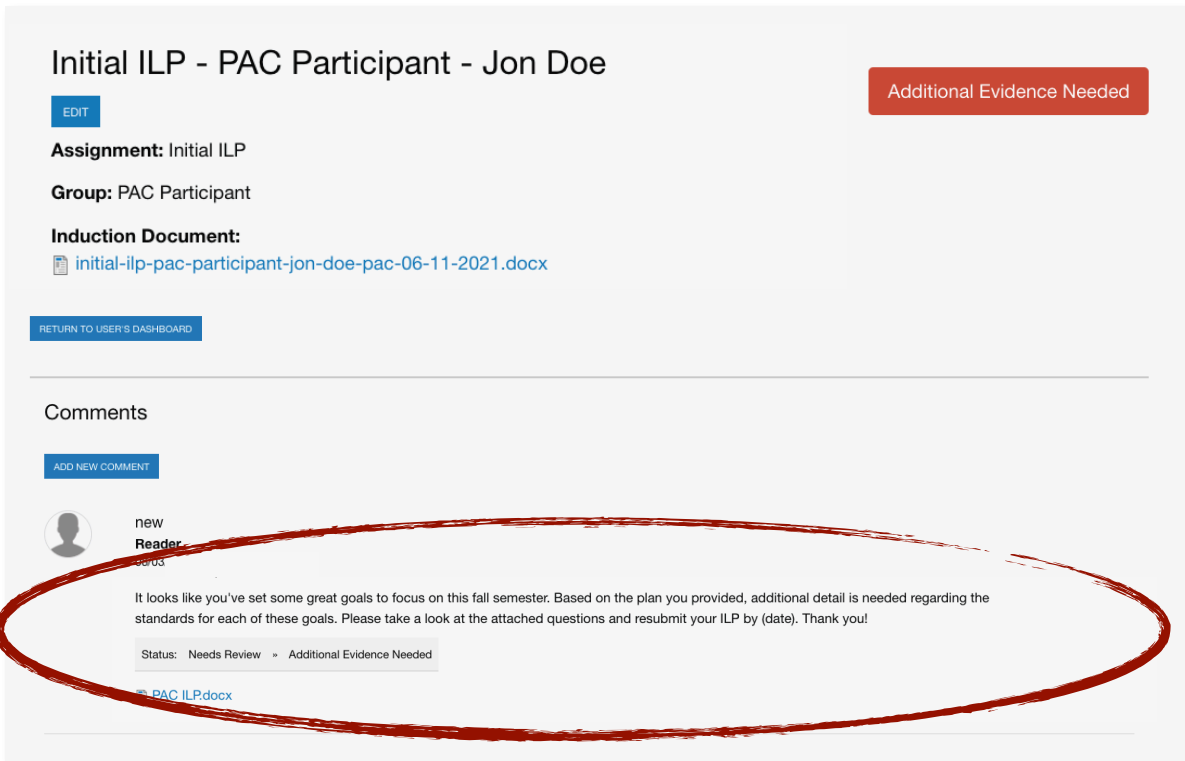
Profile Information

Current Documents Monthly Logs My Events Document History

**Instructional Learning Plan**

Initial ILP 1 Comment(s) [View details](#) Additional Evidence Needed

Mid-Year ILP Submit document



Initial ILP - PAC Participant - Jon Doe Additional Evidence Needed

EDIT

**Assignment:** Initial ILP

**Group:** PAC Participant

**Induction Document:**  
[initial-ilp-pac-participant-jon-doe-pac-06-11-2021.docx](#)

RETURN TO USER'S DASHBOARD

Comments

ADD NEW COMMENT

new Reader

It looks like you've set some great goals to focus on this fall semester. Based on the plan you provided, additional detail is needed regarding the standards for each of these goals. Please take a look at the attached questions and resubmit your ILP by (date). Thank you!

Status: Needs Review - Additional Evidence Needed

[PAC ILP.docx](#)

9. After reviewing and responding to your feedback, you will re-upload your document by clicking on the **Edit** area of that document.

Initial ILP - PAC Participant - Jon Doe

[EDIT](#)

**Assignment:** Initial ILP

**Group:** PAC Participant

**File**

Additional Evidence Needed

10. Once the document has been read again by your PAC panel member, and then approved, it will be highlighted green and will note **Growth Demonstrated**. To see your comments click on **View details**.

Jon Doe

Profile Information

Current Documents Monthly Logs My Events Document History

**Instructional Learning Plan**

Initial ILP 2 Comment(s) [View details](#) Growth Demonstrated

Initial ILP - PAC Participant - Jon Doe

[EDIT](#) Growth Demonstrated

**Assignment:** Initial ILP

**Group:** PAC Participant

**File**

[initial-ilp-pac-participant-jon-doe](#)

[RETURN TO USER'S DASHBOARD](#)

**Comments**

[ADD NEW COMMENT](#)

new Reader 08/03

Meets Standards. Jon, your research plan is definitely in place to support your students with intentional learning. It will be a good year of learning for you and your students.