

ACCREDITATION PORTAL USER MANUAL

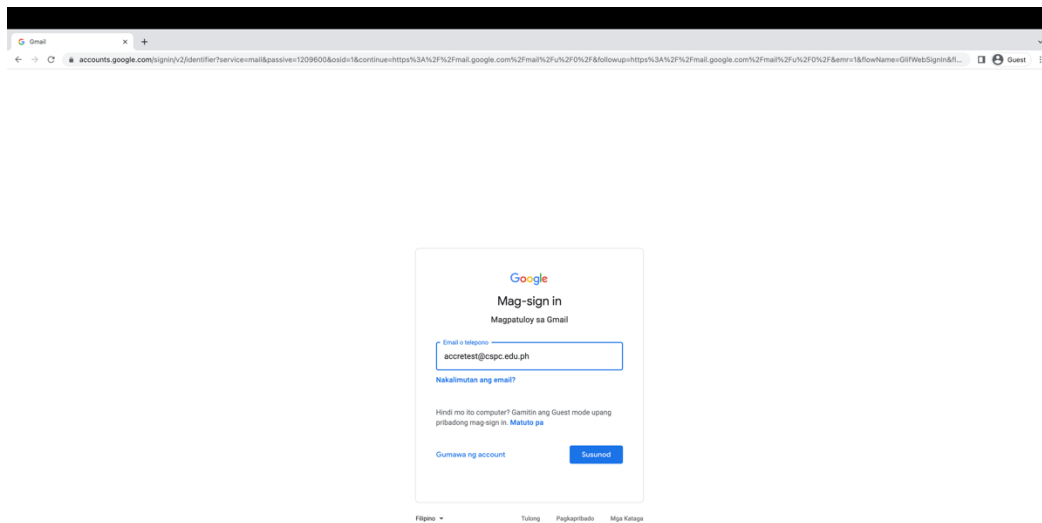
Joseph Jessie S. Oñate, MSc.

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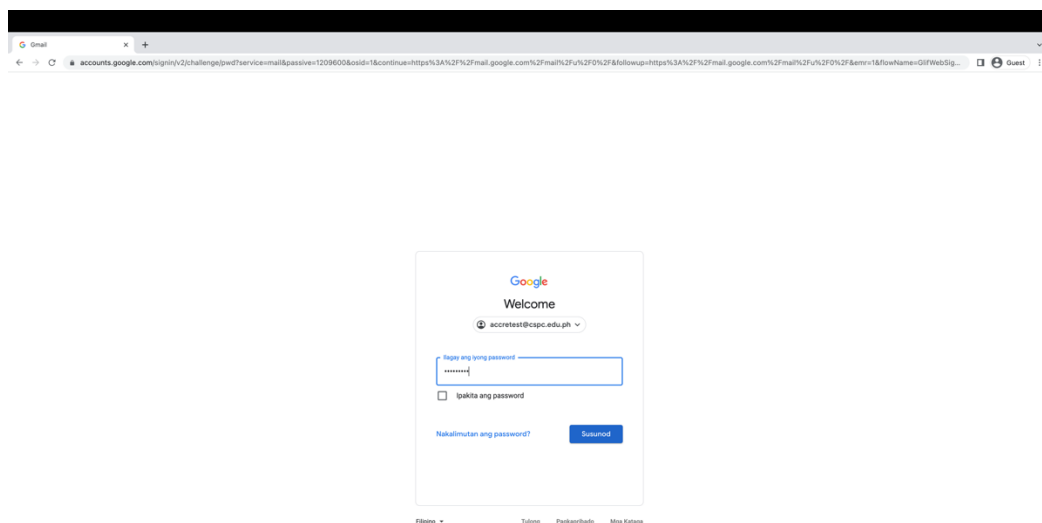
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Sign in with CSPC Email using Gmail

Visit www.gmail.com, then sign in the CSPC Email Account provided by the CQAMS.

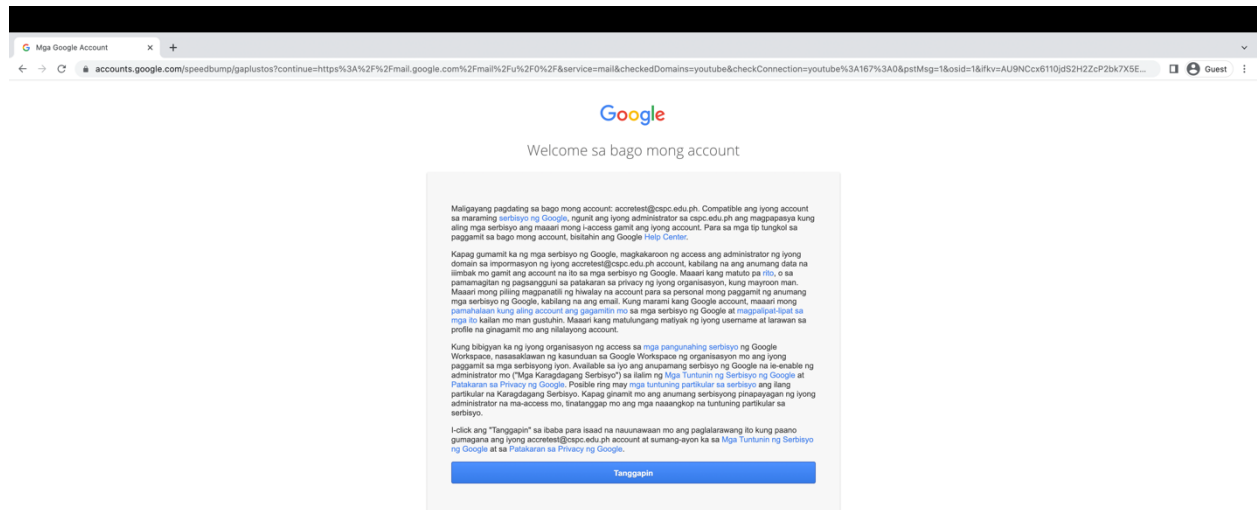


Click the 'Next'/'Susunod' button to continue. After which, the password will be asked. Enter the password provided by the CQAMS. Then, click the 'Next'/'Susunod' button.

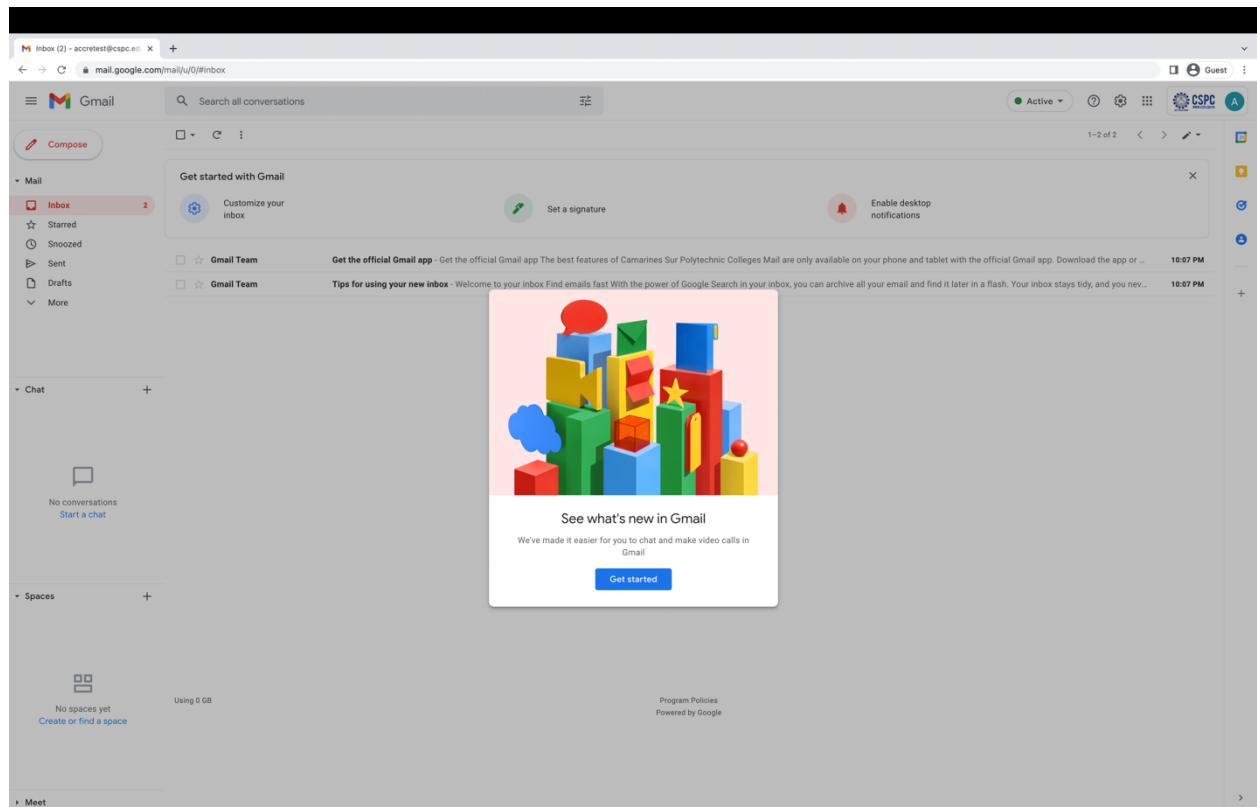




Once you have successfully signed in, a welcome screen will appear, and click the ‘Accept’/‘Tanggapin’ button.

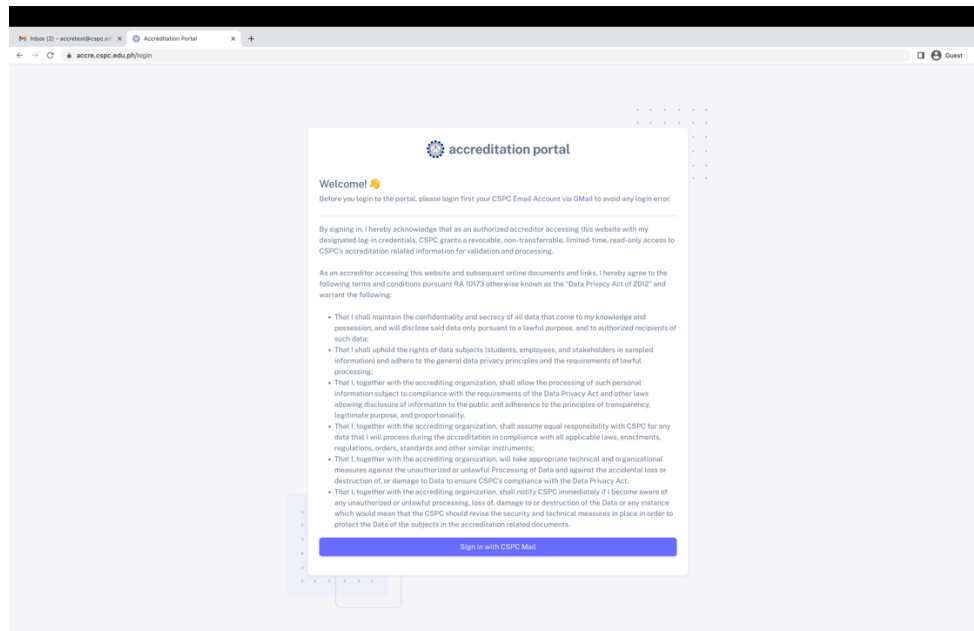


Subsequently, Gmail Dashboard will be shown.

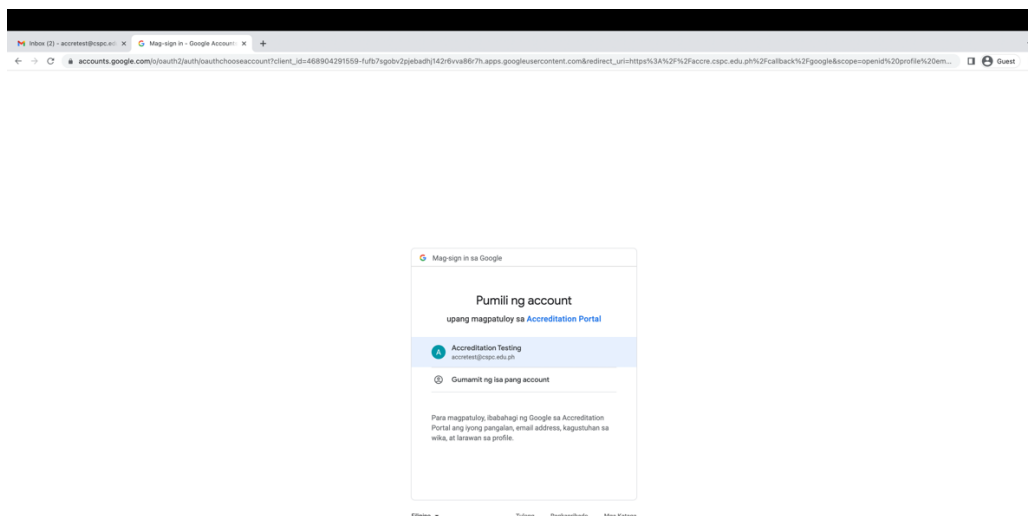


Accessing the Accreditation Portal

Now that your CSPC Email Account was signed-in. You can now access the portal by opening a new tab in your Web Browser. Visit <https://accre.cspc.edu.ph> to access the Accreditation Portal. A login screen will appear. Click on the 'Sign in with CSPC Mail' button to continue.

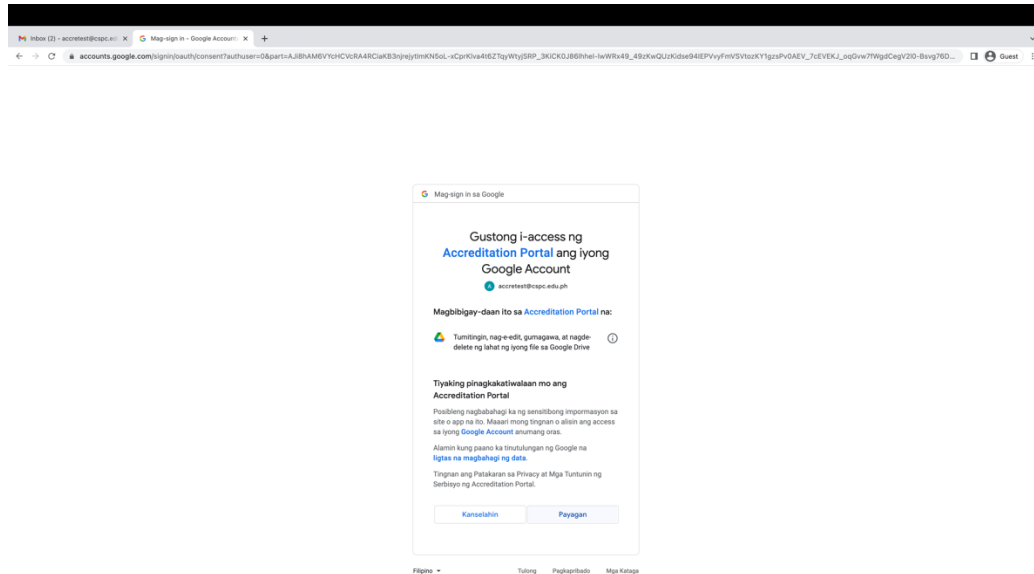


Next, you will select an email account to sign in with the Accreditation Portal. Click on the email which you signed in earlier.

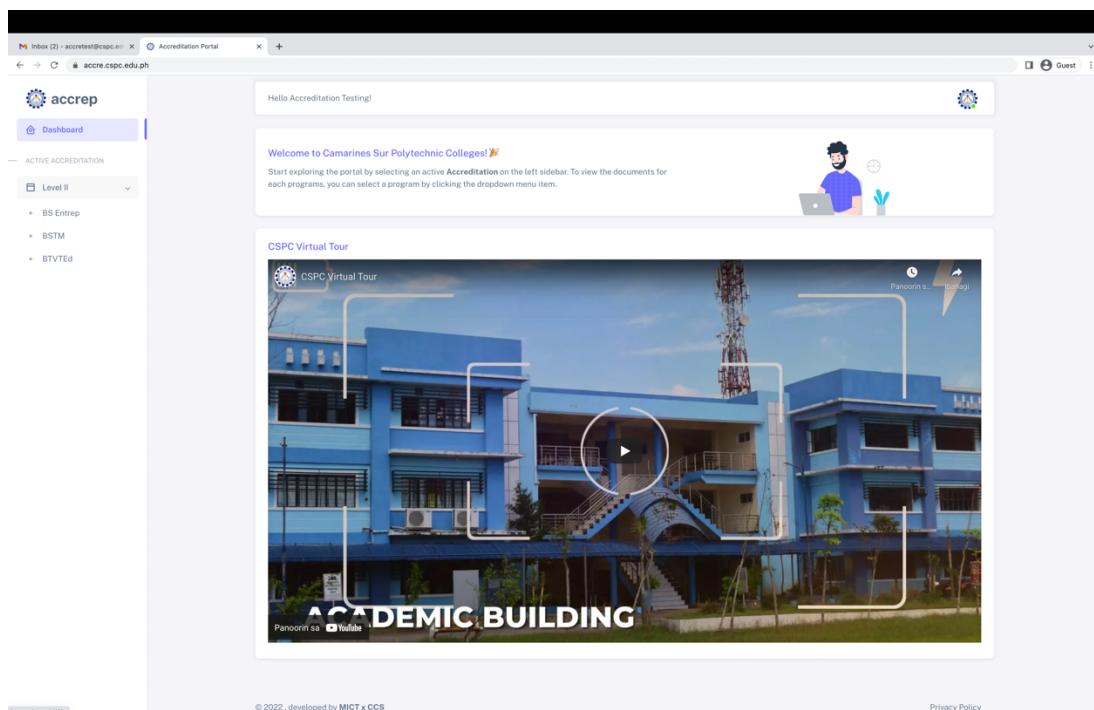




Once you have selected an email account, a consent screen will be shown. Click on the 'Allow'/'Payagan' button to grant access to the files in Google Drive.



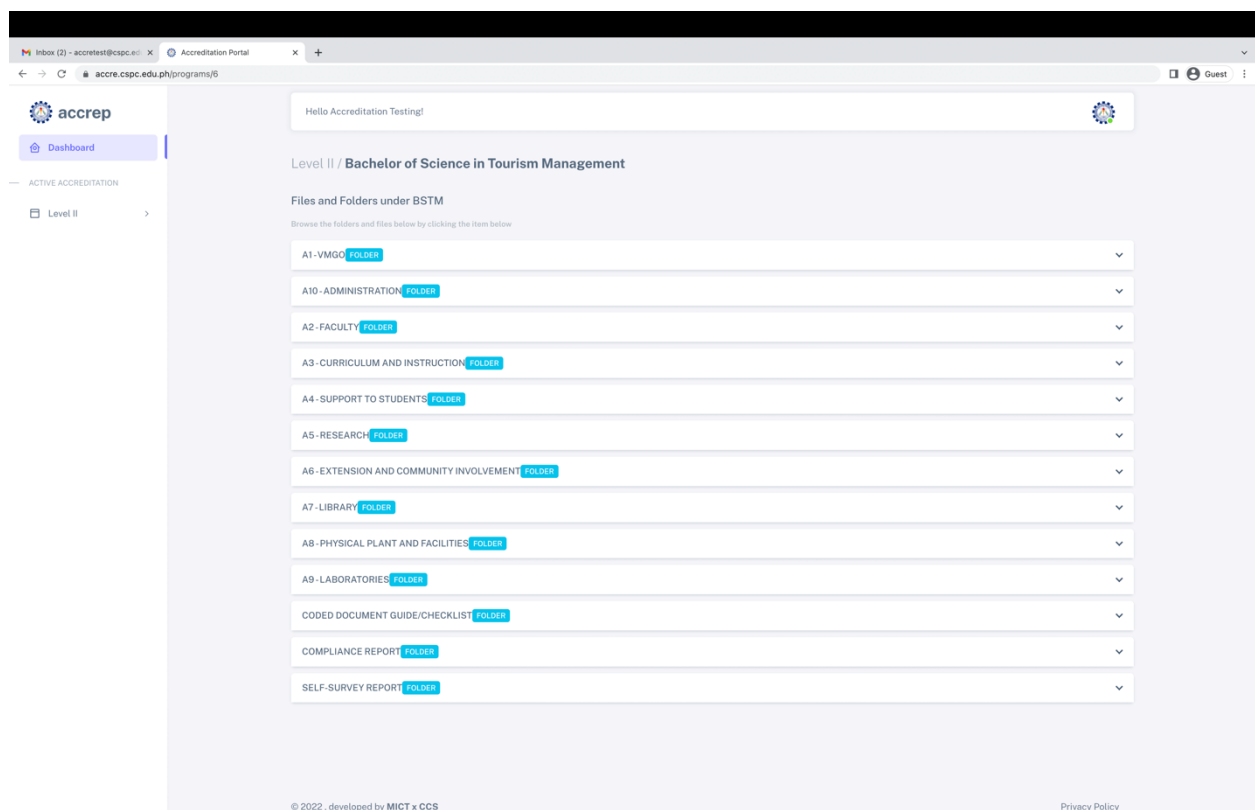
Then, the accreditation portal dashboard will appear. On the sidebar is the Active Accreditation Menu, where you can select the accreditation program files.



Accessing the Accreditation Files

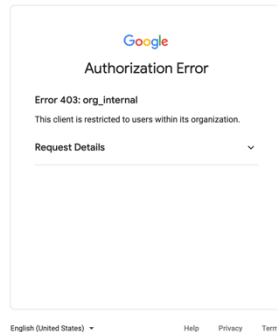
Once you have selected a program, a file list will appear, including either folder or file tagged with light blue.

- If it is a folder, it will redirect you to a page containing the list of folders and files inside.
- If it is a file, a new tab will appear to show the file preview.



Frequently Encountered Errors

Error 403: org_internal



If you encounter this type of error, that means you have selected the wrong email. The email you should choose in signing in with the Accreditation Portal must be the email account provided by the CQAMS.

Error 503

503 | Service Unavailable

If you encounter this type of error, please notify the CQAMS immediately. Please also include on what page you have encountered this error for an immediate solution to the problem.