Getting Access to the Program Review SharePoint Site
In order for you to be granted access to the Program Review SharePoint Site, you must (in order):

1. Be registered with PA Login ([PA Login Registration](#)).
2. Provide the email address and username you used to register with PA Login to your PDE Program Review representative.
3. The representative grants you access to the Program Review SharePoint Site, and notifies you that you’ve been granted access.

**Note:** Just because you have access to one PDE SharePoint site doesn’t mean you have access to the Program Review SharePoint site. You will have access to the Program Review SharePoint Site only after you’ve registered with PA Login AND you’ve been granted access by a Program Review representative.

Accessing the Program Review SharePoint Site
After you’ve been notified that you’ve been granted access, using Internet Explorer (Version 7 or higher) on a Windows machine connected directly to the internet, follow the instructions below to access the Program Review SharePoint Site:

**IMPORTANT:** You may experience issues when using SharePoint through other browsers (such as Chrome, Firefox, or Safari) or on other operating systems (such as MAC/Apple). You will also likely experience issues when connected wirelessly to the internet.

1. Click on [SharePoint Major Review External Reviewers’ Site Pages](#).
2. On the Commonwealth of Pennsylvania page, click Login to USER and MUSER click here.
3. In **Username**, enter “\user\your PA Login username.” Note the following:

- Your **PA Login username** is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can’t remember your PA Login username, visit [PA Login User Name or Forgot Password](#).
- Make sure you provided your PDE program representative your email address associated with the username you are entering (to verify, you can visit [PA Login Registration](#)).
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “\user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username: “\user\mytestmachine” (no quotes).

4. In **Password**, enter your **PA Login password**.

**Note:** If you forgot your password, visit [PA Login Forgot Password](#). If you change your password, you will not be able to access the Program Review SharePoint Site with the new password until the following day.
5. Click **Sign In**. The *External Review* page appears.
6. The External Review page displays instructions for reviewing Program Review applications, as well as all of the Program Review applications that have been assigned to you for review. See Reviewing an Application below.

**Reviewing an Application**

The Program Review External Review page displays instructions for reviewing an application and lists all of the applications that you’ve been assigned to review. Applications that you’ve already reviewed and can not be edited are in the Reassessed or Reviewed status. Applications that require your review and can be edited are in the Under Review or Under Assessment status.

**Note:** You may need to refresh your browser to see application status changes.

Using Internet Explorer (Version 7 or higher) on a Windows machine connected directly to the internet, follow the instructions below to review an application in the Program Review Sharepoint site:

**IMPORTANT:** You will likely experience issues when using SharePoint through other browsers (such as Chrome, Firefox, or Safari) or on other operating systems (such as MAC/Apple). You will also likely experience issues when connected wirelessly to the internet.

**IMPORTANT:** To initiate your review of an application, you must first check out the application. To complete your review of an application, you must check in the application. Do not check in the application until you are finished with your review. Once you check in your application, you can no longer edit the application.

1. Click on **SharePoint External Reviewers**.
2. On the Commonwealth of Pennsylvania page, click Login to USER and MUSER click here.

3. In Username, enter “user\your PA Login username.” Note the following:

- Your PA Login username is the username you entered when you registered with PA Login. Your PA Login username is NOT your PA Login email address. If you can’t remember your PA Login username, visit PA Login Forgot User Name or Password.
- Make sure you provided your PDE program representative your email address associated with the username you are entering (to verify, you can visit PA Login Registration).
- DO NOT enter the quotes; enter the information inside the quotes.
- You MUST enter “user\” before your PA Login username (No quotes).
- Your MUST enter a backslash (\) NOT forward slash (/) after “user” (no quotes) and before your PA Login username.
- Do NOT enter ANY spaces before or after “user”, the backslash (\), or your PA Login username.
- Do NOT capitalize “user” (no quotes).

For example, if my PA Login username is “mytestmachine”, I would enter the following in the Username: “user\mytestmachine” (no quotes).
4. In **Password**, enter your **PA Login password**.

   **Note:** If you forgot your password, visit **PA Login Forgot Password**. If you change your password, you will not be able to access the Program Review SharePoint site with the new password until the following day.

5. Click **Sign In**. The **External Review** page appears.
6. In the **Applications** table, click on the drop-down menu to the right of the name of the application you need review, and then choose **Check Out**.
7. Click on the name of the application you just checked out. The application opens in Microsoft Excel.

**IMPORTANT:** **DO NOT** download a copy of the application or save a copy of the application on your computer. Whenever you open the application, you should be doing so from the Program Review SharePoint site.

**IMPORTANT:** You must save your work **EVERY FIVE MINUTES**, and any time you leave your computer. The SharePoint environment has a twenty minute timeout, which means that you'll be automatically logged out after 20 minutes of inactivity in SharePoint. Working in the application in Excel is **NOT** considered activity. Saving your work in SharePoint is considered activity. To save your work to SharePoint, click the **Save** icon or click **File>Save**. Doing so will ensure that your changes are saved to SharePoint. **DO NOT** **click Save As. DO NOT choose to check in your changes until you're ready for PDE to review your changes.

8. In the spreadsheet, review each tab (worksheet) of the application.
9. When you’re ready to enter your findings and recommendations, click on the **Review Rubric** tab.
10. For each data point (section), do the following:
   a. Choose whether the program provider meets the requirement.
   b. In the **Finding** field, enter comments related to your findings.
   c. In the **Recommendation** field, enter recommendations that will help the program provider move towards meeting requirements.
IMPORTANT: You must save your work EVERY FIVE MINUTES, and any time you leave your computer. The SharePoint environment has a twenty minute timeout, which means that you’ll be automatically logged out after 20 minutes of inactivity in SharePoint. Working in the application in Excel is NOT considered activity. Saving your work in SharePoint is considered activity. To save your work to SharePoint, click the Save icon or click File>Save. Doing so will ensure that your changes are saved to SharePoint. DO NOT click Save As. DO NOT choose to check in your changes until you’re ready for PDE to review your changes.

To save your work, click the Save icon or click File>Save. Doing so will ensure that your changes are saved to SharePoint.

11. Do one of the following:

   d. If you’re ready for PDE to review your findings and recommendations:
      i. In Excel, click Close.
      ii. Click Save and then click Yes to check your changes into SharePoint.
      iii. In the Check In dialog, for Retain Check Out, ensure No is selected.
      iv. In Version Comments, enter “Review Complete.”
      v. Click OK. PDE is automatically notified that your review of the application is complete, and you will no longer be able to edit the application. In addition, application status automatically changes from Under Review to Reviewed, or Under Assessment to Reassessed. The Reviewed status also automatically changes to Yes.

         Note: You may need to refresh your browser to see application status changes.

         Note: After clicking OK, you may receive an Access Denied error message, in which case access SharePoint Major Review External Reviewers Site Pages again to view your reviewed application. Once you check in your application, you can no longer edit the application.

   e. If you’re not finished reviewing the application and/or providing your recommendations, do one of the following:
      i. If you want to save your changes, in Excel, click Save. Your changes are saved in SharePoint, but no one else can view your changes.
      ii. If you want to close the application without saving your changes, in Excel, click Close. Click Don’t Save and then click No to keep the document checked out to you.
      iii. If you want to close the application and save your changes, without anyone seeing your changes, click Close. Click Save and then click No to keep the document checked out to you.