

# Massachusetts Department of Higher Education 2024 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 2024 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.

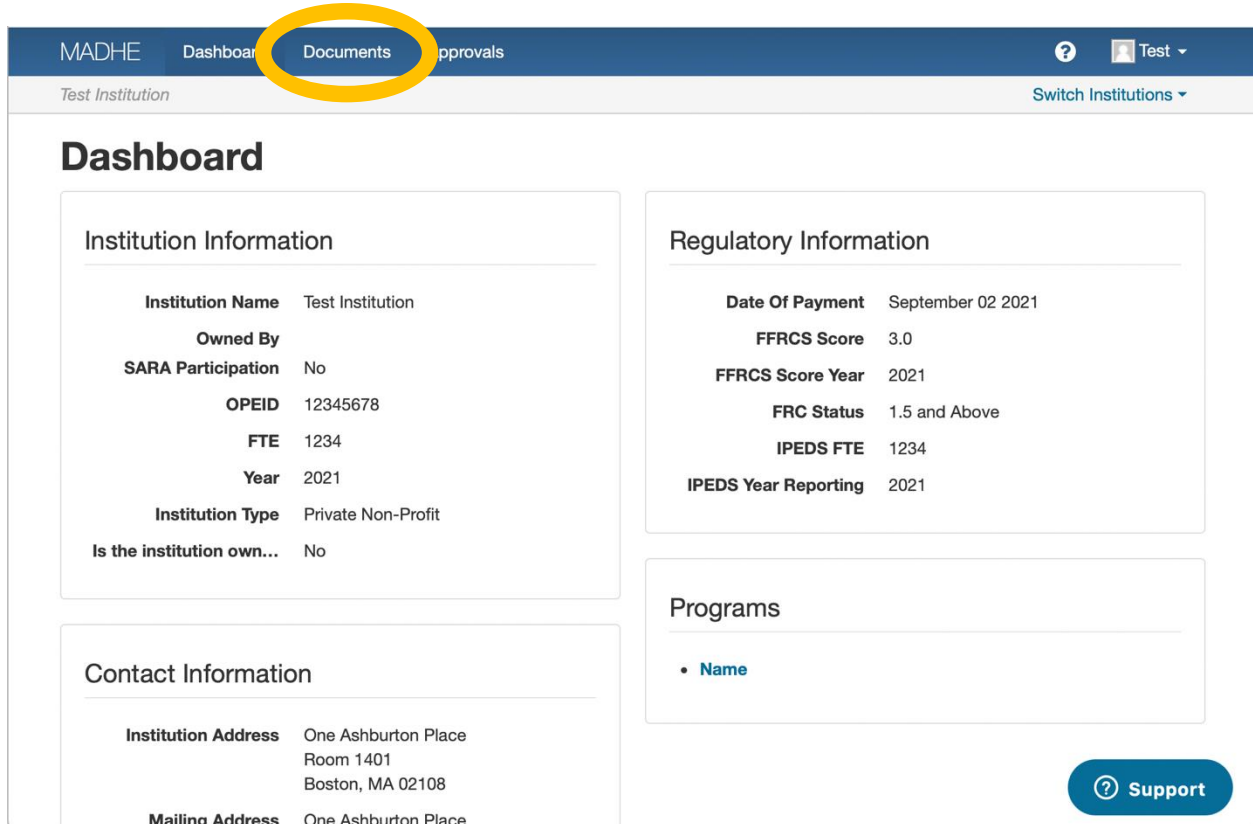
[Set my password](#)

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 2024, 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 top navigation bar includes tabs for "Dashboard", "Documents", and "Approvals". The "Documents" tab is highlighted with a yellow circle. Below the navigation bar, the user is logged in as "Test" and the institution is identified as "Test Institution". The main content area is titled "Dashboard" and is divided into three sections: "Institution Information", "Regulatory Information", and "Contact Information".

Institution Information	
<b>Institution Name</b>	Test Institution
<b>Owned By</b>	
<b>SARA Participation</b>	No
<b>OPEID</b>	12345678
<b>FTE</b>	1234
<b>Year</b>	2021
<b>Institution Type</b>	Private Non-Profit
<b>Is the institution own...</b>	No

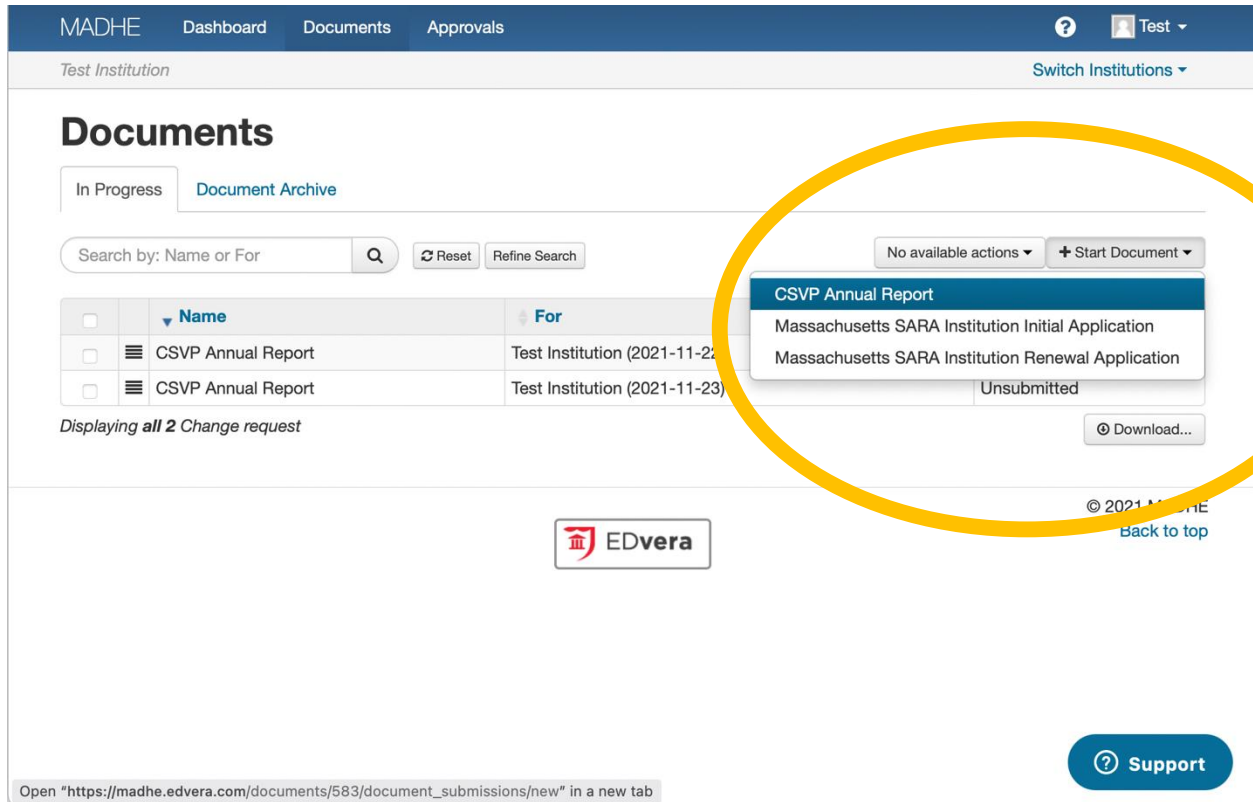
Regulatory Information	
<b>Date Of Payment</b>	September 02 2021
<b>FFRCS Score</b>	3.0
<b>FFRCS Score Year</b>	2021
<b>FRC Status</b>	1.5 and Above
<b>IPEDS FTE</b>	1234
<b>IPEDS Year Reporting</b>	2021

Contact Information	
<b>Institution Address</b>	One Ashburton Place Room 1401 Boston, MA 02108
<b>Mailing Address</b>	One Ashburton Place

The "Programs" section is currently empty, showing only a bullet point for "Name". A "Support" button is located in the bottom right corner of the dashboard area.

Next, click on the “+” icon and start a new 2023 CSVP Annual Report:

**Note: for 2024, please make sure you select the **2024** CSVP Annual Report.**



The screenshot shows the MADHE web application interface. At the top, there is a navigation bar with 'MADHE', 'Dashboard', 'Documents', and 'Approvals'. Below this is a header for 'Test Institution' with a 'Switch Institutions' dropdown. The main content area is titled 'Documents' and features two tabs: 'In Progress' and 'Document Archive'. A search bar is present with the text 'Search by: Name or For' and buttons for 'Reset' and 'Refine Search'. A table lists documents, with two entries for 'CSVP Annual Report' under the 'For' column. A yellow circle highlights a dropdown menu that appears when the '+ Start Document' button is clicked. The dropdown menu contains three options: 'CSVP Annual Report' (which is highlighted in blue), 'Massachusetts SARA Institution Initial Application', and 'Massachusetts SARA Institution Renewal Application'. Below the table, there is a 'Download...' button. At the bottom of the page, there is an EDvera logo, a copyright notice for 2021 MADHE, a 'Back to top' link, and a 'Support' button. A browser status bar at the very bottom shows the URL: '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).