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Section 1: Logging In

In order to access the PREP system you will need to visit the PREP logon page through http://www.humboldt.edu/irp/PREP.html or through the directory under P. You can logon with your HSU username (i.e. “abc123”) and HSU password from on or off campus.

After successfully entering your login information, you will be given access to the Program Review Site. Based on the roles assigned to your user account, you will be given access to various departments/programs within your site.
1.1: Home Page

The home page in PREP contains a welcome message that explains the program review process. To access the Programs for Academic and Areas, click on the HSU Academic Programs button.
Under the “Options” button in the upper right hand corner, select “Manage Site” and “Users”.

This will bring you to a list of all users in the email LDAP system. If you have new staff/faculty, they may not be in the system, but there will be a section on “adding users” later on. You can sort this list by first name or last name by clicking on the column header, but there is no search function. Find the name of the person you are trying to set permissions for and click on the username. There is a hyperlink that will take you into their record.
Once you are in their record, you will select the tab that says “Permissions.”
You will select HSU Academic Programs, or HSU Student Services or HSU Administrative Services, depending on what area you oversee.
Once you select one of the above, you will see a list of all of the programs.

Click on the program that you want to set permissions for. You will see boxes that look like this:
Most permissions will involve allowing for “Add Files” and “Modify Existing Files”. I don’t think we need to give permission to delete files.
The Dean’s Comments should be “View” unless the Dean or his/her designee will be entering comments for them, and then they can have “Edit” permissions.
Depending on whether a program is conducting an “Annual Review” or “Program Review” you would select “Auto Select” and then “Administrator” for Department or Unit Chair and “Contributor” to other staff and faculty.
If someone needs access to more than one program, you can set them all and then press “Save and Close” and then “Save and Close” again to get back to the “Manage Users” page.

To add new users to the system: Select the “Add User” button on the “Manage Users” home page.

The New User box looks like as follows:
The Federated User ID is the user id for HSU, which is letters and numbers. Please follow one already filled out:

Once a user is added, you can add their permissions. It may take 24 hours for them to gain access to the system, as the ldap email password has to match up with the PREP system.