

Nacel Open Door Online Monthly Contact Report (MCR) System – User Guide

We are pleased to offer an improved, automated system for Representatives and Coordinators to use in submitting the required Monthly Contact Reports for their students. Please refer to the following sections to guide your use of the online MCR system: [Overview](#), [Login](#), [Step-by-Step Guide](#), [Requirements & Due Dates](#), and [Help](#).

OVERVIEW

Using a unique personal login, the online system will allow **Local Representatives** to:

- ▶ access a list of their Students (IPSP, LTPS, SPP) for the current month
- ▶ access Monthly Contact Report forms for each of their students, with student data (such as name, ID number, host family, etc.) already present on the form
- ▶ save a partially completed MCR form for later submission
- ▶ submit a complete MCR form and have it go directly to the national office's database system for review by program staff and forwarding to the foreign partner
- ▶ access view-only copies of submitted Monthly Contact Reports
- ▶ see, at a glance, the number of **Not Started**, **Saved**, and **Submitted/Complete** Monthly Contact Reports they have, as well as the individual MCR status for each of their students
- ▶ access a list of their Students (IPSP, LTPS, SPP) from prior months, including view-only copies of the submitted MCR's

Using a unique personal login, the online system will allow **Coordinators** to:

- ▶ access a list of their Representatives for the current month
- ▶ see, at a glance, the number of **Not Started**, **Saved**, and **Submitted/Complete** Monthly Contact Reports for each Rep, as well as for all of their Reps combined
- ▶ access a list of each Representative's students for the current month, with current MCR status for each student
- ▶ access view-only copies of Monthly Contact Reports for each of their Reps' students
- ▶ access a list of their Reps from prior months, including lists of the Reps' students and view-only copies of the submitted MCR's

LOGIN

To protect the integrity of the Monthly Contact Reports, as well as our system in general, **please do not share your login information with others.**

If you need a generic-type login to share with a screened and approved host family, to view online student profiles, please contact your Coordinator, Regional Program Director, or Program Staff at the National Office.

If you forget your password or need to change it, contact 1-800-622-3553, ext. 613, or email MCRhelp@nacelopendoor.org.

STEP-BY-STEP GUIDE [[Access](#); [Logging In](#); [Student & Rep Lists](#); [Current Month's Monthly Contact Report for Each Student \(form, save, submit, view, print\)](#); [Prior Months' Monthly Contact Report \(view, print\)](#)]

Access

Go to the Forms page of the Nacel Open Door web site (http://www.nacelopendoor.org/repping_forms.htm).

On the Forms page, go to Monthly Contact Report, and click on Online.

You may also simply use the link provided to access Nacel Open Door's new online Monthly Contact Report system (<http://173.11.35.12/fmi-test/nacel/index.php>).

Prior to November 2, 2009, the above link will be the only way to access the new online MCR system.

Please note: The online Monthly Contact Report system may only be used to submit reports for the current month and to view reports submitted for previous months.

If you need to (re-)submit a report for a month other than the current month, you will need to use a hard copy of the MCR form and either fax or scan and email the completed form. (A hard copy of the MCR form may be downloaded from the Forms page of the Nacel Open Door web site (http://www.nacelopendoor.org/repping_forms.htm).

Logging In

Use your unique username and password to log in. (Remember to log out when finished.) If you forget your password or need to change it, contact 1-800-622-3553, ext. 613, or email MCRhelp@nacelopendoor.org.

Student & Rep Lists

If you are a Representative, click on *My Student List* to get a list of your current students, sorted by program, and to access and submit the MCR for each student.

If you are a Coordinator, click on *Rep List* to access a list of your Reps, a list of your Reps' students, and the view-only copy of each student's MCR.

If you are both a Representative *and* a Coordinator, you will be able to choose between *My Student List* (to access & submit MCR's as a Rep), and *Rep List* (to access a list of your Reps, a list of your Reps' students, and the view-only copy of each student's MCR).

Use the links (found at both the top and bottom of each page) for *My Student List* and *Rep List* to navigate between the two views. Remember that access from the *Rep List* is view-only. You must use the *My Student List* to access, edit, save, and/or submit the MCR's for your students.

Current Month's Monthly Contact Report for Each Student ([form](#), [save](#), [submit](#), [view](#), [print](#))

Simply click on the student for whom you wish to complete a monthly contact report.

Verify the information at the top of the form (Student Name, Host Family, etc.) is correct. If it is not, please contact your Coordinator, Regional Program Director, or the National Office immediately.

If you happen to have clicked on the wrong student altogether, click on the link to "Cancel and Return to My Student List."

Important / urgent matters, which require immediate attention, should be addressed directly with the appropriate Program Staff, not solely mentioned on the MCR form.

Complete all fields of the MCR.

If you are unable to complete the entire MCR, you may click SAVE, and you will be able to access your partially-completed MCR at a later time. (The MCR Status will show as "Processing," and then as "Saved.")

The RESET button at the bottom of the form will reset the form to be as it was the last time you accessed the form. For example, if you access a blank MCR form and begin typing, but then wish to clear the form, you can hit RESET. Another example is if you SAVE a partially completed form, and then you access it later to finish it; after you start typing, (but realize, for example that you are on the wrong student's MCR), you can hit

RESET and only the text you just entered (since accessing the saved report) will be cleared. The text that had been previously saved will not be cleared.

Once the MCR is complete, you may click SUBMIT. Be sure the report is truly complete, as you will *not be able to make any changes once you click Submit*. (The MCR Status will show as "Processing," and then as "Submitted." The status will ultimately change to one of the following as it is processed: [Logged](#), [Reviewed](#), [Complete](#).)

Once a form has been submitted, a read-only version will be available for your reference.

Submitted forms will be reviewed by program staff, forwarded to the students' foreign partners, and marked "[Complete](#)."

You can print a student's MCR the same way you would print content from any other web site, using your respective browser's File menu or Print button. (Eventually, there may be a printer-friendly button added to the view-only version of the student's MCR.)

[Prior Months' Monthly Contact Report \(view, print\)](#)

At the top of the Monthly Contact Reporting tool page, above the list of Reps or Students, you will find a section for "Previous Reporting Months."

Click on the month of the report you wish to access, and then click on the respective student or representative to view the report(s) from that month.

Since November is the first month using the online MCR tool, reports from months prior to November are not available online.

You can print a student's MCR the same way you would print content from any other web site, using your respective browser's File menu or Print button. (Eventually, there may be a printer-friendly button added to the view-only version of the student's MCR.)

REQUIREMENTS & DUE DATES

In keeping with quality standards and government regulations for our programs, documented contact with our students and hosts, on at least a monthly basis, is required.

Please note the deadlines for submitting the Monthly Contact Report forms for the respective programs:
15th of the month: IPSP (International Private School Program)
25th of the month: LTPS (Long Term Public School Program)
25th of the month: SPP (St. Paul Preparatory School)

Please remember that **important and/or urgent matters, which require immediate attention, should be addressed directly with the appropriate Program Staff, not solely mentioned on the MCR form.**

HELP

If you forget your password or need to change it, contact 1-800-622-3553, ext. 613, or email MCRhelp@nacelopendoor.org.

In the event you have questions about or difficulties with the online Monthly Contact Report forms and/or submission process, please email MCRhelp@nacelopendoor.org, or contact the Nacel Open Door National Office at 1-800-622-3553, ext. 613.

THANK YOU for helping take care of our Nacel Open Door students and hosts. We appreciate your efforts to ensure that all program participants are enjoying positive exchange experiences!