How to Unlock a Report Submitted to the Unit Head
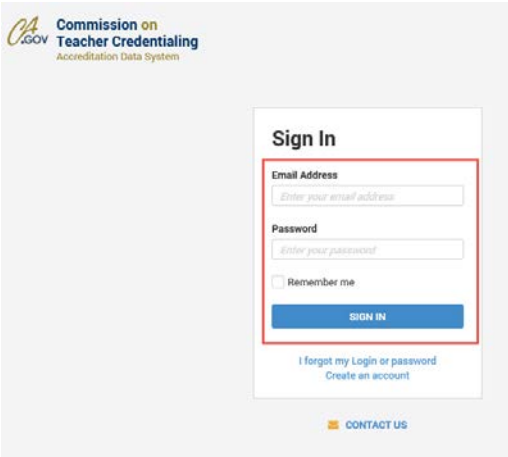
Individuals who are registered and have an Accrediation Data System (ADS) account may be assigned with a permission to create program decks, enter data, as well as, save, print and submit program reports. All ADS assigned users may submit reports to the Unit Head. However, only the Unit Head and Program Delegate may edit or unlock a submitted report.

For detailed information about ADS users, please refer to the "ADS Users" on the Accreditation Data System webpage.


- **It is highly recommended that all completed reports are printed before submitting to the Unit Head and the Commission.**

- **A report submitted to the Unit Head may be unlocked by the Unit Head or Program Delegate.**

- **A report submitted to the Commission may be unlocked by the Commission per the Unit Head's request.**

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1) Navigate to https://edprepdata.ctc.ca.gov From the sign in screen, enter your email address and password, and click **SIGN IN**.	
2) Click the institution name (hyperlinked in the **NAME** column).	
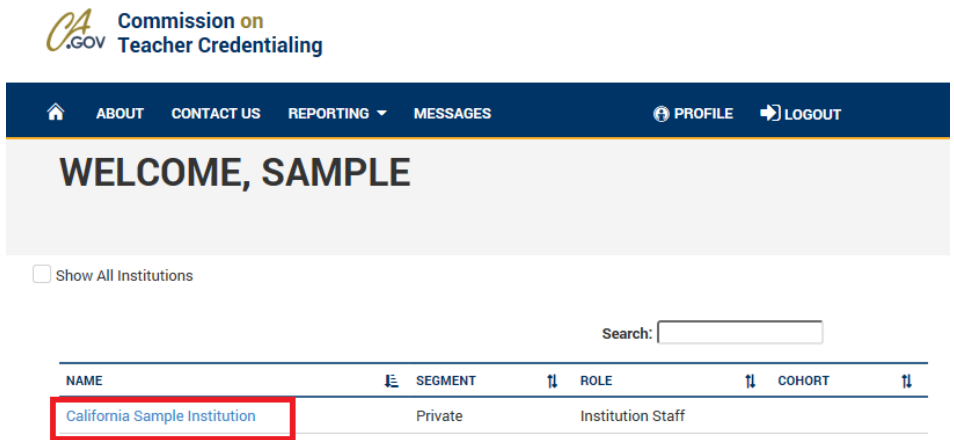
3) Click the **REPORT SET** button to view all program reports. You may also click on the individual program link below the REPORT STATUS column.	
4) On the Report Set page, open the submitted program report (indicated by the green thumbs up icon) by clicking the ✏ button in the ACTION column. This action will open the program report.	
5) Scroll down to the bottom of the report, and click **REVISE**.	

6)	Back on the REPORT SET page, the report has reverted back to the yellow clock icon indicting that all users may now make edits.

REPORT SET

This screen plots your completion of required annual reporting

SET DUE DATE

California Sample Institution

INSTITUTION CONTACT	ACADEMIC YEAR	DUE DATE
Unit Head	2018-19	8/15/2019

COHORT
Violet

ADD REPORT

3
Total Reports

- 1 In Progress
- 2 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search: [   ]

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Bilingual Authorization			Postgraduate	Not Applicable	Combination	✏ ⊗
Multiple Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Co-teaching	Face to Face	✏ ⊗
Single Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Residency	Combination	✏ ⊗

BACK ⊗   **SUBMIT ✓**   *Submit all reports*