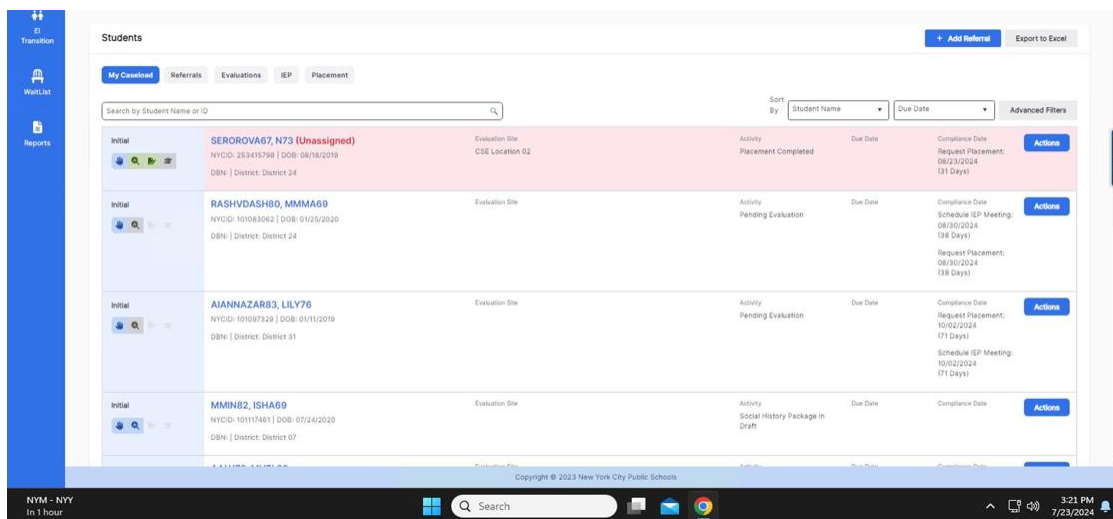# How to Approve the STAC5

This guide provides step-by-step instructions on how to approve the STAC5. CPSE Chairpersons and CPSE Administrators are able to approve the STAC5. All other roles should reach out to their Chairperson for support in approving the STAC5.

Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

1. After you log into ATLAS, you will be directed to your dashboard.

2. From your dashboard, search for the student for whom you wish to approve the STAC5. You can search utilizing the search bar, as shown below, or filter the dashboard by **Evaluations** or other relevant advanced filters.
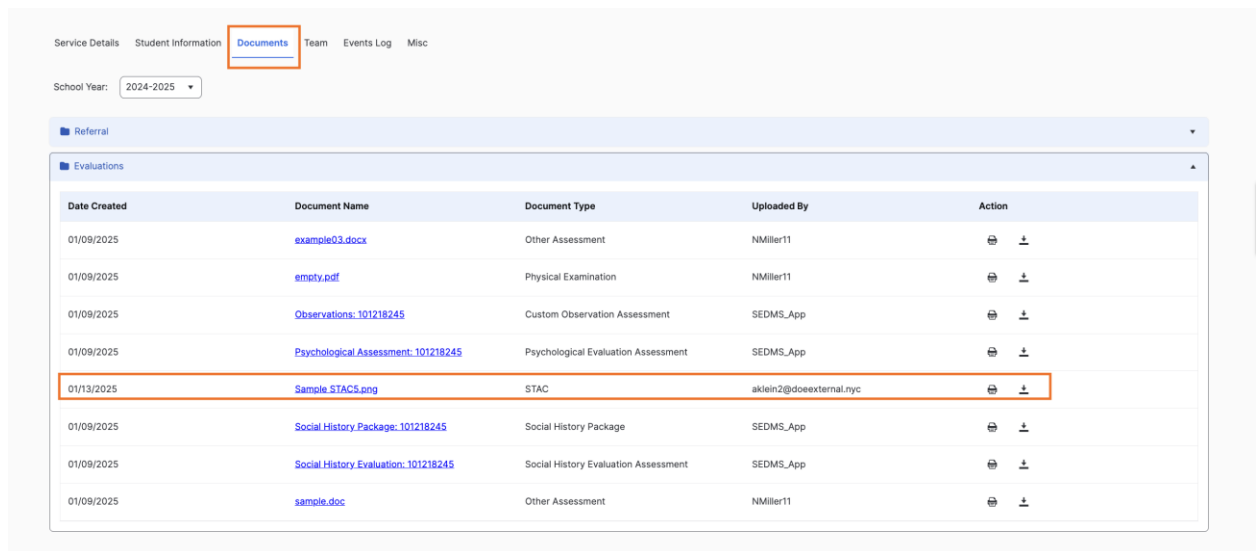
   For more information about advanced filters please review the "QRG 1.2 How to Navigate the Dashboard".
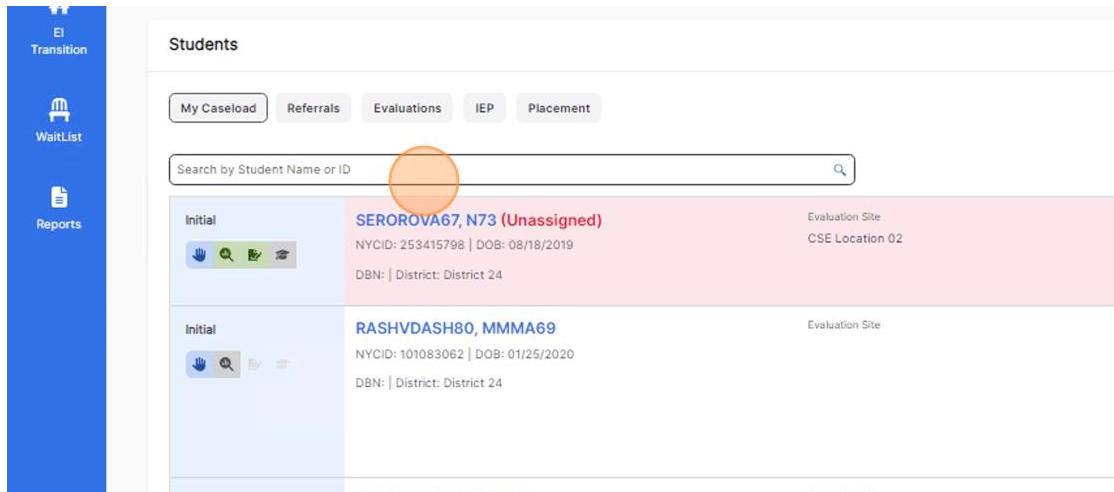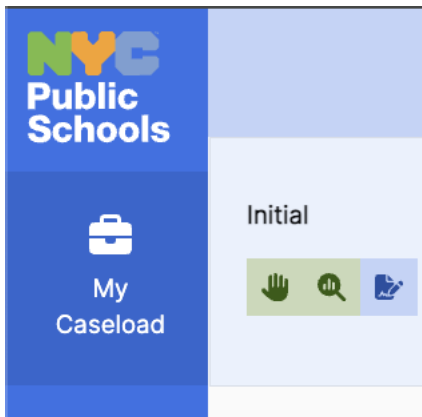
3. Click on the students name to be directed to their student profile.
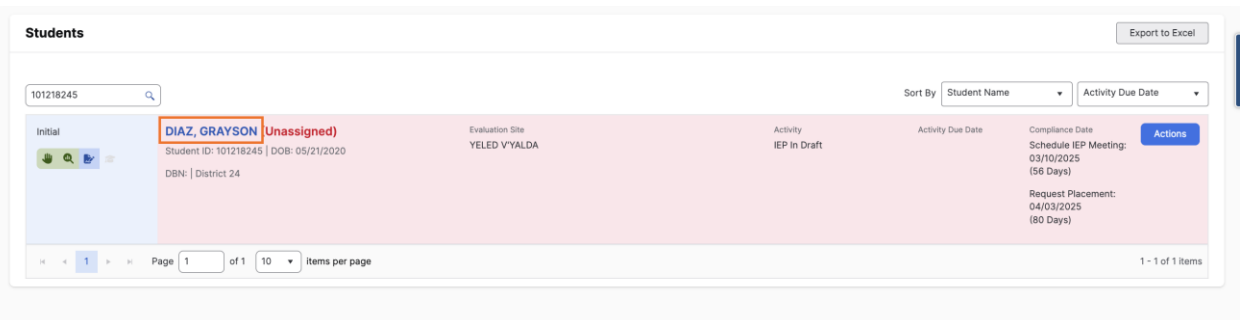
4. Once in the student profile, click on documents and open the evaluations folder to review the submitted STAC5 document.

5. After you have reviewed the document if you would like to approve, return to your dashboard by clicking My Caseload in the top left corner.

6. From your dashboard, search for the student for whom you wish to approve the STAC5.
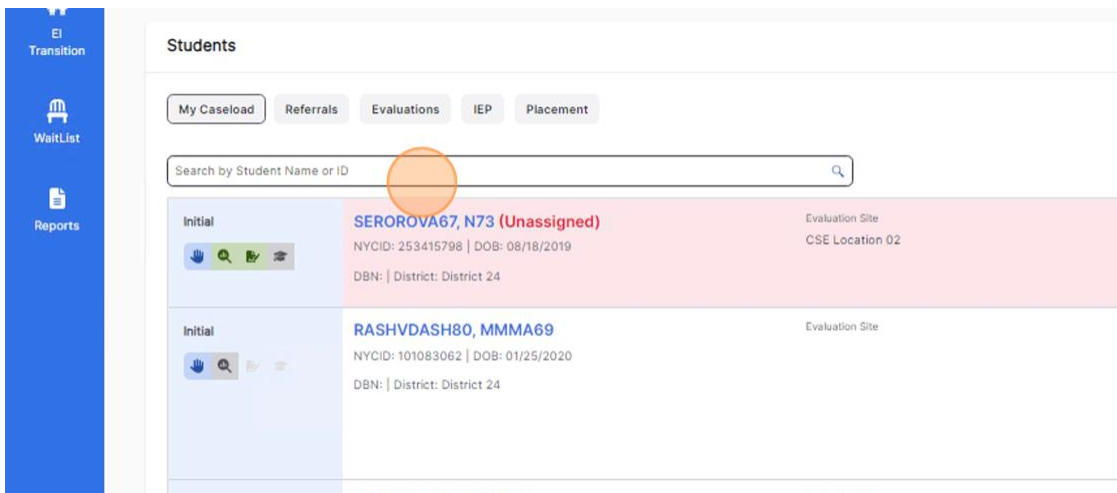
7. Once you have located the relevant student, click on the row to expand it.

   Note: If you click on the student's name in blue, it will take you to their student profile. To see the expansion of their row, you must click anywhere else on the row within the dashboard.

8. Once you have expanded the student row, you will be able to see more information about each process phase. To see the assessment planning page and view all evaluations assigned to a student, ensure that the second tab **Evaluations** is selected.

9. In the Assessment Planning grid, click on the three vertical dots to the left of the assessment that you wish to approve the STAC5 for. It must have the status of "STAC Submitted". The MDE agency must first submit the STAC5 before it is able to be approved.

   Review QRG 5.2 How to Navigate Assessment Planning for more information about the Assessment Planning grid.

10. After you click the three vertical dots, a pop up will appear. Click the option Approve STAC Document to approve the STAC5.

11. After clicking Approve STAC Document, you will see a green Approved Successfully notification at the top of the screen

12. The status of the assessment will change from STAC Submitted to STAC Approved. The status change from STAC Submitted to STAC Approved will also be reflected on the MDE dashboard.