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# NC-SARA'S STATE PORTAL ENTITY (SPE) WELCOME KIT

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*We are excited to welcome you to the SARA community! We look forward to working with you and are here to help you learn about SARA and the very important role you fulfill in the SARA universe.*

*You will receive an email from NC-SARA's IT Team shortly to:*

- Obtain your SARA Portal login and get a tour of the portal and its uses for SPEs.*
- Obtain your login to the NC-SARA website which will allow you to access the "SPE Website."*
- Obtain your registration information for the SARA Learning Station, NC-SARA's learning management system, that houses online courses. This email will be sent from [system@litmos.com](mailto:system@litmos.com). If you do not receive this email, please be sure to check your spam folder or contact us for assistance at [education@nc-sara.org](mailto:education@nc-sara.org).*

*This document is a compilation of NC-SARA's resources for SPEs. It will be used as a guide during your welcome meeting to take you on a tour of all the resources NC-SARA has available for you and help you with your next steps. These resources are in addition to what your regional compact SARA staff may provide for SPEs. If you need assistance at any time, please do not hesitate to contact me directly.*

*Sincerely,*

*Marianne Boeke, Ph.D. – President, NC-SARA  
[mboeke@nc-sara.org](mailto:mboeke@nc-sara.org) | 303.242.5037*

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## OVERVIEW OF NC-SARA RESOURCES

- **Get to know the NC-SARA Website which includes:**
  - SPE Contact Directory: A public directory of SARA State Portal Entities.
  - Institution Directory: A public directory of SARA-participating institutions.
  - SARA Policy Manual: The SARA Policy Manual articulates all the applicable policies for state members and participating institutions.
  - SARA Resources for States & Institutions – particularly:
    - Institution and State Applications and Approval Forms
    - Administrative Forms
  - SARA Learning Station: A collection of resources for understanding SARA, geared toward institutional staff but helpful to SPEs as well (please feel free to refer institutions in your state to this page).
  - State Authorization Guide: A collection of state laws, regulations, and requirements for non-SARA member institutions serving out-of-state students.

- [Research & Data](#): NC-SARA's research and data projects identify and analyze national, regional, state, and sector information and trends in interstate distance education and state reciprocity.
- [NC-SARA Staff](#): A public directory of NC-SARA staff.
- [Common Higher Education Acronyms](#): A glossary of commonly used higher education acronyms.
- **Get to know the SPE Website – [Secure Documents for States](#)**
  - You will need to log in to the NC-SARA website in the upper right-hand corner to access this portion of the website. Then, select the STATES tab to access this page.
  - The SPE Website is continually maintained by NC-SARA as a communication hub for SPEs. Within the SPE Website, you will see reports, news and announcements, information about SPE events, and resources such as:
    - SPE Essential Duties: This document, created with materials from and in partnership with SPEs, describes the essential duties of SARA State Portal Entity Staff.
    - SPE Advisory Committee – members and meeting notes available on SPE Website.
    - Materials and resources from past workshops, conferences, and webinars for SPEs.
- **Get to know the SARA Portal**
  - SARA Portal Support Site (Salesforce): Search digitally in the support site to find answers to your questions. A [training video](#) has been created on how to use the functions in the support site. You'll also see links to the support site and references when you log into the SARA Portal.

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## COMMUNICATIONS, COLLABORATION, EVENTS, & EDUCATIONAL PROGRAMS FOR SPEs

- Communications you will now receive:
  - Monthly SPE Newsletters from NC-SARA
  - Communications to SARA-participating institutions and others from NC-SARA
- Online courses available to you as a SARA SPE staff:
  - An Overview of Essential Duties of SPE Staff Related to SARA
  - Managing Initial and Renewal Applications
- Online Courses available to you, institutions, and the public:
  - SARA 101: An Overview of State Authorization Reciprocity Agreements (SARA)
  - Foundations of NC-SARA Annual Data Reporting, and SPE Courses
  - Preparing for and Maintaining SARA Participation
- SPE events you will be invited to:
  - Annual SPE Conference – September (in person)
  - Tuesday Topics Webinar Series – monthly, January-March (virtual)
- Other events you will be invited to:
  - Webinars for institutions (e.g., Annual Data Reporting)
  - Virtual meetings, workshops, and other convenings hosted by NC-SARA

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## NEXT STEPS

- If you haven't already, please be sure to connect with your regional compact SARA director to understand the compact's resources for SPEs.
- We will be reaching out soon to schedule a brief meet and greet with other NC-SARA staff who are here to support you!