myAccreditation Guide – PRT Access

Logging In

- Visit https://myaccreditation.aacsb.edu

  → Login using your myAACSB credentials

  → If you've forgotten your password, no worries!
  Just click the "Forgot your password?" link

Sign In

Username

Password

☐ Keep me signed in if I close the browser

Welcome to AACSB's New Member Portal

Accessing your PRT Assignments

- Once in the system, you will find your **peer review team assignments**. On the main dashboard you will find a list of schools you are scheduled to review and the visit start dates.

- Click **dashboard** to review the school's documentation.

myAccreditation ^BETA

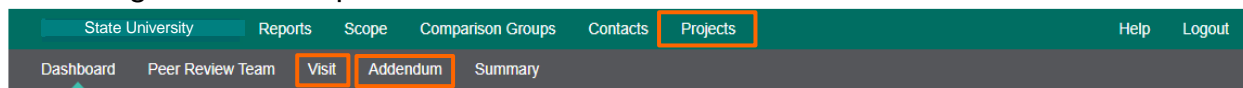| Your University | Reports | Scope | Comparison Groups | Contacts | Help | Logout |

Account Dashboard

Peer Review Team Projects

Organization	Accred Type	Project Type	Visit Start Date	
State University	Business	Final SER	2019-11-03	Dashboard
University of AACSB	Business	Continuous Improvement Review	2020-02-01	Dashboard

Preparing for the PRT Visit

- On the school's dashboard, you will find their required uploads and an **addendum tab**, in the gray bar, which contains any supplemental materials the school has submitted, such as appendices.
- To view historical materials, such as the school's last PRT Report and previous decision letter, are in the supplemental section of the **addendum tab**. You can also view the school's scope, comparison groups, and contacts using the tabs on the teal bar.
- The **visit tab** contains contact information for the peer review team. This is where the visit agenda will be uploaded as a PDF.
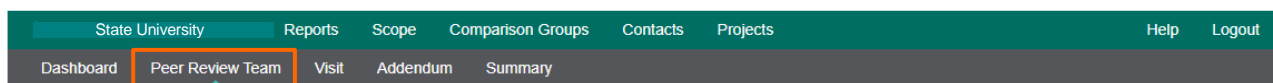

Completing the PRT Report

- As part of your review, you will need to submit a peer review team report through myAccreditation. Select the **peer review team tab** to see the PRT report area.
- The PRT report contains several tabs with text boxes which need to be completed, including a **drop-down menu** on the recommendations tab. Text boxes can be enlarged for ease of use by dragging on the corner of the box.
- Once the team is ready to share the draft report with the school, select the **reporting tab** to generate a draft report. Following the school's review of the report, and all final edits are made, select the **reporting tab** again to generate and submit the final report to the school, AACSB, and the committee.