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Access myAccreditation via:

https://myaccreditation.aacsb.edu/ams/default.aspx

Login using your email address and your myAACSB/The Exchange password.

**Landing Page**
Upon login, you’ll be taken to the myAccreditation landing page. What you initially see will depend on the role(s) you hold with AACSB.

If you hold a volunteer role (mentor, peer review team member, committee member) and have the appropriate relationship with an institution, you will be taken to the page shown in the image on the opposite page. This will allow you to choose how you wish to enter the system.

If you only have a relationship with your primary institution, you will be taken directly to your institution’s dashboard.
Clicking Enter as a Volunteer will take you to information pertaining to your current volunteer assignments, including mentor and peer reviewer assignments.

Clicking Enter as an Institution will take you to your school’s landing page, showing information related to your institution’s accreditation.
**Institution Dashboard**

The Institution Dashboard, shown below, allows you to see items (applications) that are in progress and/or completed for your own institution. Clicking on an item will open it in a new tab (or window) in your browser. When clicking on a **completed** item, the assessment will open in read-only mode.

The **Cases** drop-down menu allows schools to toggle between business and accounting accreditation, provided that the school has gone through or is going through the accreditation process.

You can see **contact information** for your AACSB Staff Liaison and either your Peer Review Team Members or Mentor, depending on your stage in the accreditation process.
Volunteer Dashboards
The Volunteer Dashboards allow you to see information on institution(s) for which you are assigned as a volunteer. If you hold a committee role, the Volunteer Dashboard will default to the committee member view.

![Volunteer Dashboard Image]

\[\text{Committee Member View}\]

\[\text{Committee Meetings}\]

\[\text{Items for Review}\]

\[\text{Northwestern University}\]

\[\text{Item for Review: Eligibility Review}\]

\[\text{Committee Name: Initial Accreditation Committee Z}\]

\[\text{Committee Liaison: Mostafa Sarhan} \quad \text{Meeting Date: November 20th 2014}\]

\[\text{Committee Reader: Ali Malekzadeh} \quad \text{Staff Liaison: Lucienne Mochel}\]

\[\text{Related Items: 1}\]

\[\text{Savannah State University}\]

\[\text{Item for Review: CIR Team Review}\]

\[\text{Committee Name: Initial Accreditation Committee Z}\]

\[\text{Committee Liaison: Zhihong Yi} \quad \text{Meeting Date: November 20th 2014}\]

\[\text{Committee Reader: Mostafa Sarhan} \quad \text{Staff Liaison: Maria Baltar}\]

\[\text{Related Items: 5}\]
One or more dates may appear beneath Committee Meetings. These dates reflect upcoming meeting dates for your committee. A date will only appear if items have been assigned for that meeting. If multiple dates are displayed, clicking on a date box will show the items scheduled for review on that selected meeting date.

The Items for Review section displays the items scheduled for review on the selected meeting date. Each block will display the school name, the item to be reviewed, and the names of the committee liaison, committee reader, and the staff liaison.

Clicking on the item to be reviewed will take you into the institution’s submitted assessment. Similarly, the Related Items link will display a list of historical information for the institution. The section titled Assessments on page 8 will provide details on how to navigate through those items.

If you have more than one volunteer role, the My Role drop-down menu allows you to toggle between roles. For example, if you are assigned as a mentor and/or to a Peer Review Team role, you can select the applicable role from the drop-down to view the appropriate information.
The view for a mentor and a Peer Review Team member are similar. Volunteers holding those roles will see information pertaining to their accepted volunteer assignments, including the name of the institution, the type of accreditation (business or accounting), the name of the institution’s staff liaison, and a **My Tasks** section.

The **My Tasks** section will show all items you are required to complete, along with the due date for those items. For a mentor, a Mentor Visit Report may be listed. For a Peer Review Team, a Team Visit Report may be listed. The **My Tasks** section also displays other items related to the institution, similar to what is seen in the Committee Member View. Clicking items in the **My Tasks** section will open those items for you to review or complete.
Assessments
When reviewing submitted assessments the responses will be read-only.
**Navigation** through an assessment can be found on the left side of the window. Some sections can be expanded and collapsed to access/hide additional content. Clicking on a section will load the section’s first page.

The **Previous** and **Next** buttons will allow you to navigate through the assessment.
At the top of the page, you have the following options:

- **All Documents** – View all items that were uploaded as attachments to this particular assessment/application (this will open in a new tab or window)
- **Print PDF** – Print a PDF copy of the assessment/application
- **Print Word** – Print a Word copy of the assessment/application
- **Print PDF Blank** – Print a PDF copy of the assessment/application without the responses
- **Print Word Blank** – Print a Word copy of the assessment/application without the responses

The navigation will be similar for each of the assessments you are required to complete and submit for AACSB Accreditation. Within each assessment you have the ability to answer questions and save your changes.
The progress bar above the left-hand navigation will show how much of the overall assessment has been completed. Color-coded checkmarks next to certain sections will indicate the level of completion of those pages.

The Submit button appears at the bottom left of the navigation but will only be activated once the assessment is 100% complete.
To save changes, click the **Save** button in the lower right-hand corner. Clicking **Previous** or **Next** will automatically save changes before taking you to the requested page.

Most questions within the assessments require a narrative response. These questions provide an **HTML editor** above the text box, allowing you to format text, including font styles and bulleted or ordered lists. You can also cut and paste content into the text box. Images and tables do not paste into the text box and should be included as a document upload (see more information on page 14).
A **Documents** link appears above many of the questions on the assessment. This allows you to attach documents to the assessment and associate them with specific questions.
Once you click the **documents link**, a new window will appear. Click **Upload Document**. A prompt will appear, click **Add Files**.

From there, you can search your computer or network drives to find the document you wish to upload.
Once the document has been selected, click **Open**.

Next, you should name the uploaded document and then click **Upload & Close**.
All documents associated with the assessment will be displayed in the left-hand pane of the following window.
To associate the document with the question that is being answered on the assessment, click the **blue arrow** next to the document name.

Clicking **Save** will close the window and return you to the assessment. The Documents link above the question will update to display the number of documents associated with that question.
Comments

Next to the **Documents** link is a **Comments** link that allows you to provide comments or questions.
At the top of the **Comments** window, you can enter comments into the system. Below the comments text box, you can select the individuals/roles who will have access to the comment. The comment will be visible only to the selected roles:

- **School** – Allows school users for the institution being assessed to see the comment
- **Committee** – Allows committee members assigned to the case to see the comment
- **Mentor** – Allows the mentor assigned to the case to see the comment
- **PRT** – Allows peer review team members assigned to the case to see the comment
- **AACSB Staff** – Allows AACSB staff members to see the comment

Once the comment is entered and the appropriate roles for viewing are selected, click **Add** and the comment will be saved. Clicking **Save** will close the window and return you to the assessment window. The **Comments** link above the question will update to display the number of documents associated with that question.
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