

## myAccreditation Guide – PRT Access

### Logging In

- Visit <https://myaccreditation.aacsb.edu>
  - ➔ Login using your myAACSB credentials.
  - ➔ If you've forgotten your password, 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
AACSB

Your University
Reports
Scope
Comparison Groups
Contacts
Help
Logout

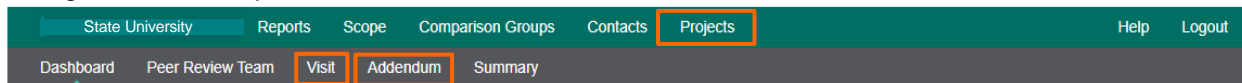
### Account Dashboard

Peer Review Team Projects

Organization	Accred Type	Project Type	Visit Start Date	
State University	Business	Final SER	2019-11-03	<a href="#" style="border: 1px solid orange; padding: 2px 5px;">Dashboard</a>
University of AACSB	Business	Continuous Improvement Review	2020-02-01	<a href="#" style="border: 1px solid orange; padding: 2px 5px;">Dashboard</a>

## 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.



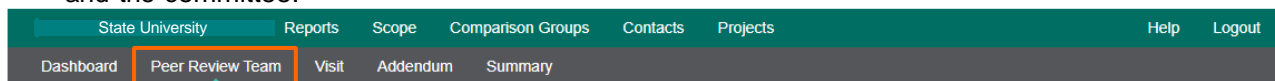
## State University Continuous Improvement Review (Business)

[Export to PDF](#)

No.	Requirements
1	Executive Summary
2	CIR Report
3	Tables
4	Strategic Plan

## 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 recommendation tab. Text boxes can be enlarged for ease of use by dragging on the corner of the box.
- Only one person should work on a **tab at a time**, last person out will save. Using the draft report as a word document first may be helpful. Then copy and paste plain text only in the text boxes.
- 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.



## Peer Review Team

### Peer Review Team Report

Recommendations   Basis for Judgment   Best Practices and Feedback   Additional Information   **Reporting**

The Peer Review Team recommendation for this visit is?

Describe how the organization addressed the accreditation standards-related issues identified by the last peer review team as reflected in the AACSB decision letter.

This text box can be expanded by selecting and dragging the bottom right corner of the text box.