



Electronic Submission of Materials and Reports

(February 12, 2015)

The materials required for all accreditation review activities are submitted electronically (uploaded by the institution into the MSCHE portal) in PDF format. Templates have been designed to aid in your submission and are available on the MSCHE website. The institution should only submit the documents requested; tangential or irrelevant documentation (or attachments) may not be reviewed by the evaluators. Hard copies of the documents will not be accepted.

I. Requirements for Electronic Documents:

Electronic file documents should be prepared using current PDF software. Ensure that electronic documents are bookmarked, indexed, and searchable with internal document links that allow for ease of movement across sections.

- Include pagination and internal document organizational strategies that make it easy for the reader to navigate each section within the electronic document.
- Include a detailed table of contents and index in all electronic documents. Listings in the table of contents and index should link directly to appropriate sections of the document allowing the reader to find information easily.
- Minimize the use of hyperlinks to web sites or other material, which quickly become broken or out-of-date, and may confuse or distract reviewers and interfere with the Commission's ability to archive the report.
- For appendices, select specific pages or portions of the document needed to demonstrate that the institution meets requirements.
- Use only those graphics and pictures that provide specific evidence and are referenced in the report.
- Ensure that the software settings are set to create clear text and graphics, yet not make the file size too large. Optimize graphics (downsample to 150 dpi) and pictures (use jpeg medium quality) to reduce the size of the document.
- Do not scan printed documents to create a PDF document; this will result in a document that is excessively large in file size and not text searchable.
- The maximum size of the document should be 28MB.
- Name the file with the institution name and the date.

II. Instructions for Uploading and Downloading Reports via the MSCHE Website

1. Visit <https://www.msche.org/myche/login.aspx>. The website works best when using Mozilla Firefox.
2. Log in with your username and password. Your username is your email address at your institution. If you do not remember your username, please use the *Forgot your username* link. The password is case sensitive. If you do not remember your password, please use the *Forgot your password* link.
3. Once you are logged in, select **Institutions** from the tabs at the top of the page.
4. Select **Meeting Documents** from the tabs at the top of the page.
5. Select the **View Documents** link in the meeting grid. If there are multiple meetings, please be sure to view the documents for the correct meeting type.
6. Once you are directed to the new page, you are in your institution's secure folder.

7. To upload documents, click the blue ↑ arrow and follow the commands to upload documents to your institution's secure folder. You may also use the blue ↓ arrow to download documents in the folder.

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Relevant Policies: *Follow-Up Reports and Visits, see also Verification of Compliance Process for Electronic Submission of Materials and Reports (for institutions, peer reviewers, self-study chairs and PRR readers)*