

ACOTE eAccreditation Self-Study Submission Instructions

1. **Designated Officials**

Check the “Users” tab to ensure that there is a profile set up for the CEO and dean/administrator and that it is marked “enabled”. If not, you will need to create a profile for each and assign a password.

2. **Program Director’s Submission Instructions**

All of the Standards in the Self-Study tab must be marked “Ready for Submission” (dark green).

Approval and submission steps follow:

- a) Click on the HOME tab and make sure the cursor is on the SELF STUDY tab underneath in the blue bar.
- b) Check the box to the left of the program director’s name.
- c) Click “Submit For Signature of DEAN”.
- d) When the email appears, scroll down and click on “Confirm submit for DEAN’s signature”.
- e) When the “Are you sure?” message appears, click “OK”.

3. **Dean/administrator’s Submission Instructions**

The **dean/administrator** will receive an e-mail notification asking that he or she login to <https://acote.aota.org/login> to approve the Self-Study. Once logged in, the dean/administrator may click on “Self Study” on the top black bar to view the Self Study Report.

If edits are needed, the dean/administrator should click on “Self Study” on the blue bar and click the “Return to Program Director for Changes” button, then edit and send the system email letting the program director know what changes are recommended. If returned for edits, the program director should make the requested edits, then repeat the sign off process.

If ready for submission to the CEO:

- a) Click on the HOME tab and make sure the cursor is on the SELF STUDY tab underneath in the blue bar.
- b) Check the box to the left of the dean/administrator’s name.
- c) Click “Submit For Signature of CEO”.
- d) When the email appears, scroll down and click on “Confirm submit for CEO’s review”.
- e) When the “Are you sure?” message appears, click “OK”.

4. **CEO’s Submission Instructions**

Once the dean/administrator gives his or her approval, an e-mail notification will be sent to the individual listed as “CEO” in the Users tab. The CEO will need to login to <https://acote.aota.org/login>. Once logged in, the CEO may click on “Self Study” on the top black bar to view the Self Study Report.

If edits are needed, the CEO should click on “Self Study” on the blue bar and click the “Return to Program Director for Changes” button, then edit and send the system email letting the program director know what changes are recommended. If returned for edits, the program director should make the requested edits, then repeat the sign off process.

If ready for submission to ACOTE:

- a) Click on the HOME tab and make sure the cursor is on the SELF STUDY tab underneath in the blue bar.
- b) Check the box to the left of the CEO’s name.
- c) Click “Send to ACOTE”.
- d) When the email appears, scroll down and click on “Confirm submit to ACOTE”.
- e) When the “Are you sure?” message appears, click “OK”.

Questions may be referred to accred@aota.org.