eAccreditation Interim Report Submission Instructions

Please be aware of the following:

- Ensure the faculty tab is updated and marked as complete.
- Do not update the curriculum tab (the curriculum tab is only updated for the Report of Self-Study).
- The Interim Report only requires sign-off by the Program Director and Dean/Administrator.

1. **Designated Officials**
   Ensure there is a user account for the dean/administrator in the "Users" tab and they are designated as Dean or Administrator in the "Officials" tab.

2. **Program Director's Submission Instructions**
   All of the Standards in the Interim Report 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 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 "Interim Report" on the top black bar to review the report.
   If edits are needed, the dean/administrator should click on "Interim Report" 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 final submission:
   a) Click on the HOME tab and make sure the cursor is on the INTERIM REPORT tab underneath the blue bar.
   b) Check the box to the left of the dean/administrator's name.
   c) When the email appears, scroll down and click on "Submit for ACOTEs review".
   d) When the "Are you sure?" message appears, click "OK".