

Program Directors have the capacity to upload accreditation documentation, such as Self-Study Reports, Progress Reports, Requests for Reconsideration, and other large file submissions, on the MAERB website. The directions for doing so are listed below. This upload system is designed for a large collection of documents. If you can send the documents via email to your Program Director, you are encouraged to do so.

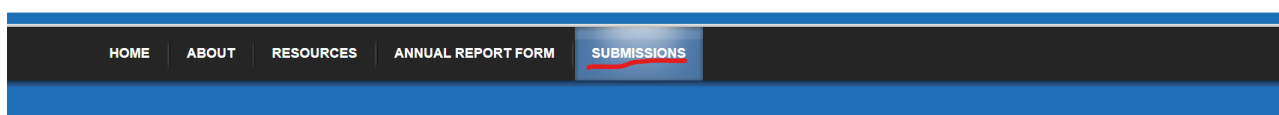
**Important Warning:** If you try to submit multiple zipped folders in multiple submissions, only one folder will be received. You need to put all the information into one large folder, zip it, and then upload it.

### Submitting Documents on MAERB's Website

1. Put the submission in one big folder.
  - a. It is vitally important that you follow MAERB's protocol for organizing and naming to avoid problems with transmission
2. Label the folder: Abbreviated Institution Name – NO MORE THAN TEN CHARACTERS
3. Transfer it off your server and to the desktop for more efficient compression/zipping
4. Zip/Compress the folder.
  - a. For a PC, you will then need to "right click" on the folder, and a menu will pop up. On that menu, you will then click on "Send to" and another menu will pop up. Click on "Compressed (zipped) folder," and it will create a zipped folder on your desktop.
  - b. For a MAC, you need to "right click" on the folder, and a menu will pop up with a compress option.
5. You will then go to the MAERB website and log in using the username and password sent to you. Contact your Program Manager if you do not have your username and password. The login button is in the top right-hand corner.



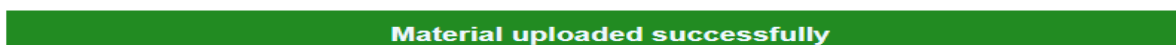
6. After you log-in, you will see a tab titled, "Submissions," and you will then click on that tab.



7. You will then access the Submissions tab page, and you will see instructions reminding you that you need to zip your folder. Scroll down for the submission process.
8. Click on Choose File and then browse your desktop to click on your zipped folder with your report materials and click on Open.
9. Click on Upload after you see your folder next to the "Choose File" button.
10. You will see a bar indicating the progress of the upload. It might take a few minutes but be patient.



11. When it is done, you will see a bar indicating that the upload is successful.



12. At this point, you can lean back and relax, as the materials have been submitted to the MAERB Office.