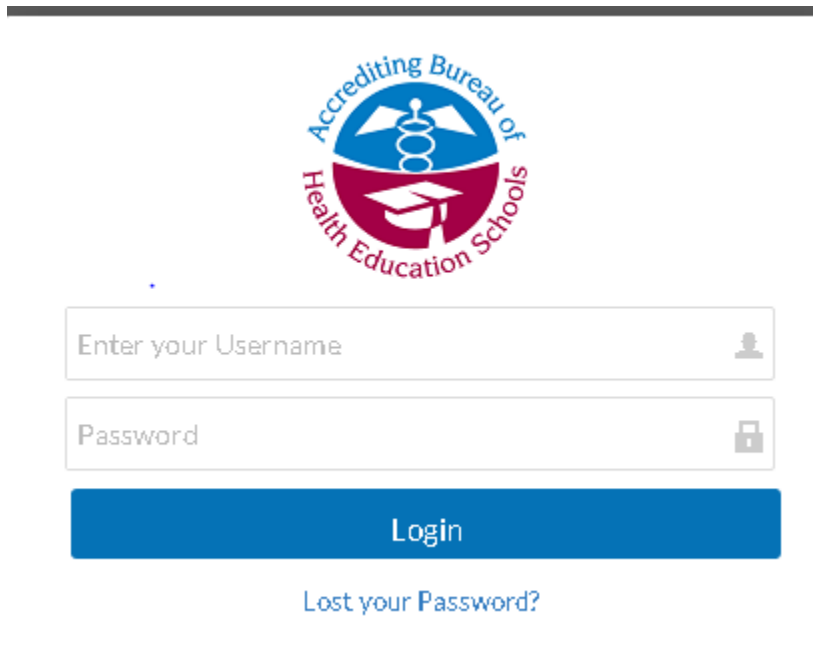


## Navigating the Annual Report

**NOTE: The Annual Report Platform works best in the most updated version of Google Chrome. You will be able to navigate through using the most updated version of Mozilla Firefox and some versions of Internet Explorer but it is recommended to use Google Chrome.**

**To log into your institution's dashboard**, click the link provided to you in one of the two emails inviting you to complete your verification report or annual report. You can also access your dashboard by [clicking here](#).

The log-in page looks like this:



Accrediting Bureau of  
Health Education Schools

Enter your Username

Password

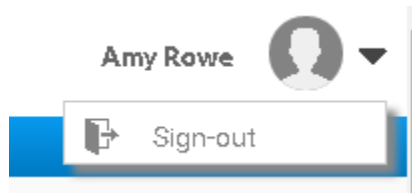
Login

[Lost your Password?](#)

Once you are at the log in page, enter your user name (ABHES ID#) and Password. If you forgot your password, please follow the “Lost your Password” link and enter the email address listed as the primary contact of your institution. An email will be sent to this address and you can reset your password.

## **General Navigation**

To log out of your institution, click the carrot in the top right corner next to drop down the sign-out box. Click sign-out to exit your institution.



Once you log into your annual report you will see the below four options:



### **Dashboard:**

The dashboard page shows what is scheduled and/or completed by your institution. You will first see the 2016-2017 Verification Report and then once you submit the verification report, you will see the 2016-2017 Annual Report. Once you are in the 2016-2017 Annual Report, the status for the 2016-2017 Verification Report will state Update to AMS. Your 2016-2017 Annual Report will show as Open until you submit your report.

### **Annual Report:**

This page shows the 2016-2017 Annual Report which is due this year by 5:00 p.m. Eastern Time, November 7, 2017.

### **Documents:**

The page will show the documents you have uploaded to the 2016-2017 Annual Report.

### **Submission:**

The Submission page will show the status of your annual report pages while your annual report is open and once you submit your annual report this will be your confirmation page.

**To navigate through the pages**, you can click on the below selections to move to the next page or previous page. **To save your information**, click the cloud with arrow.



Or



You can also click on the blue hyperlink on the navigation page to navigate to a specific page:

## NAVIGATION



Institution Information:	●	----
<b>Approved Separate Classrooms</b>	●	----
Contact Information	●	0%
Legal Status, Ownership or Form of Control	●	0%
Additional Legal Status, Ownership or Form o...	●	0%
Other Accreditation	●	0%
Program Information	●	----
Enrollment	●	0%
Program Outcomes	●	0%
Distance Education	●	0%
Surgical Technology Program Assessment an...	●	----
Financial Delineation Form	●	0%
Calculation of Sustaining Fees	●	0%
Required Documents to Be Submitted	●	0%
Action Plans	●	----
Enrollment Increase Appendix	●	----
Annual Report Signature	●	----
Submission		

To close the navigation sidebar, click

## NAVIGATION



To open the navigation sidebar, click



## **Required Fields**

As you navigate through the annual report you will see that some fields are required. This will be noted with the following:

Required

Or



## **Adding Rows to Tables**

When you start to enter data into a table, please click the +Click here to Add Additional Rows to the table prior to entering any data. If you add a row after your information has been entered, the row added will duplicate the information from the previous row. You can type over that information if you don't add all the rows needed before you start to enter the data.

	Name	Title
	<input type="text"/>	<input type="text"/>

[+ Click here to Add Additional Rows to this table.](#)


## Uploading Documents

To upload a document, select:

Select Document

This will bring you to:

### DOCUMENT SELECTION


 Upload Files or Photos -or- Drag files onto the page

Search for Items




No Documents available for Selection

You can select the “Upload Field or Photos” to select individual documents or you can select the documents and drag them onto the page. Once you document/s have been uploaded you will assign the documents to specific areas by selecting the +unselected button.

Selected	Name	Tag(s)	Modified By	Modified On
 Unselected	<a href="#">Upload Document Sample.docx</a>			

It will then show the document as selected:

Selected	Name	Tag(s)	Modified By	Modified On
 Selected	<a href="#">Upload Document Sample.docx</a>			

Once selected, click Done to return to the previous page which will show the document linked to the item:

Current Catalog: Required

[Upload Document Sample.docx](#)



Select Document

To remove a document, you can either select the “x”

Current Catalog: Required

Upload Document Sample.docx



Select Document

Or

Go to your document library and select the “x” to the documents you would like to remove:

	Name	Tag(s)	Size	Type	Status
	Upload Document Sample.docx	<input type="text"/> +	12.7 KB	application/vnd.openxmlformats-officedocum...	Pending

Upload Cancel