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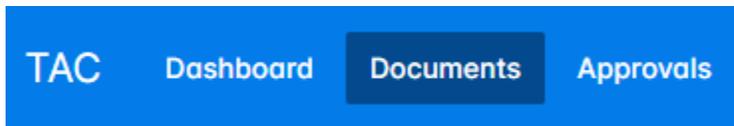
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## 1.1 Log In to EDvera for the First Time

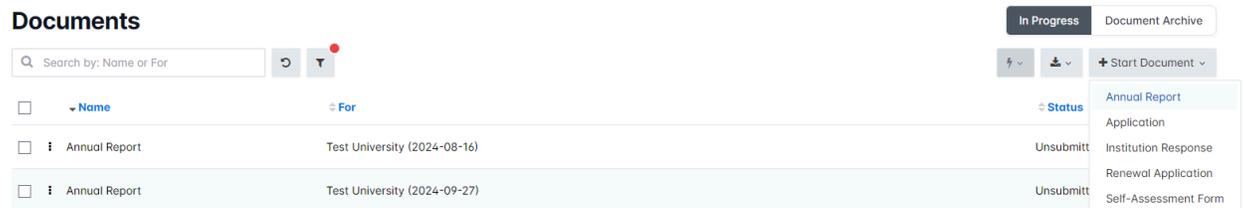
1. Go to <https://tac.edvera.com/>
2. Click “Forgot Your Password?”
3. Complete necessary steps to create your own password.
4. Enter new login information.
5. If there is an error or you do not receive the email to reset your password, please contact a Project Manager at TAC.

## 2.1 Submit Annual Report

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. Open the “+Start Document” drop down menu and select Annual Report.



3. Read the information about the Annual Report (shown below) and click Continue to advance or Cancel.

### Annual Report

The purpose of the Annual Report is to inform Technology Accreditation Canada of any key changes to your accredited program in the past year as they relate to the National Accreditation Criteria, particularly if a change may affect compliance with a national accreditation criterion. Please complete the report and submit it to Technology Accreditation Canada on the anniversary date of your accreditation. Refer to the Annual Report Guide for support.

You are starting a(n) Annual Report for Test University.

**To get started, please click Continue.**

To prevent session timeouts and losing unsaved work, click **Save** often, but at a minimum every 25 minutes. Note, clicking **Save and Proceed** will also prevent a session timeout.



- Fill out the required information for Tab 1. Institution Information in the text boxes. *Please note, "Year" is the year that you are submitting this Annual Report for.*

**Annual Report** Print

Submission Review Comments 0 Status **Unsubmitted** History

1. Institution Information 2. Criteria A: Program Background Information 3. Criteria B: Student Policies 4. Criteria C: Program Policies 5. Criteria D: Program and Course Information  
6. Criteria E: Program Outcomes 7. Criteria F: Faculty 8. Criteria G: Facilities, Resources and Other Student Support 9. Improvement Reporting

**Institution Information**

Educational Institution Name  
Test University

Country  
▼

Address 1  
\_\_\_\_\_

Address 2  
\_\_\_\_\_

City  
\_\_\_\_\_

Province  
▼

Postal Code  
\_\_\_\_\_

Program Name  
\_\_\_\_\_

Options  
\_\_\_\_\_

**Year**  
\_\_\_\_\_

Submitted by (name and title)  
\_\_\_\_\_

Telephone Number  
\_\_\_\_\_

E-mail Address  
\_\_\_\_\_

Save and Exit Save Save and Proceed to Next Section

- Once complete, click Save and Proceed to Next Section at the bottom of the form.

Save and Exit Save Save and Proceed to Next Section

- For Tab 2. Criteria A, review each component and select if there has been a change within the past year, particularly if a change affects compliance of the National



## Annual Report

Submission Review **Comments 0** Status **Unsubmitted** History

No comments have been added.

Rich text editor toolbar with icons for Bold, Italic, Underline, Undo, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Image, Video, and Full Screen. Below the toolbar is a text area with the placeholder "Add your comment here." and a "p" paragraph tag. At the bottom is a file attachment area with the text "To attach a file drag & drop here or click to choose" and a blue "Add comment" button.

12. If the Annual Report has been successfully submitted, you will see the green text box at the top and the Status will be "Initial Review".

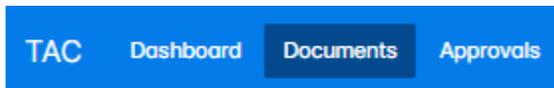
Document has been submitted. ✕

### Annual Report

Submission Review **Comments 0** Status **Initial Review** History Print

## 2.1.1 Edit Annual Report

1. If you have received a notification that the Annual Report has been "Reverted", this means there is something to edit/correct on the Annual Report.
2. Access the Annual Report directly by clicking the link in the email notification, or log in to EDvera and click the Documents tab from the navigation bar at the top of your screen.



3. In the Documents table, look for the Annual Report that has a status of "Reverted" and click on the document to open it.

**Documents** In Progress Document Archive

Search by: Name or For ↻ ⌵ ⚡ ⬇️ + Start Document ⌵

<input type="checkbox"/>	Name	For	Status
<input type="checkbox"/>	Annual Report	gfd (2024-10-22)	Reverted

- Required changes will be listed in the Comments tab. If you require any clarity on the necessary changes, please contact a Project Manager at TAC.

### Annual Report

Submission Review **Comments 0** Status **Reverted** History Actions

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No comments have been added.

**B** *I* U ↺
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📄 🗑️ ▶

Add your comment here.

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📎 To attach a file drag & drop here or click to choose

Add comment

- To make necessary changes, click the Submission Tab and edit any text or option.

### Annual Report

Submission Review **Comments 0** Status **Reverted** History Actions

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1. Institution Information
2. Criteria A: Program Background Information
3. Criteria B: Student Policies
4. Criteria C: Program Policies
5. Criteria D: Program and Course Information

6. Criteria E: Program Outcomes
7. Criteria F: Faculty
8. Criteria G: Facilities, Resources and Other Student Support
9. Improvement Reporting

- Make sure to save the changes by clicking Save or Save and Proceed to Next Section at the bottom of the screen.

Save and Exit

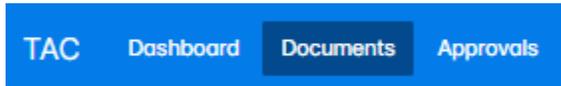
Save

Save and Proceed to Next Section



## 2.2 View Annual Report History

1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. If the Annual Report has been approved, select the Document Archive tab.



3. Click on the Annual Report from the Document table to open it.



4. Click on the History tab to see the dates, users, and milestones of the Annual Report.



## 2.3 Download Annual Report

1. Complete steps 1-3 from section 2.2.
2. Click on the Download button to download the Annual Report as a zip file, or click on the Print button to open the Annual Report as a pdf with working links.

