

Table of Contents

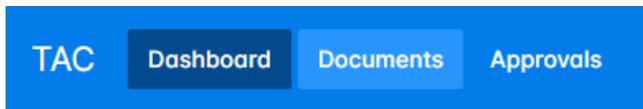
| | |
|---|-----------|
| 1.1 Log In to EDvera for the First Time..... | 2 |
| 2.1 Submit Application..... | 2 |
| 2.1.1 Edit Application..... | 7 |
| 2.2 Filter Document List..... | 8 |
| 2.3 View Application History..... | 9 |
| 2.4 Download Application..... | 10 |

1.1 Log In to EDvera for the First Time

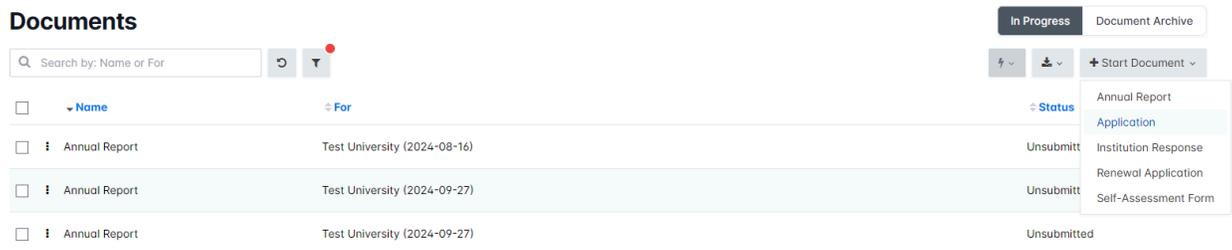
1. Go to <https://tac.edvera.com/>
2. Click “Forgot Your Password?”
3. Complete necessary steps to create your own password.
4. Enter new login information.
5. If there is an error or you do not receive the email to reset your password, please contact a Project Manager at TAC.

2.1 Submit Application

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 Application.



Documents

In Progress | Document Archive

Search by: Name or For

| Name | For | Status |
|---------------|------------------------------|-------------|
| Annual Report | Test University (2024-08-16) | Unsubmit |
| Annual Report | Test University (2024-09-27) | Unsubmit |
| Annual Report | Test University (2024-09-27) | Unsubmitted |

+ Start Document

- Annual Report
- Application**
- Institution Response
- Renewal Application
- Self-Assessment Form

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

Application

Thank you for your interest in TAC National Program Accreditation. TAC is committed to serving your students by collaborating with you to support the delivery of your program, meeting the standards of Canada's engineering technology profession.

As an initial step in our accreditation process, please complete the following application for each program. If you have any questions, please contact Axel O'Young at aoyoung@technologyaccreditation.ca or Elizabeth Rozman at erozman@technologyaccreditation.ca.

We look forward to working together.

You are starting Application for **Test University**.

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.

- When Tab 1. Is highlighted, enter requested information.

Application

[Submission](#) [Review](#) [Comments 0](#) [Status Unsubmitted](#) [History](#)

1. Educational Institution (EI) [2. Program Information](#) [3. Authorization & Declaration](#)

Educational Institution (EI)

Name of Educational Institution

Street Address

City

Province

Postal Code

Phone

Website

- 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

- Click the Program Information button to add a program.

Application

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

1. Educational Institution (EI) 2. Program Information 3. Authorization & Declaration

Program Information

1. As an initial step in our accreditation process, please click the button below to complete the Program Information for each program.

Program Information

- Enter Program Name.

Program Information

Please enter the name of the program.

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.

Cancel Continue

- Fill out program information (do not use any abbreviations).

Program Information

Submission **Child** Comments **0** Status **Unsubmitted** History Parent Document ▾

Program Name

Contact Information

Provide the contact information for the program head.

Job Title

Department

First Name

Last Name

Email

Street

- Once complete, check off the Authorization box and click Submit (**note, this is not the final step in submitting your application**).

Authorization

By checking this box I authorize this application for TAC National Program Accreditation.

I agree

Save and Exit Save **Submit**

- Repeat steps 6-9 to submit an Application for multiple programs at the same time. Please note, you will still be invoiced for each program individually.
- If the Program Information document has been successfully submitted, click the “Parent Submission” tab at the top of your screen and select the Application from the drop down.

Document has been submitted.

Program Information

Submission **Child** Comments **0** Status **Pending Rs Approval** History Parent Document ▾

Program Name

12. Click on Tab 3. Authorization & Declaration.

The screenshot shows the 'Application' page with a navigation bar containing 'Submission', 'Review', 'Comments 0', 'Status: Unsubmitted', 'History', and 'Child Documents'. Below the navigation bar is a tabbed interface with three tabs: '1. Educational Institution (EI)', '2. Program Information', and '3. Authorization & Declaration'. The third tab is currently selected and highlighted in grey.

13. Check off the Authorization box and click Submit.

The screenshot shows the 'Application' page with the 'Authorization & Declaration' tab selected. The 'Authorization' section contains a yellow box with the following text: 'By checking this box I authorize this application for TAC National Program Accreditation and agree to the following;'. Below this are two numbered items: '1. Pay the accreditation fee of \$8,500.00 per program, less applicable discount, plus applicable taxes, according to the published payment schedule.' and '2. Adhere to the accreditation process outlined in the National Accreditation Program Manual for Administrators'. At the bottom of the yellow box is a checkbox labeled 'I agree'. Below the yellow box are three buttons: 'Save and Exit', 'Save', and 'Submit'.

14. If the Application has been successfully submitted, you will see the green text box at the top and the Status will be "Pending Rs Approval", as shown here:

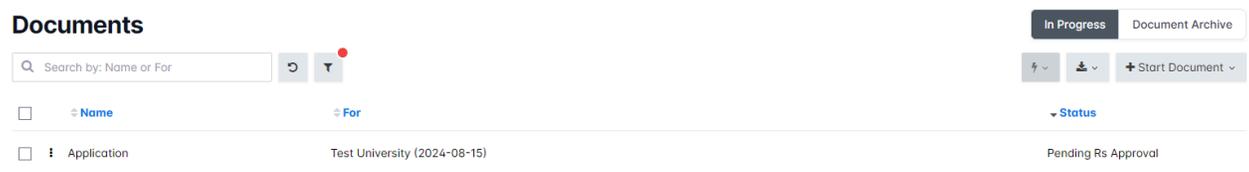
The screenshot shows a green text box at the top of the page with the message 'Document has been submitted.'. Below this is the 'Application' page with a navigation bar containing 'Submission', 'Review', 'Comments 0', 'Status: Pending Rs Approval', 'History', and 'Child Documents'. Below the navigation bar is a tabbed interface with three tabs: '1. Educational Institution (EI)', '2. Program Information', and '3. Authorization & Declaration'. The first tab is currently selected and highlighted in grey.

2.1.1 Edit Application

1. If you have received a notification that the Application has been “Reverted to Institution”, this means there is something to edit/correct on the Application.
2. Access the Application 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 Application that has a status of “Reverted to Institution” and click on the document to open it.



4. Required changes will be listed in the Comments tab in the section shown below:

Application

Submission Review **Comments 0** Status **Reverted To Institution** History Actions Child Documents

No comments have been added.

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

Application

Submission Review Comments 0 Status **Reverted To Institution** History Actions Child Documents

1. Educational Institution (EI) 2. Program Information 3. Authorization & Declaration

6. Re-submit Application by clicking Tab 3. Authorization & Declaration, confirming your name is correctly in the text box, and clicking Re-Submit.

Application

Submission Review Comments 0 Status **Reverted To Institution** History Actions Child Documents

1. Educational Institution (EI) 2. Program Information 3. Authorization & Declaration

Authorization

By checking this box I authorize this application for TAC National Program Accreditation and agree to the following;

1. Pay the accreditation fee of \$8,500.00 per program, less applicable discount, plus applicable taxes, according to the published payment schedule.
2. Adhere to the accreditation process outlined in the [National Accreditation Program Manual for Administrators](#)

Attestation By:

Test User

Save and Exit Save **Re-Submit**

7. If the Application has been successfully re-submitted, you will see the green text box at the top and the Status will go back to “Pending Rs Approval”.

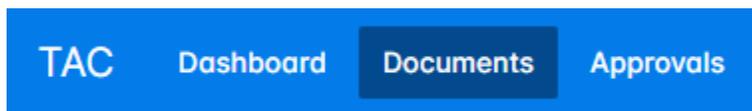
Document has been submitted.

Application Download Print

Submission Review Comments 0 Status **Pending Rs Approval** History Child Documents

2.2 Filter Document List

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



2. Click the Filter Icon

Documents

Search by: Name or For [Filter Icon]

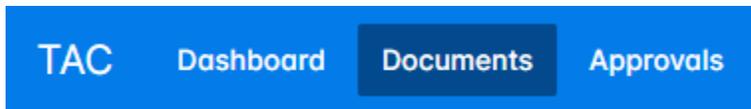
3. Add custom amount of filters on document information using the AddFilter dropdown

4. Add columns to the Document table by transferring available information from Available Columns list to Selected Columns

5. Click Apply Filter

2.3 View Application History

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



- If the Application has been approved, select the Document Archive tab.



- Click on the Application from the Document table to open it.



- Click on the History tab to see the dates, users, and milestones of the Application.

Application

Submission Review Comments **0** Status **Approved** History

2.4 Download Application

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

| Date/Time | By | Event | From | To | Download |
|------------|------------------|---------|---------------------|----------|--|
| 09/27/2023 | Elizabeth Rozman | Approve | Pending Rs Approval | Approved | national_program_accreditation_application_1066837_2023-09-27_09-15-12.zip |