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1.1 Log In to EDvera for the First Time

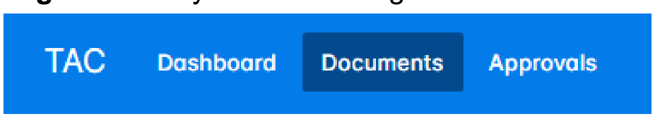
1. Go to https://tac.edvera.com/
2. Click “Forgot Your Password?”
3. Complete necessary steps to create your own password.
4. Enter new login information.
5. If there is an error or you do not receive the email to reset your password, please contact a Project Manager at TAC.

2.1 Review Institution Response

Once the Audit Team has completed the initial draft of the Audit Report, Technology Accreditation Canada (TAC) will send you the document for review to ensure factual accuracy. This draft, referred to as the *Institution Response*, follows the structure of the Self-Assessment Form and contains the same format and questions.

To review the Institution Response:

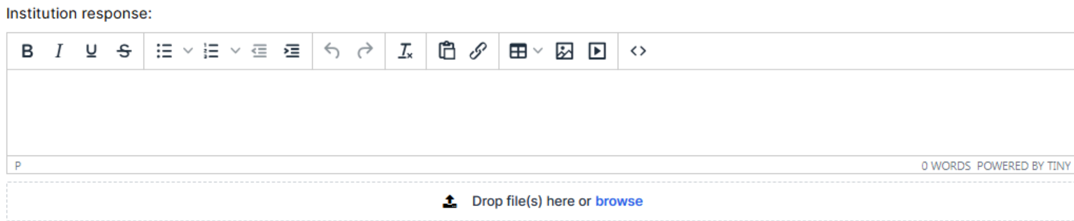
1. **Log in** to the system and navigate to the **Documents** tab in the top navigation bar.



2. Locate and open the **Institution Response** for the relevant program by clicking on the document. (Note: In the future, if there are multiple Institution Response documents, a column will be added for *Program Name* to simplify identification. This update will be made to EDvera soon.)

3. The **Audit Team's comments and feedback** can be found under the program information for each Criteria and Component, titled *Team Report Response*. This section includes:
   - **Rating**: Compliant, Non-Compliant, or Not Applicable
   - **Notes**: General comments
   - **Strengths**: Best practices identified by the team
   - **Weaknesses**: Opportunities for improvement

4. After reviewing the Team Report Response for each component, enter your response or any comments in the *Institution Response* text box located directly below. You may also attach hyperlinks, supporting documents, tables, or other relevant materials here.



Important Note: Comments entered in the Institution Response will be locked into the final Audit Report once the document is submitted. If you have any corrections, questions, or comments for the audit team that you do not wish to be included in the final draft, please contact your Project Manager directly.

5. Use the navigation bar on the left or the **Save & Proceed** button at the bottom of the screen to move through the sections of the report. A response must be provided for every section. If you do not have any comments for a section, please enter "NC" (No Comment) in the text box.

6. To view the overall rating of the program, including the Compliance status (Compliant/Non-Compliant) for each Criterion, scroll down to the bottom of any section to find the **Rating Summary**.

Ratings Summary

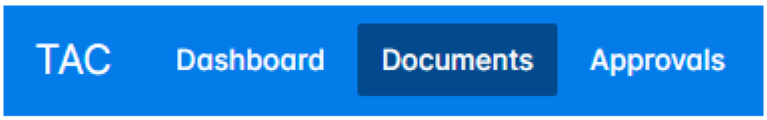
Compliant	31
Non-compliant	0
Not Applicable	0
Total	31

Standard	Compliant	Non-compliant	Not Applicable
Welcome	1		
Criteria A: Program Background	1		
Criteria A: Program Background	1		
Criteria A: Program Background	1		
Criteria A: Program Background	1		
Criteria A: Program Background	1		
Criteria B: Student Policies	1		
Criteria B: Student Policies	1		
Criteria B: Student Policies	1		

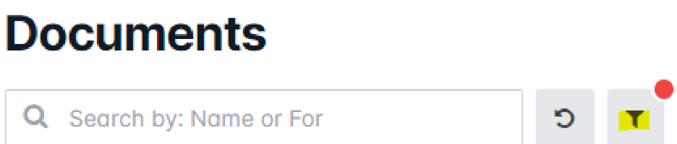
7. After reviewing and completing all sections, click **Submit** at the bottom of the screen to finalize your responses.

2.2 Filter Document List

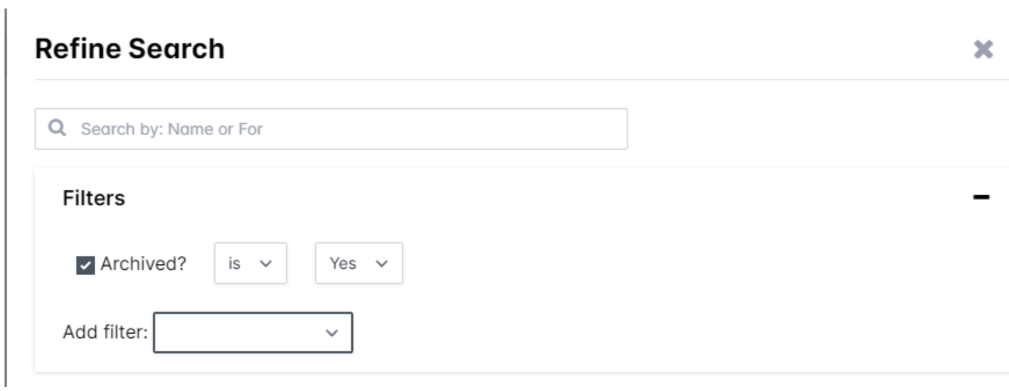
1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



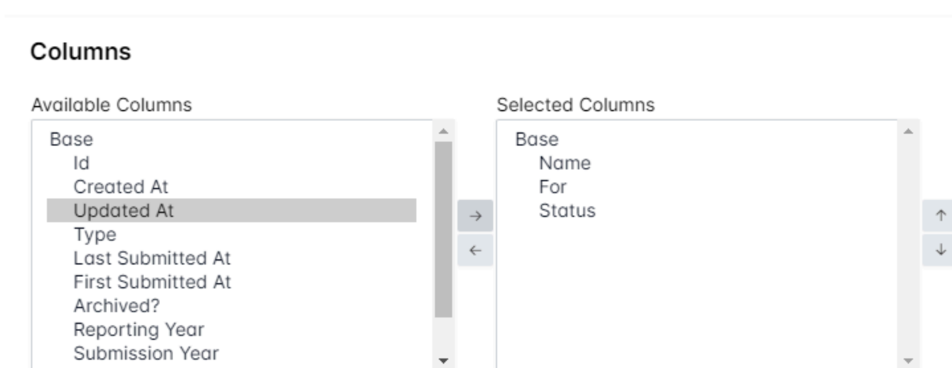
2. Click the Filter Icon



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



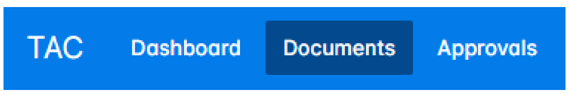
4. Add columns to the Document table by transferring available information from Available Columns list to Selected Columns



5. Click Apply Filter

2.3 View Institution Reponse History

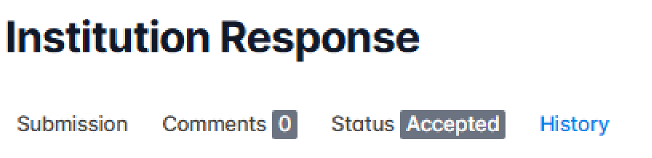
1. After logging in, click the Documents tab from the navigation bar at the top of your screen.



2. If the Institution Response has been approved, select the Document Archive tab.

3. Click on the Institution Response from the Document table to open it.

4. Click on the History tab to see the dates, users, and milestones of the Institution Response.



2.4 Download Institution Response as a .zip or .pdf File

1. Complete steps 1-4 from section 2.3.
2. Click on the Download button to download the Institution Response as a zip file, or click on the Print button to open the Institution Response as a pdf with working links.