



ACCREDITATION PORTAL™

Quick Reference

accportal.org

Accreditation Portal: Login

Email:

Password:

Submit

[Forgot Your Password?](#)

IMPORTANT: The SAIS accreditation process does **not** include the submission of medical, personnel, or student achievement records including, but not limited to criminal background checks, staff credentials, student health records, or standardized testing information. Schools should not include any of the above-mentioned documents, and any samples of school forms provided should be blank or redacted. No documents containing personally identifiable information (PII) or protected health information (PHI) should be loaded into the portal.

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The Dashboard View

The initial screen that you will see after you log in is your Dashboard. You will only see the school(s) to which you have access, either as a Head of School, Accreditation Coordinator, Visiting Team Chair, or Visiting Team Member.


DASHBOARD

SCHOOL & TEAM RESOURCES


CHAIR RESOURCES

SAIS

Logout




Dashboard

 My School


sais sample

Edit	Title	School	Visit Type	Visit Start and End Dates
<div>Edit</div>	SAIS Sample 2023	SAIS, Norcross, GA	Initial Visit	02/05/2024 - 02/07/2024

 Accreditation Chair

Search Schools

Edit	Title	School	Visit Type	Visit Start and End Dates	
<div>Edit</div>	SAIS Sample 2023	SAIS, Norcross, GA	Initial Visit	02/05/2024 - 02/07/2024	(Submitted for Final Review)

 Accreditation Team Member

Search Schools

Edit	Title	School	Visit Type	Visit Start and End Dates
<div>Edit</div>	SAIS Sample 2023	SAIS, Norcross, GA	Initial Visit	02/05/2024 - 02/07/2024

The menu choices in the top are consistent on various page views:

DASHBOARD	REPORT HOME	SCHOOL & TEAM RESOURCES	CHAIR RESOURCES	SAIS
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- **Dashboard:** returns to your Dashboard View (the initial view when you log in to the Portal)
- **Report Home:** returns to your report view (the landing page for the report you are working on – same word is used for visiting team view and school view – this selection appears once you have entered one of the sections by clicking on the Edit button)
- **School & Team Resources:** links to help files
- **Chairs Resources:** links to help files specific for chairs
- **SAIS:** links to the SAIS home page

The School View

Overview of School View

The screenshot shows the SAIS School View interface. At the top, the SAIS logo and 'Manage My Accreditation' link are on the left. On the right, there are buttons for 'Previous Reports' (2) and 'Control Panel' (3). Below this, a blue header bar displays 'SAIS Norcross, GA' and 'Print My Snapshot & Standards' with PDF and HTML options (4). A red bar (1) shows 'Visit Start: 02/05/2024' and 'Visit End: 02/07/2024'. Below the red bar, the 'My Report' section includes a 'Submit Report' button (6) and a 'Head of School' profile (5) for Ms. Lori Spear. A 'School Snapshot' link is at the bottom left.


At the top of the School View are important dates (1), a button to see your standards responses in PDF (4) (the way the visiting team sees them), a button to email your entire team (5), and your button to submit your report (6). Additionally, you can view your previous reports (2) and the head of school and accreditation coordinator have access to the control panel (3). Along the right-hand side of the screen, the head of school, accreditation coordinator, team chair, and team members are listed along with their contact information.

School Snapshot


School Snapshot			
Click here for Section Instructions			
Click here for the Portal Quick Reference Guide. (revised 8/1/23)			
Edit	Item	Last Edit	Status
	Mission	02-28-2022 5:22pm	
	Brief History	04-02-2019 1:56pm	
	Leadership	08-10-2017 2:27pm	
	Self Study	04-05-2019 11:27am	
	Improvement	04-05-2019 11:28am	
	Accreditation Engagement Questions	--	


The School Snapshot is quick information for the visiting team that explains who the school is and provides brief information to acquaint the team with the school. Note: The School Snapshot sections AUTOMATICALLY appear in the Visiting Team's final report!


Click the Open button next to each of the snapshot sections to open the screen where you can write your responses.

 **SAIS**
SCHOOL & ACCREDITING
INSTITUTIONS
SCHOOLS

School Snapshot











































 Previous Reports

 Control Panel


 **Mission**

What is the school's mission statement? How does it inform decision making in the school?

Formats ▾

B *I* U                                          

Standards and Indicators


Standards & Indicators

[Click here for Section Instructions](#)



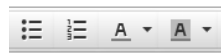

[Click here for the Portal Quick Reference Guide.](#)

Edit	Item	Last Edit	Status
Open	SAIS Standard 1: Mission	02-28-2022 5:12pm	Mark Complete
Open	SAIS Standard 2: Governance & Leadership	02-28-2022 5:25pm	Mark Complete
Open	SAIS Standard 3: Teaching & Learning	02-28-2022 5:40pm	Mark Complete
Open	SAIS Standard 4: Stakeholder Communication & Relationships	04-20-2017 11:23am	Mark Complete
View	SAIS Standard 5: Resources & Support Systems	03-16-2017 3:35pm	Re-Open

Click the Open button next to each of the standards to open the screen where you can write your responses to the indicators (see below).

Elaborating on...

[illegible]

	Bold; Italics; Underline; Strikethrough
	Justifications: Left; Center; Right, Full
	Bulleted List; Numbered List; font color; background color
	Source code; Hyperlink; Tables

IMPORTANT TIP: Copying directly into the Portal from a word processing program usually leaves a lot of stray marks and bad code (especially from Microsoft Word). We strongly recommend either composing your text directly in the portal, or using the copy / “paste as text” – this will strip out your bad code – but it is easier to clean up paragraph breaks than it is to clean up a lot of bad code. Stray codes from pasting directly from Microsoft Word will often cause formatting issues in the final report.

COLLABORATION: One person can edit each section with an “Open” button at a time – so if there are five sections, then five people can work on their sections simultaneously. For each section, if there is someone who already has the section open, the second person to try to open it will get a message indicating who is working on the section.

Documents Relative to Each Standard

The File Library provides the school with an opportunity to upload documents and artifacts that directly support the statements made in their response to standards and indicators.


You can drag files into the appropriate File Library or use the Add Files button. In some browsers, you might be restricted to the use of the Add Files button.

Documents relative to Standard 3:

Use the file library to upload any documents relative to standard 3.

Documents Relative to Standard 3 (right click to open link in new tab)

Related Files: Documents relative to Standard 3

Add Files	Drag & Drop Files Here (Max size 25Mb)	Download Files
File Library		Delete
 2017-01-02-10:29_getting-started.pdf		

The File Library is at the end of each standard.

There is a size limit of 25MB; however, there is not currently a limit to the number of files you can upload. Acceptable file formats are PDF, Word (doc/docx), Excel (xls/xlsx), video files, etc. Certain types of executable files and Google Docs are not permitted.

Please note that very large files will take you a long time to upload – and will take your team a long time to download. If you are working with video (and these files tend to be large, especially if uncompressed), you may wish to upload to a video site such as YouTube or Vimeo and then paste the link in the body of the response box.

A word to the wise: the evidence you provide should be your best evidence and does not need to be exhaustive evidence. Also, while this is a password-protected site, you should be extremely cautious regarding the upload of any sensitive information. You should **not** upload student or personnel information, nor should any confidential financial data be

entered or uploaded. You are always welcome to indicate to the chair where, on campus, files of a confidential or sensitive nature are located for review.

Self-Study Report, Visit Schedule, and Other Files

In the 'Self-Study Report, Visit Schedule, Other Files' section, please **upload your school's Self-Study Report** and any other relevant files for the visiting team. To make it easy for the team to find what they need, be sure to use clear and descriptive file names. The Self-Study Report should be uploaded at least one month prior to the team visit.

Self-Study Report, Visit Schedule, Other Files

[Click here for Section Instructions](#)











[Click here for the Portal Quick Reference Guide.](#)

Upload Files

Add Files

Drag & Drop Files Here (Max size 25Mb)

Download Files

File Library	Delete
 2017-01-02-10:50_directions-to-school.docx	
 2017-01-02-10:50_lodging-information.docx	
 2017-01-02-10:50_schoolreportforgrowth.pdf	
 2017-01-02-10:50_visitschedule.docx	
 2025_08_11-14_46_SAIS Sample 2023 Self-Study Report.pdf	

Marking Complete

Edit	Item	Last Edit	Status
<button>View</button>	SAIS Standard 1: Mission	12-20-2012 11:07am	<button>Re-Open</button>
<button>View</button>	SAIS Standard 2: Governance & Leadership		<button>Re-Open</button>
<button>View</button>	SAIS Standard 3: Teaching & Learning	01-12-2013 2:47pm	<button>Re-Open</button>
<button>Edit</button>	SAIS Standard 4: Stakeholder Communication & Relationships	01-12-2013 2:47pm	<button>Mark Complete</button>
<button>Edit</button>	SAIS Standard 5: Resources & Support Systems	01-12-2013 2:47pm	<button>Mark Complete</button>

In both the School View and the Team View, click the Mark Complete button when you are finished with a section. You can re-open the section for editing. Mark-Complete is an internal tool that you can use as a way to indicate to each other which sections are finished, but you are not required to use it. Many schools and teams have found it to be very helpful.

Submitting Reports

Two weeks prior to the Preliminary Visit, the School Snapshot and the School’s Responses to Standards and Indicators should all be complete. At this point, the school should click the “Submit Report” button. Once you click this button, the team chair is alerted that all of your materials are in their final form.

My Report

Use the button to submit your full report. Note that this will lock your report from edits and the report can only be unlocked by SAIS.

Submit Report

The Team View

School Snapshot and Standards Report

At the top of the Team View and Chair View are the School Snapshot & Standards Report. From this page, you have access to the school’s compiled PDF report.

SAIS Norcross, GA

Print Visiting Team Report

HTML

PDF

Preliminary Visit
08/07/2023

Visit Start:
02/05/2024

Visit End:
02/07/2024

School Snapshot & Standards Report

Head of School

Email Everyone Below

View	Item	Date
PDF	School Snapshot & Standards Report (Compliance)	08-14-2025

Ms. Lori Spear

Executive Vice President

SAIS

Norcross, GA United States

(578) 255-8910

lori@sais.org

Self-Study Report and Other Files

Under the School Snapshot and Standards Report are the Uploaded Support Files. Team Chairs have a section to upload files that are not visible to the school. Under that section is the full list of school documents. Within this list, you will find the School’s Self-Study Report and documents relevant to the team visit.





📁 Uploaded Support Files

Files Uploaded by Chair - not visible to school

Add Files

Drag & Drop Files Here (Max size 25Mb)









Download Files

File Library	Delete
 2017-01-02-11:04_getting-started.pdf	
 2017-01-02-11:04_previsit_confidential_notes.docx	

Download or view all report files

Download Files

Download all evidence files as a compressed, .zip archive.

 2017-01-02-10:50_visitschedule.docx
 2017-01-02-11:04_getting-started.pdf
 2017-01-02-11:04_previsit_confidential_notes.docx
 2017-01-02-11:05_previsit_confidential_notes.docx
 2021_09_19-19_35_SAIS Accreditation Role of the Team.docx
 2025_08_11-14_46_SAIS Sample 2023 Self-Study Report.pdf
 2025_08_11-15_03_2023_SAIS_Portal_Quick_Reference_web 2.pdf
 2025_08_11-15_03_SAIS Accreditation Role of the Chair 2.pdf

Visiting Team Report

Your Visiting Team Report is at the bottom of the page. Once you click Open in any section, there are more instructions available.

Visiting Team Report

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[Click here for Visit Report Instructions](#)

[CLICK HERE FOR THE PORTAL QUICK REFERENCE GUIDE.](#) *(revised 8/30/15)*

Click on the button to the right to submit for final review.

[Submit For Final Review](#)

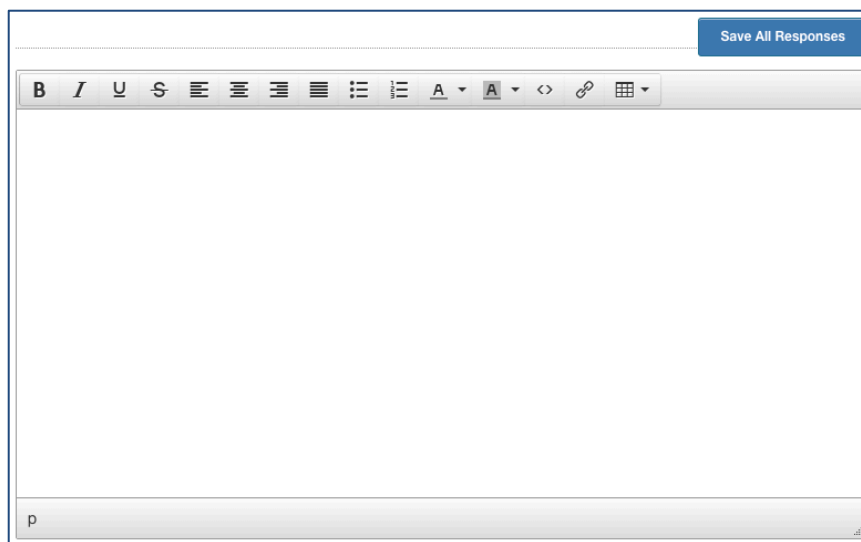
View	Item	Last Edit	Status
Open	Introduction	01-17-2018 3:48pm	Mark Complete
Open	Area 1	08-11-2025 3:30pm	Mark Complete
Open	Area 2	09-09-2016 2:37pm	Mark Complete
Open	Area 3	04-02-2017 10:51pm	Mark Complete
Open	Area 4	--	Mark Complete
Open	Area 5	01-02-2017 10:57am	Mark Complete
Open	Area 6	03-12-2017 6:18pm	Mark Complete
Open	Additional Commendations and Recommendations	03-12-2017 1:48pm	Mark Complete
Open	Summary, Conclusion, and Recommendation	01-17-2018 3:54pm	Mark Complete

CONFIDENTIALITY: *The Visiting Team deliberations and the final report should be treated as confidential. Once the Accreditation Review Committee accepts the Visit Report, the report belongs to the school and the school determines how to share it with its stakeholder community.*





If a school does not have six goals, leave the extra ones blank. They will not print in the final report. On the other hand, if a school has more than six goals, please let us know so we can add additional areas to the Visiting Team Report.

Entering Data

In all sections of the Portal, the text entry screen looks the same and has the same features. Be sure that you are clicking Save All Responses as you are working through each entry. The portal does not auto-save.



Formatting options in the Portal are as follows:

	Bold; Italics; Underline; Strikethrough
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Marking Complete

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View	SAIS Standard 2: Governance & Leadership		Re-Open
View	SAIS Standard 3: Teaching & Learning	01-12-2013 2:47pm	Re-Open
Edit	SAIS Standard 4: Stakeholder Communication & Relationships	01-12-2013 2:47pm	Mark Complete
Edit	SAIS Standard 5: Resources & Support Systems	01-12-2013 2:47pm	Mark Complete

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Submitting Reports

Two weeks prior to the Preliminary Visit, the School Snapshot and the School's Responses to Standards and Indicators should all be complete. At this point, the school should click the "Submit Report" button. Once you click this button, the team chair is alerted that all of your materials are in their final form.

VISITING TEAM: No later than 10 days after the conclusion of the visit (and earlier if all of the sections of your report are finished and the team has had an opportunity to proof for consistency, language, content, etc.) the CHAIR of the team should click the "Submit For Final Review" button. Once you click this button, SAIS office staff members are alerted that your report has been turned in. After this point, SAIS will review the report and follow the procedures outlined in the SAIS Accreditation Guidebook.

Click on the button to the right to submit for final review.

[Submit For Final Review](#)

NOTE: After your report is submitted (either school or visiting team), it is locked for editing. Contact SAIS if you need to edit your report further.