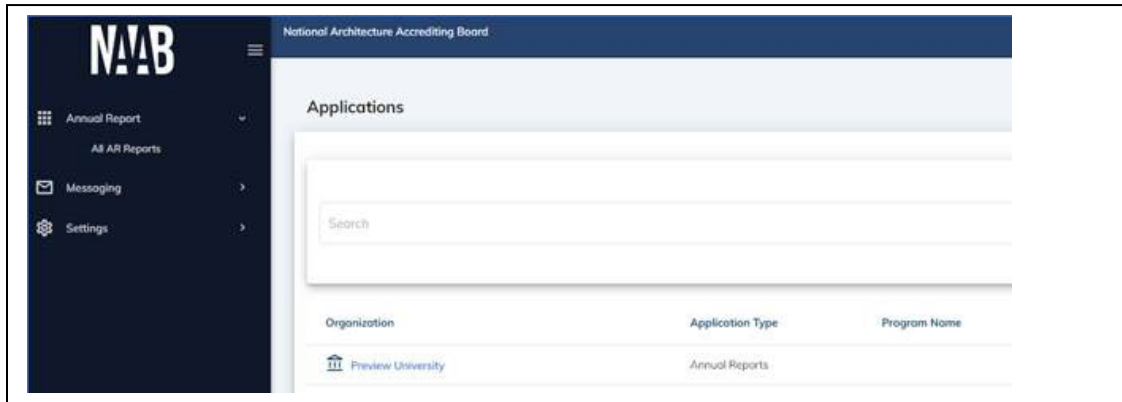


## NAAB Accreditation Management System (AMS): The Annual Report

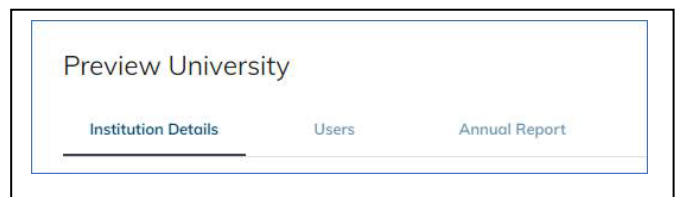
### How to Login to the System:

1. Login to the software: <https://ams.naab.org/login>. Use your email address as your username, then set your password by clicking on “Forgot Password.” There is multi-factor authentication, so you’ll receive a code sent to your email to complete the login.
2. Once you are logged in, click on the name of your institution/program under “Annual Report” to open the template.



### Getting Started:

1. Once you click on the program, the template will appear. At the top of the template are three options: Institution Details, Users, and Annual Report.
  - “Institution Details” is the Annual Report template that you’ll complete.
  - “Users” shows you all users at your institution who have had access to the Annual Report in our previous system.
  - “Annual Report” will provide you with the full template and completion status, so that you can easily navigate between sections and then submit the application. You can also save the template without submitting to complete it over time without losing your work.
2. In the template, some of your program’s profile data is pre-loaded. If it is correct, just leave it as-is. If it needs updating, please enter the updated information by just typing over what’s in the box.



3. In each section, you can save your work at any time by clicking “Save Changes” and resume at a later point without losing your saved work. When the section is complete, click on “Mark Section Complete.”

4. You can also print or download your report at any time by clicking on “Print/Download.”

5. When you have completed each section of the report, you should click “Submit Application.” **Annual Reports are due to be submitted no later than December 15 of each year.**

