



## **NACEP Accreditation Application Secure Upload Site Instructions**

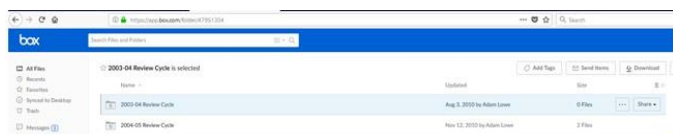
NACEP utilizes **Box**, a web-based secure file storage system to facilitate file sharing with Peer Review Teams, provide security for confidential documents, and storage of digital archives of accreditation reviews. Below are instructions for utilizing the site:

1. **Accept the Invitation.** Follow the link provided by email to accept the invitation as an **Editor** to a folder specifically created for your college's accreditation application. Please only share the invitation link with individuals who you want to have **Editor** access on the system.
2. **Create a free Box.com login.** Alternatively, if your college uses Google Apps or you have a personal Google login, you may first visit <http://www.box.com/> and follow the link to "Sign in with your Google account".
3. **Next time you login,** go directly to <http://www.box.com/> (not the original invitation link). Make sure that you are viewing the **Accreditation Application** folder.

Note that we have already uploaded the default directory structure (see the Electronic Application Requirements). There is a folder for each of the 17 Standards, the Program Description, Paired Syllabi, Paired Assessments, and the Assessment Standard Forms.

Box will "refresh" a file or folder with a newer version if you upload a file or folder with the same name, and thus if you have the same naming structure on your hard drive you can easily copy updated files and folders into Box.

If you wish to delete the default folders in order to upload your own, select the file by clicking on it:



then the trash can button



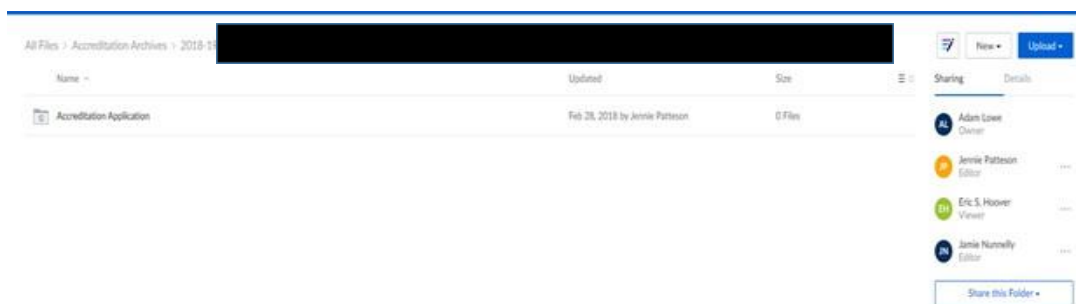
to **Delete.**

4. **To Upload Entire Folders of Documents**, you have three options:
- Box Sync**. This application will allow you to work with the files on your hard drive and can sync the folder on your hard drive with the cloud-based site. It can be downloaded at: <https://app.box.com/settings/sync>. From your browser you will need to mark the folder as one you want Sync'ed on your computer and click on More Actions then Sync.
  - Chrome** users can drag and drop entire folders containing files into their web browser. We recommend that you do this in batches (perhaps a few standards at a time) given the large size of many accreditation applications.
  - Other Internet Browsers** require Java to be installed and unblocked. Click on the **down arrow** next to the **Upload** button and select **Upload Folders**.



A new **Drag and Drop** window appears (depending on your security settings, you may need to enable popup windows for the site). From your local file explorer window, you can drag entire folders to the Drag and Drop window. Click on **Upload** to send the files to the site. Note if there are any errors with particular files, and if so upload those individually.

5. **Invite Additional Members of Your Team** who need access to review the files and/or upload, alter, and delete files. To do so, make sure that you are viewing the **Application** folder. Chose the **Share this Folder** button on the right side of the screen. Enter the email address(es) and chose whether you want to grant **Editor** or **Viewer** access.



6. There is a limitation in the **Preview window** on Box which prevents display of certain PDF files (including the NACEP-supplied coversheets with fill-in forms), as well as any text highlights applied in Acrobat. On **download** from Box they work fine. We will instruct reviewers to download your entire application and view the files on their hard drive rather than use the Preview window.
7. As reviewers will typically download your entire application to their hard drive, **do not use** Box's collaboration features such as **Box Note, Bookmark, or Comment** to convey any information that you expect reviewers to read. You are welcome to use them for your college's internal use.
8. When you have successfully uploaded your complete application and it is ready for review, send an email to [accreditation@nacep.org](mailto:accreditation@nacep.org)
9. If you have any problems, please don't hesitate to contact NACEP at [accreditation@nacep.org](mailto:accreditation@nacep.org). Additional help and information on Box.com's features can be found at: <http://support.box.com/> A video introduction and instructions are available at: <https://www.youtube.com/user/box>