myAccreditation Guide – PRT Access

Logging In

- Visit https://myaccreditation.aacsb.edu
- Login using your myAACSB credentials
- If you’ve forgotten your password, no worries! Just click the “Forgot your password?” link

Accessing your PRT Assignments

- Once in the system, you will find your peer review team assignments. On the main dashboard you will find a list of schools you are scheduled to review and the visit start dates.
- Click dashboard to review the school’s documentation.

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Preparing for the PRT Visit

- On the school’s dashboard, you will find their required uploads and an addendum tab, in the gray bar, which contains any supplemental materials the school has submitted, such as appendices.
- To view historical materials, such as the school’s last PRT Report and previous decision letter, are in the supplemental section of the addendum tab. You can also view the school's scope, comparison groups, and contacts using the tabs on the teal bar.
- The visit tab contains contact information for the peer review team. This is where the visit agenda will be uploaded as a PDF.

Completing the PRT Report

- As part of your review, you will need to submit a peer review team report through myAccreditation. Select the peer review team tab to see the PRT report area.
- The PRT report contains several tabs with text boxes which need to be completed, including a drop-down menu on the recommendations tab. Text boxes can be enlarged for ease of use by dragging on the corner of the box.
- Once the team is ready to share the draft report with the school, select the reporting tab to generate a draft report. Following the school’s review of the report, and all final edits are made, select the reporting tab again to generate and submit the final report to the school, AACSB, and the committee.