



IN PROCESS APPLICATIONS

1. Select the application process from the Application ID selection box
If more than one application process appears, verify the application ID
2. Select the document task from the Task ID selection box
This process only allows one document per upload

(the last displayed on the list is the most recent purchased)



Home > In Process Applications

Online Application Tasks Status

* Select an application id and task id to submit the task or upload EDM

Application Id* -- Select Application -- Tasks* -- Select Task --

Select Application

- 166 - Initial Application AAM
- 171 - New Grant Application AAM
- 172 - Initial Application AAM
- 175 - New Grant Application AAM

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Online Application Tasks Status

* Select an application id and task id to submit the task or upload EDM

Application Id* 175 - New Grant Application AAM Tasks* -- Select Task --

Select Task

Submit Explanation

ONLINE APPLICATION TASK STATUS REPORT

Task Description	Task Type	Task Status
Submit Explanation	EDM	OPEN
Submit Future Plans	EDM	FUTURE
Submit Academic Credit Analysis	EDM	FUTURE
Self Study Narrative	EDM	FUTURE
Update-Submit Catalog	EDM	FUTURE
Update-Submit Faculty and Admin Staff Summary	EDM	FUTURE
Update-Submit Inventory of Equipment	EDM	FUTURE
Update-Submit Program Update Form	EDM	FUTURE

3. A browse field will display
4. Browse your computer for the document aligned with the document title in the Task ID field and click SUBMIT

There are several factors that can impact the success of uploading a document – file size, system security, server constraints. It is highly recommended that institutions attempt to reduce file capacity by removing color and/or saving in lower versions, etc. Please contact ACICS if you receive a “run time” error while uploading any document.

5. Your screen will return to the task screen and the status for the document task you uploaded will show “complete”.
6. Repeat until all document tasks in “open” status have been submitted



INSTRUCTIONS FOR UPLOADING TO EDM

Revised Feb, 2010

Home > EDM

EDM

Application Id: Initial Application AAM | Tasks: Submit State Authorization to Operate

Please upload the files:

NOTE: Tasks in “open” or “assigned” status can accept uploads. Tasks in “future” status require staff involvement and will change to “open” or “assigned” following the required staff review.