

Accessing Exhibits in the Self-Study Report (Institutional Report)

New policy requires all exhibits supporting the Self-Study Report to be uploaded into the AIMS online template. To access the exhibits submitted by the EPP:

1. From the left hand menu of AIMS, select Visit Reports.



2. From the table on the right hand side, click on the blue, underlined date and time next to "Institutional Report". This will download the Self-Study Report.

Call for 3rd Party Comment	
Institutional Report	7/10/2013 3:43:58 PM
Offsite BOE Feedback Report	-
IR Addendum	-
BOE Report - First Draft	-
BOE Report - Staff-edited	-
BOE Report - Second Draft	-
Factual Corrections from Institution	-
BOE Report - Final	-
Rejoinder	-
Chair Response to Rejoinder	-

3. Open the downloaded document in Adobe Reader. (Mac users - You must save the document to your computer and open in Adobe Reader. The default PDF Viewer will not allow you to view the exhibits.)
4. In Adobe, locate the icon on the left hand side of the page that looks like a paperclip. Click on this to open the list of exhibits for the self-study.



5. Click each exhibit to open it in the appropriate program.
6. If you do not have the paperclip icon, from the top menu of Adobe, go to View > Show/Hide > Navigation Panes > Attachments. This will also open the attachments panel.

