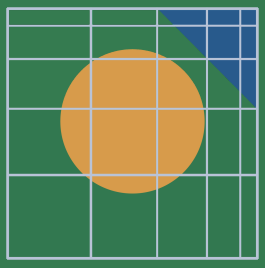
MACTE Accreditation Management Tutorial

TIPS & TRICKS FOR WORKING IN THE PORTAL



Revised October 2026

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01 Accessing the Portal

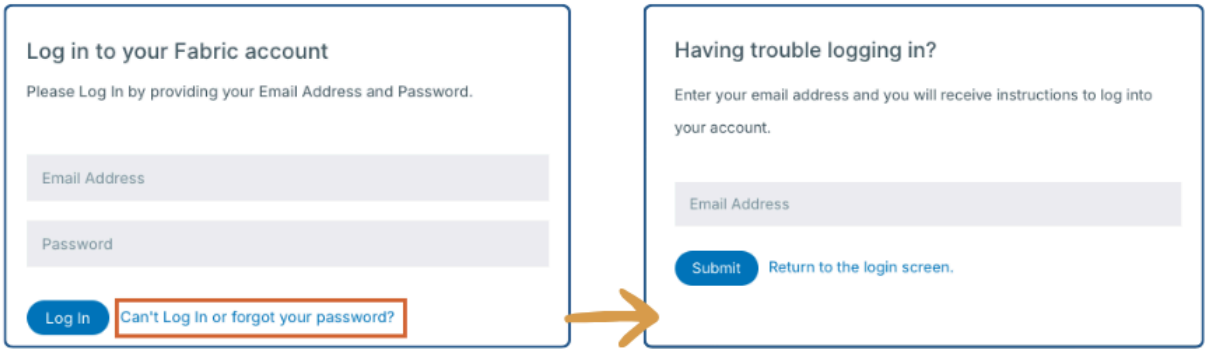
You can access the MACTE Accreditation Management Portal by typing in one of the following web addresses: macte2.armaturecorp.net

02 Logging In and Out

2.1 LOGGING IN

To log into the portal, you will be prompted to enter a username and password. Please use the email address provided in the MACTE Portal Access Email.

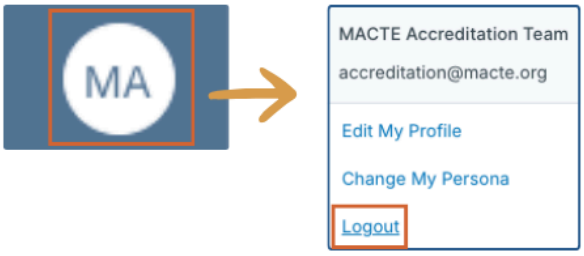
NOTE: If this is your first-time logging into the system, please click 'Can't Log In or forgot your password?' and follow the instructions to set your password.



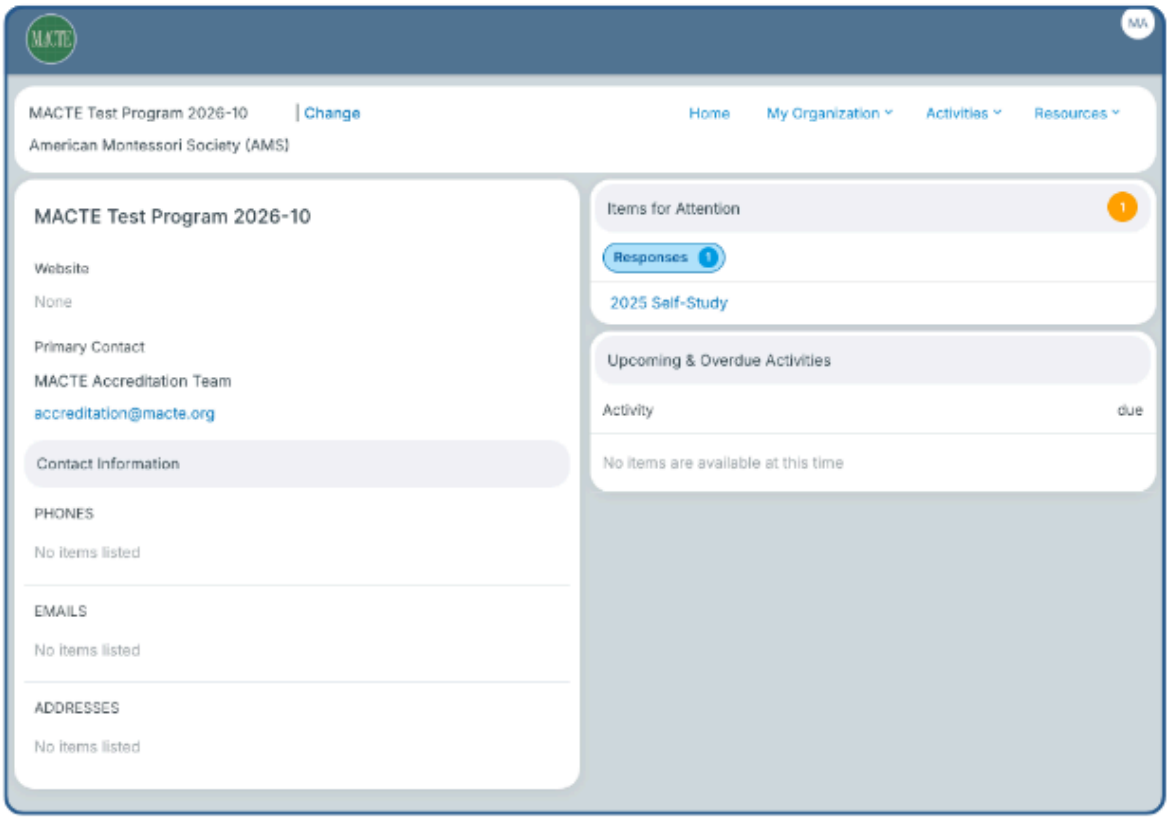
2.2 LOGGING OUT

Click on the initials in the upper right corner and select 'Logout.'

NOTE: If you are inside of a Self-Study or Substantive Change, it must be exited before the initials will appear.



03 Introduction to the Portal Dashboard



3.1 HOME TAB

Program Information: Each program is set up with a single user account. To change the email address associated with portal access or add additional users, email info@macte.org.

Scheduled Items: Submissions in process can be found under 'Items for Attention' on the Home page.

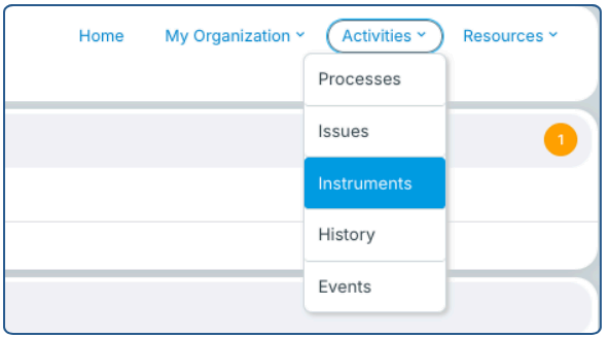
3.2 MY ORGANIZATION TAB

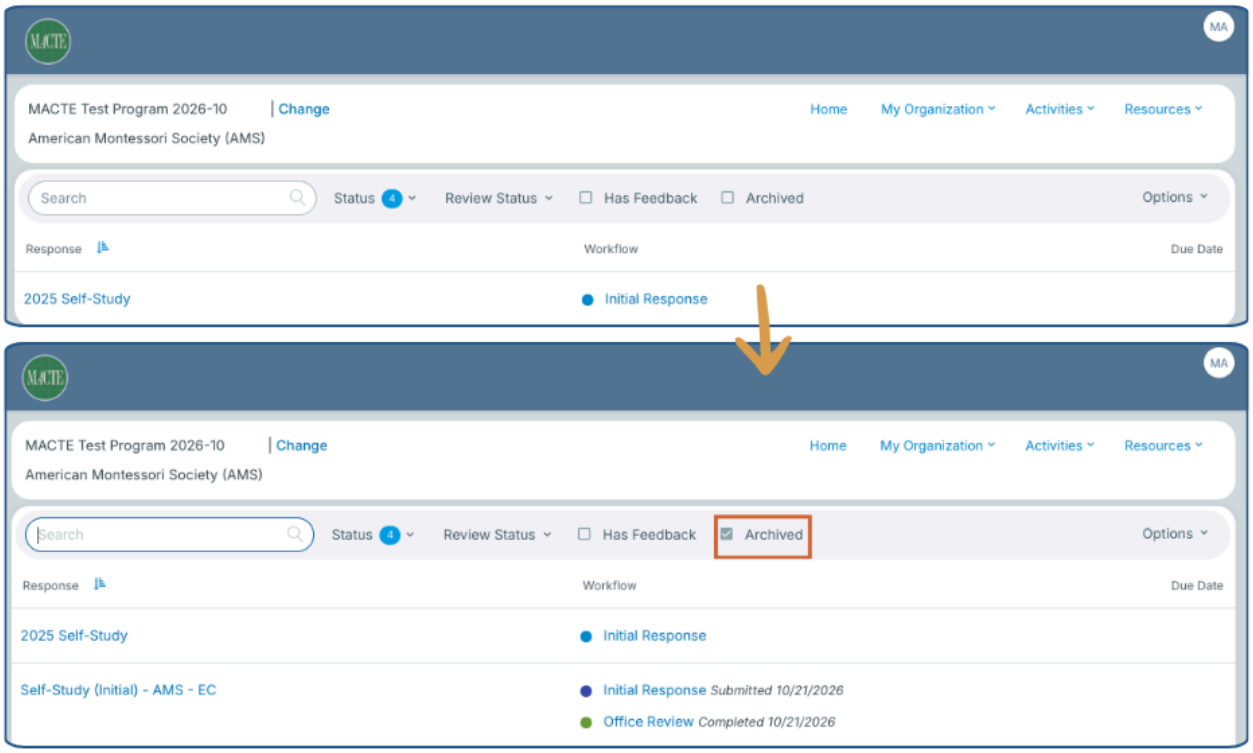
The program's address, phone, and public email address are maintained in a separate database. This information can be updated either by emailed request or in the program's annual report submission. *This tab is informational and can be disregarded.*

3.3 ACTIVITIES TAB

To locate in-process and archived Self-Study and Substantive Change submissions, click 'Activities' and select 'Instruments' from the dropdown menu. Self-Study and Substantive Changes will be listed here.

To view archived instruments, select 'Archived.'





3.4 RESOURCES TAB

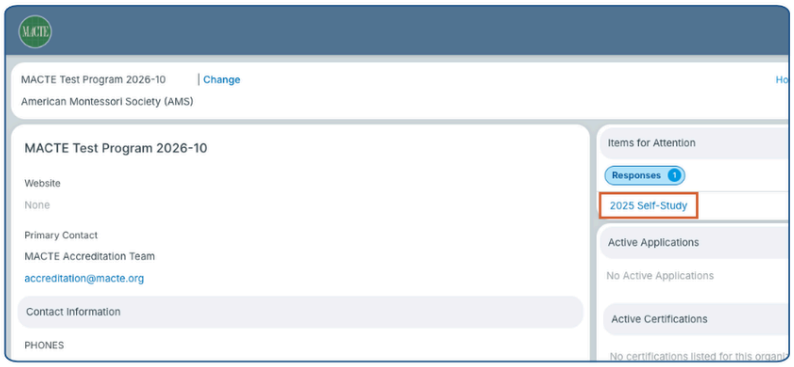
The 'Standards' dropdown option will display the MACTE Quality Principles and Standards. The 'Documents' tab is a space where your program can upload documents you would like to store in the portal.

IMPORTANT: The documents uploaded to this area are not connected to the documents uploaded in a Self-Study or Substantive Change. If you would like to add a document uploaded here to a Self-Study or Substantive Change, it must be downloaded to your computer and then re-uploaded into the Self-Study or Substantive Change.

04 Accessing a Self-Study or Substantive Change

4.1 FROM HOME TAB

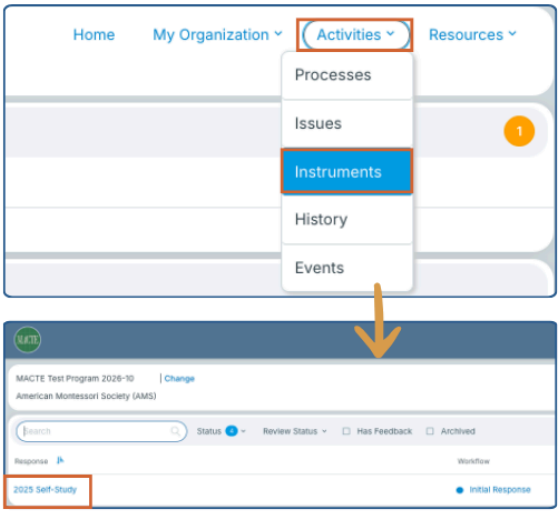
All active Self-Studies, Substantive Changes, and Interim Reports will be listed under 'Items for Attention' and can be accessed by clicking on the name.



4.2 FROM THE ACTIVITIES TAB

1. Click on the 'Activities' tab and select ‘Instruments’ from the dropdown menu to go to the list of all current Self-Studies and Substantive Changes.

2. From the list, select the target Self-Study and Substantive Changes.



05 Navigating a Self-Study or Substantive Change

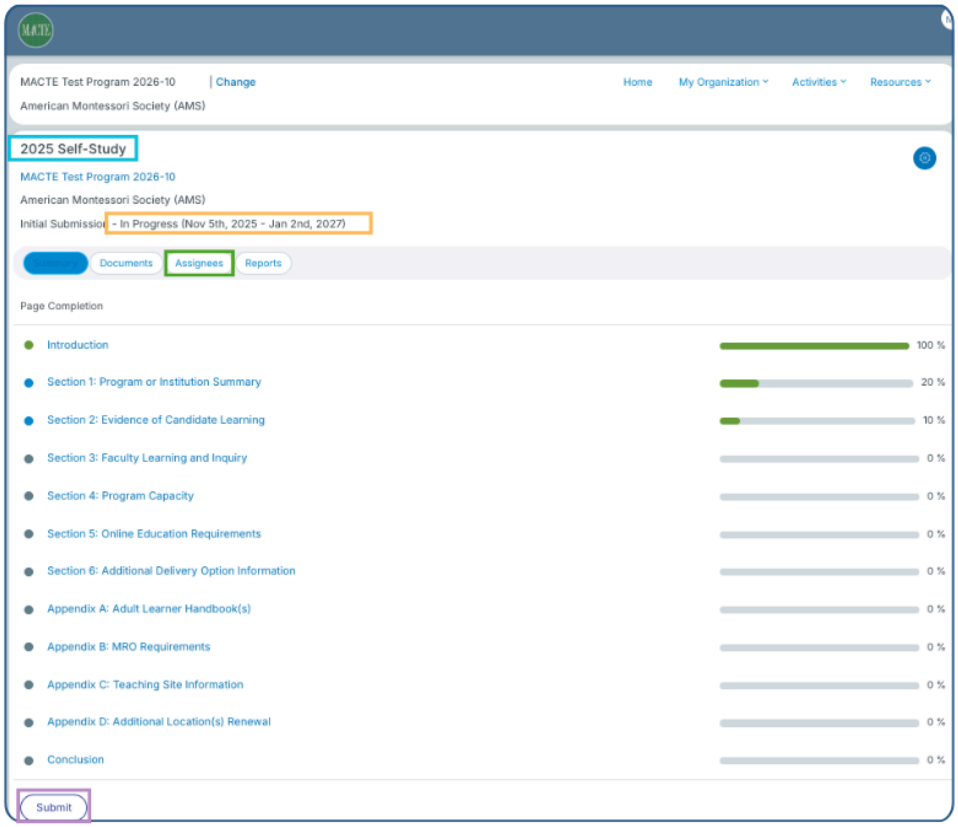
5.1 INSTRUMENT OVERVIEW

Name of Self-Study or Substantive Change

Dates: Start and end of availability to submit. The instrument will become read -only after the 'close' date. To request an extension, please contact the MACTE team.

Assignees: If your MRO has a joint review process with the MACTE office, their users will be listed here

Submit: Once the Self-Study is complete, submit it for review.



5.2 NAVIGATING BETWEEN SECTIONS OF A SELF-STUDY OR SUBSTANTIVE CHANGE

FROM THE INSTRUMENT OVERVIEW SCREEN

You can click between each of the sections as listed on the Instrument Overview above.

FROM INSIDE THE SELF-STUDY OR SUBSTANTIVE CHANGE

On the left side of the Self-Study or Substantive Change, each section is listed. You can click on a section to go to it.

NOTE: Clicking a new section will automatically save any changes made to the current section. There is no need to click 'Save' before going to another section.

AT THE BOTTOM OF THE SELF-STUDY OR SUBSTANTIVE CHANGE

Use the < and > buttons at the bottom of the page to proceed back and forth between sections.

NOTE: Clicking on *Previous* or *Next* will automatically save any changes made to the current section. There is no need to click 'Save' before going to another section.

RETURNING TO THE INSTRUMENT OVERVIEW

To exit the Instrument, click the X at the top right-hand corner. You will return to the instrument overview page.

06 Saving a Self-Study or Substantive Change

Please remember to save your work frequently. The portal has several safeguards to minimize the risk of lost work; however, saving your work frequently is the best way to ensure your work is not lost.

NOTE: If the browser tab remains open to the portal, it will remain logged in – it will not timeout after a period of time.

SAVING OPTIONS:

Clicking on any of the following will save your work:

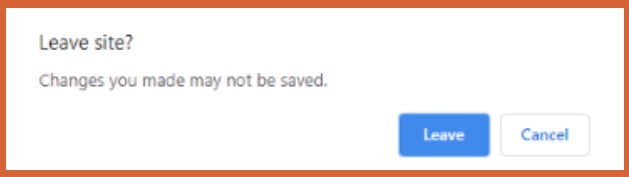
- The 'more' icon at the top of the *Self-Study* or Substantive Change; select 'Save' from the dropdown menu
- Navigating to a different section
- The Previous or Next buttons
- The SAVE button at the bottom of any *Self-Study* or Substantive Change

ACTIONS THAT WILL RESULT IN LOSING YOUR WORK:

Though the browser will not time out, your work will be lost if any of the following actions are completed without saving first:

1. Closing your browser or browser tab
2. Navigating away from the page
3. Restarting or turning off your computer
4. Restarting or turning off your computer

If you try to complete actions 1 or 2 with unsaved changes, a prompt from your browser will appear. Click "Cancel" to return to the portal to save.



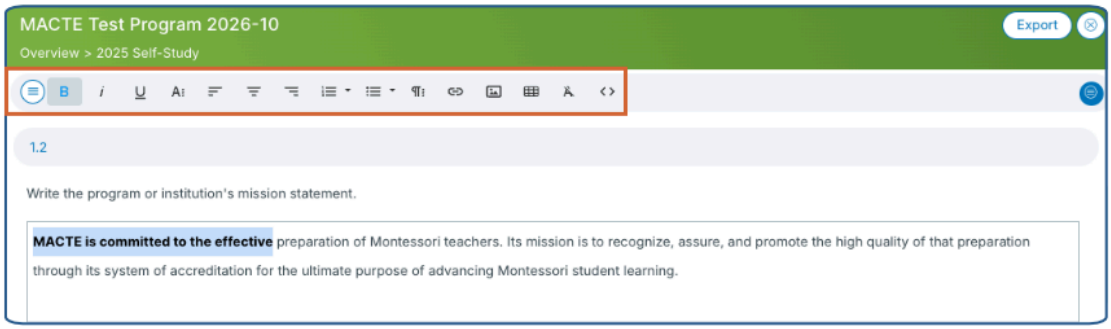
07 Completing a Self-Study or Substantive Change

7.1 QUESTION TYPES

There are several question types that may be used in an instrument. Questions may be asked in the form of a document upload, a table format, radio buttons, checkboxes, or as simple or narrative text. If you have any questions on how to answer a particular question, please contact the MACTE office.

7.2 NARRATIVE TEXT OPTIONS

Formatting options for narrative texts are available in a bar at the top of the instrument. To format (bold, italicize, underline, add bullet points, etc.) the text of a narrative question, highlight the text you would like to format, and select the formatting option from the bar above.



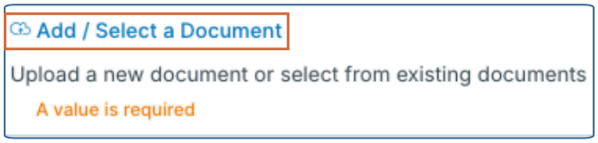
7.3 DOCUMENT QUESTIONS

NAMING A DOCUMENT

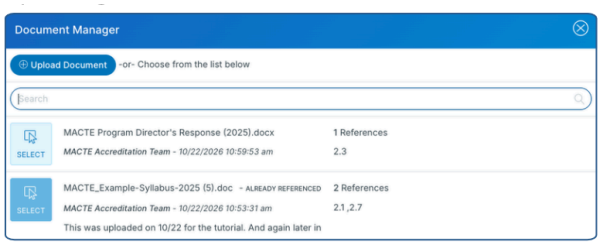
All document names should start with the criteria number (1.8, 1.9, 1.10, etc.) for which it is being uploaded as evidence. Many of the templates provided in the MACTE Document Library are already named with a naming convention such as '2.3_PROGRAM NAME_Evidence-and-Assessments-Summary.xls." Update PROGRAM NAME in any document downloaded from the MACTE Document Library with the program's actual name or abbreviation. **TIP:** During the revision process, program's are asked to replace versions of the same document. Establishing a way to differentiate between versions, with a date or a v.1, v.2 at the end of the file name, can help avoid confusion!

UPLOADING A DOCUMENT

If a criterion asks you to upload a document, click 'Add / Select a Document.'

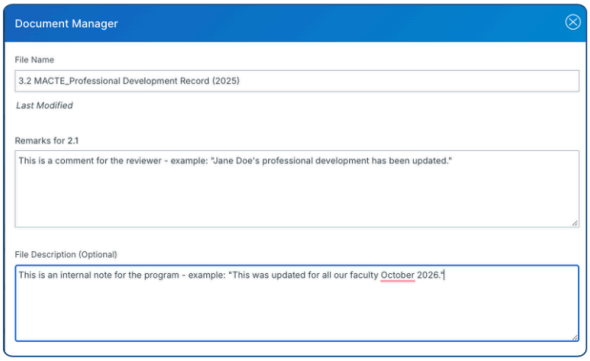


The Document Manager window will open on your screen. At this time, you may either upload a document from your computer or select a document from the Document Library already in the instrument.



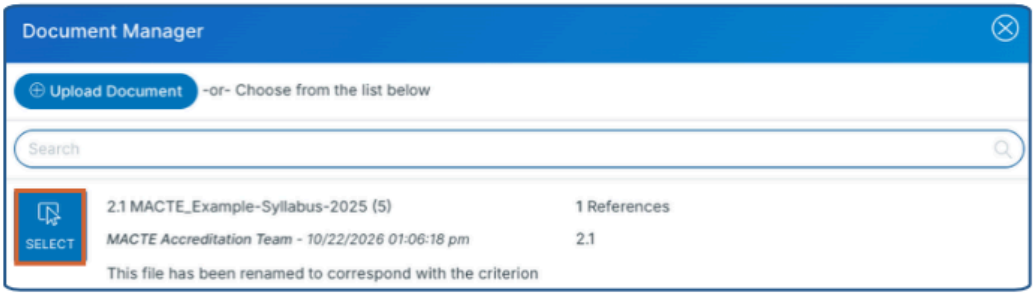
When uploading a document from your computer, in the 'remarks' box, add any information that you would like the reviewers to know about the document. The remark appears under the document name in the Self-Study so that the reviewers can easily see it.

The 'file description' box is for internal information that is helpful for your program regarding the document. This information will not appear in the body of the Self-Study.



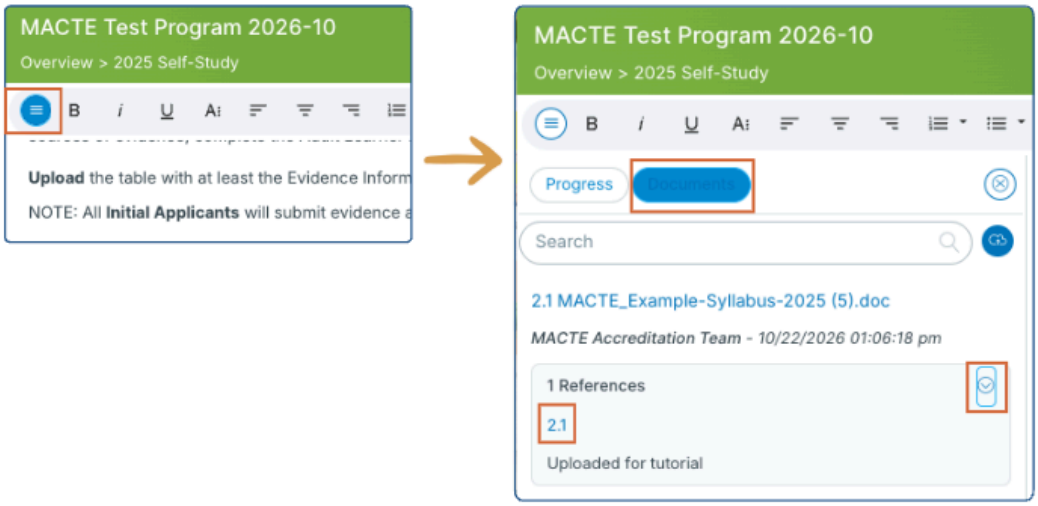
REFERENCING A DOCUMENT

To add a document to a criterion that is already uploaded to the Document Library, click 'Add / Select a Document' and search for the document that was previously uploaded. Click 'Select' next to the document to reference it.



LOCATING WHERE A DOCUMENT IS REFERENCED

Click on the 'more' icon in the upper left corner of the instrument to open the Progress tab. Click on ‘Documents’ and locate the document. Once located, click the > to expand the references tab. You will now see where the document is referenced in the Self-Study.

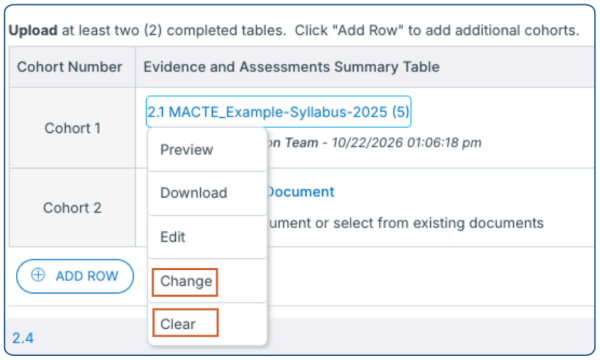


UN-REFERENCING A DOCUMENT

Go to the criterion where the document should be un-referenced.

Click the title of the document. Select ‘Clear’ from the dropdown menu to remove the document from this criterion.

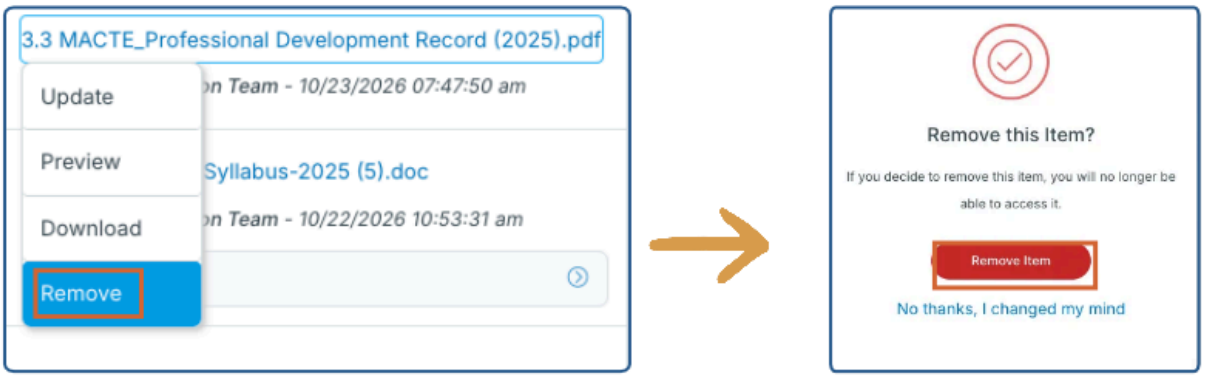
To replace the document with another one in the Document Library, select ‘Change’ from the dropdown menu.



DELETING A DOCUMENT

To delete a document from the Document Library, click on the Documents tab in the Progress menu. Find the document you wish to delete. Click on the title of the document, and then select 'Remove' from the dropdown menu. A pop-up window will open asking for confirmation that you would like to remove this document. Select 'Remove item' to delete it from the Document Library.

IMPORTANT: A document must first be unreferenced everywhere (will show as having '0 References') before it can be deleted. Please see 7.3.4 for instructions on locating which criteria reference a document and 7.3.5 for how to un-reference the document.



IMPORTANT TIP ABOUT REPLACING DOCUMENTS DURING A REVIEW PHASE:

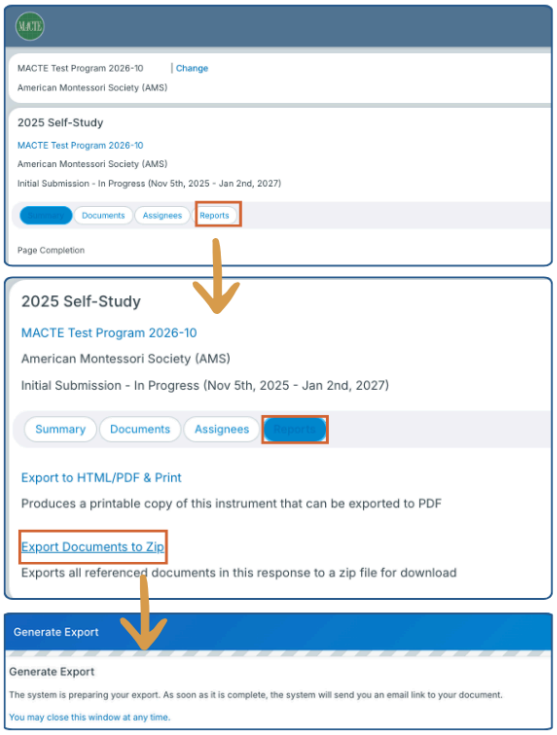
If you are updating and replacing documents as part of a Self-Study or Substantive Change review, first unreference and delete any documents that were revised using the steps outlined in 7.2.4 - 7.2.6 above **BEFORE** uploading/referencing the revised document versions. This ensures the final Self-Study or Substantive Change submission containts the most up-to-date documents.

DOWNLOADING ALL DOCUMENTS

Navigate to the Instrument overview page to download all documents for editing or reviewing offline.

Select the ‘Reports’ tab and then select ‘Export Documents to Zip.’

A pop-up window will open, alerting you that the system is preparing your export. You may navigate out of this window. The system will email you a link to download the documents once this process is complete.



MERGING DOCUMENTS

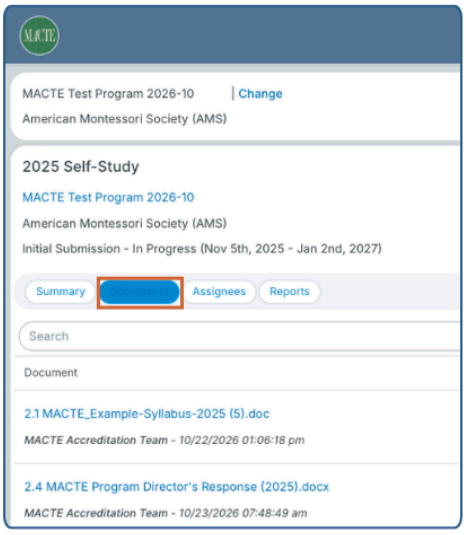
NOTE: Documentation should be merged and uploaded as a single PDF whenever possible.

For a tutorial on merging documents and creating a PDF, please scan the QR code or visit:
Merging Documents & Creating a PDF

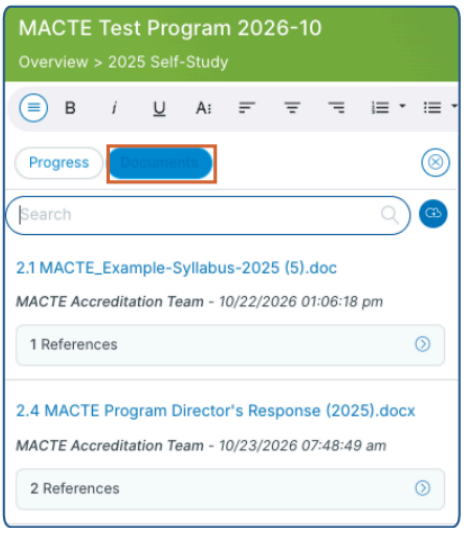
VIEWING ALL DOCUMENTS

There are two options to see all the documents uploaded in an instrument, either from the instrument overview or from inside an instrument, as shown:

FROM THE INSTRUMENT OVERVIEW:



FROM INSIDE THE INSTRUMENT:



VIEWING THE CRITERIA WHERE A DOCUMENT IS REFERENCED

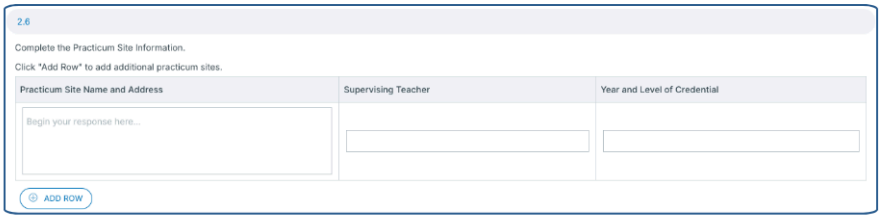
To see all criteria that reference an individual document, click 'References' under the document. Click the criteria to navigate to the page where the document is uploaded.



7.4 TABLE QUESTIONS

For table questions, all fields are required unless noted otherwise.

To add additional rows, click 'Add Row.'



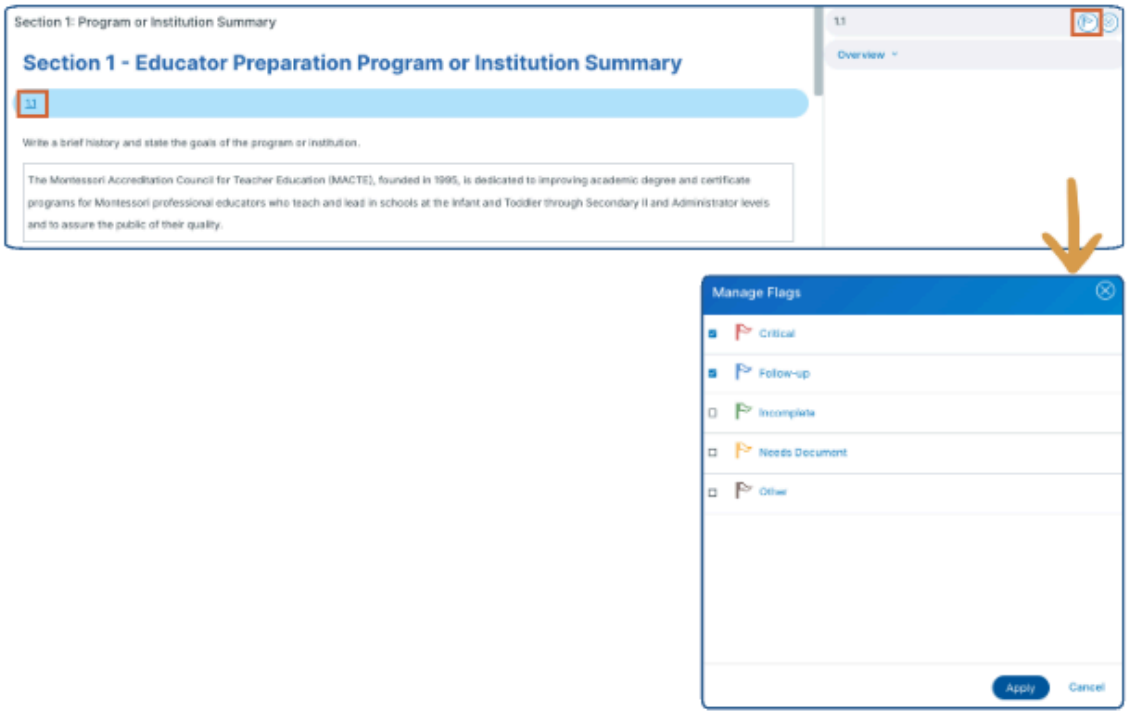
7.5 USING FLAGS

Color-coded flags are intended for efficient and effective collaboration among those writing a program's Self-Study or Substantive Change submission. They are not referenced or used by the MACTE office. There are five flag options:



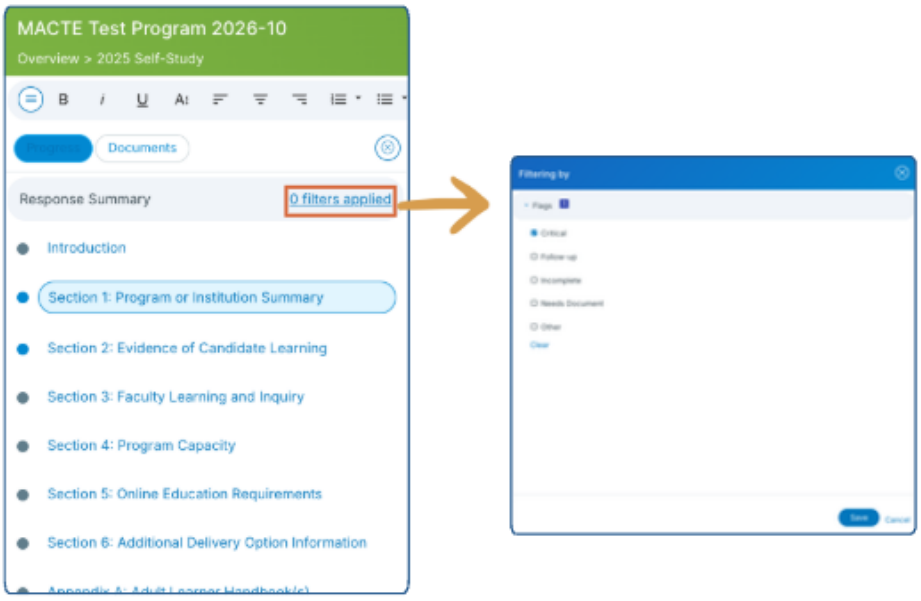
ADDING A FLAG

Any combinations of flag(s) can be added to a criterion by clicking on the number of the criterion and selecting the flags to be added.



FILTERING BY A FLAG

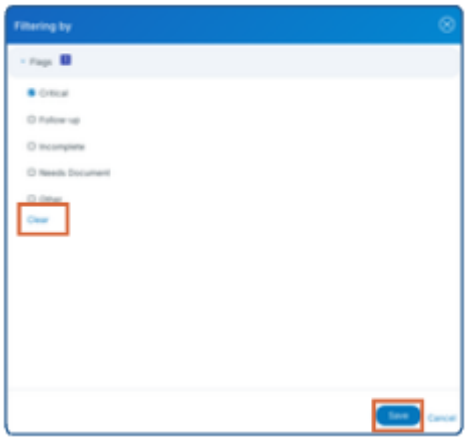
To filter by items that have been flagged, navigate to the Progress menu. Select ‘0 filters applied.’ A pop-up menu will open. Within the pop-up, select the items to filter by. Then select ‘Save’ to apply the filter.



After filtering by flagged items, only the criteria with the selected flag(s) applied will be listed as you navigate through the Self-Study or Substantive Change Instrument.

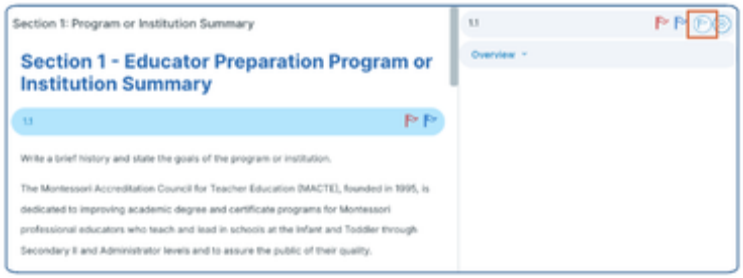
TURNING OFF FILTERING BY A FLAG

Click ‘Clear’ and ‘Save’ and all criterion will be visible again.



REMOVING A FLAG

Click on the criterion that has a flag you want to remove, and follow the steps listed above to add a flag to an item. Uncheck the flags and click ‘Save’ to clear the flags.



7.6 EXPORTING OR PRINTING A SELF-STUDY OR SUBSTANTIVE CHANGE

ACCESSING THE EXPORT FEATURE

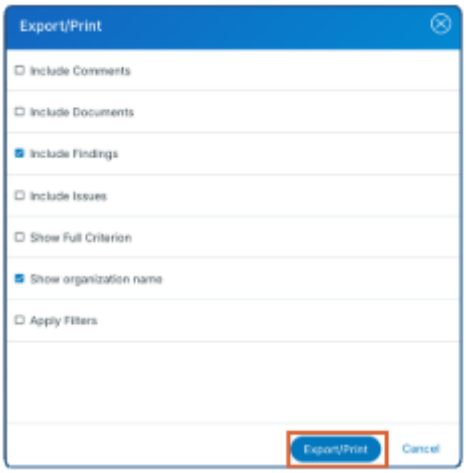
From inside the Self-Study or Substantive Change, click 'Export' in the upper right corner.



OPTIONS FOR EXPORTING

Select the desired options to be include in the export.

Click ‘Export/Print’ to finalize export options and open the export view.



DOWNLOADING/SAVING THE EXPORT AS A PDF

From the export view, click the 'Print' icon in the upper right corner.

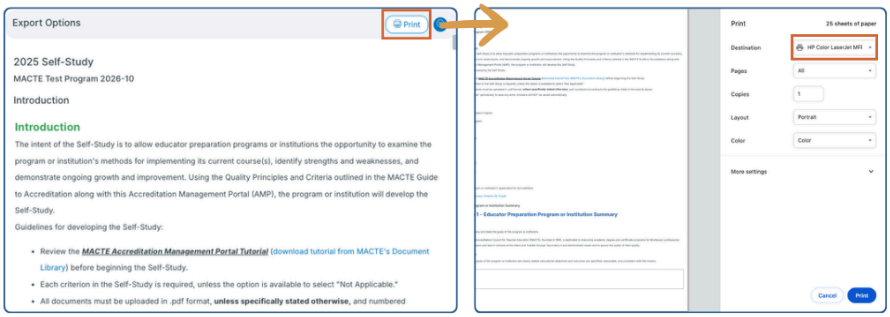
Select ‘Save as PDF’ in the print pop-up window that opens.



PRINTING THE EXPORT

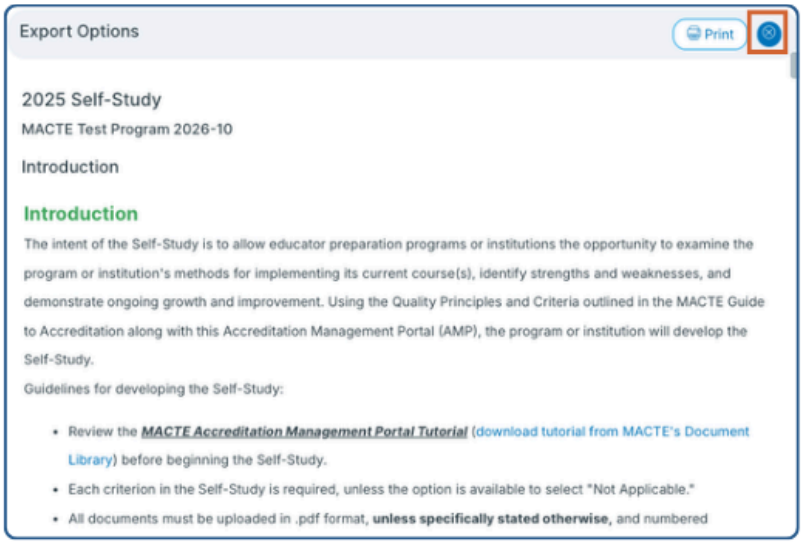
From the export view, click the same ‘Print’ icon.

Select your printer from the drop-down menu and print the document.



EXITING THE EXPORT VIEW

Click the X in the upper right corner to exit the export view and go back to the Instrument Overview.



7.7 SUBMITTING A SELF-STUDY OR SUBSTANTIVE CHANGE

Once the program has finished writing or updating the Self-Study or Substantive Change, navigate to the Instrument Overview page by clicking the X in the top right-hand corner of the Instrument.

Click ‘Submit’ button in the lower left-hand corner of the page.

