AAQEP’s Accreditation Management System in Weave: Navigating Your Program Profile and Annual Update

After logging in, locate your program profile via the drop-down menu in the top right corner next to your institution/organization name.

Click on Program Profile to navigate to your programs and Annual Updates.
The program profile is mostly still under construction, but you will find some basic institutional information at the top of the page followed by tasks to complete for your Annual Update. (If you have separated your self-study into multiple program cases, you’ll find links to each case on your institutional landing page; clicking on a program name will take you to its Annual Update.)
The 2023 Annual Update has **three sections**, each of which must be marked complete (via a “Submit Section” button) before the full update can be submitted to AAQEP:

![Annual Update Sections](image)

**Section 1: Directory Profile**

This section asks you to confirm your program’s profile details for a public directory. This year, the directory is still under development—so nothing is publicly viewable yet, and the information is obviously incomplete. (You will have an opportunity to review your directory details and confirm their accuracy or request corrections before they are published.)

**ACTION:** Please click the Submit Section button as a formality this year.
Section 2: AAQEP Annual Membership Update

This section asks you to report three productivity numbers, which will be used to calculate your AAQEP membership dues next year and to inform aggregate association reporting.

- If you’re writing an Annual Report, you can simply pull these three numbers from the first three Program Performance Indicators in Section 3 of your report.
- If you’re not writing an Annual Report, you can find brief instructions for answering each prompt by clicking on the adjacent question mark.

Please note that these productivity numbers are for the specific program set being reported; if you are submitting more than one Annual Update, AAQEP will tally your productivity numbers separately to inform your dues tier for the coming year.

**ACTION:** ALL primary contacts need to complete these numbers and click the Submit Section button.
Section 3: Annual Report Upload

If you are required to (or choose to) complete the Annual Report, please upload your PDF here.

**ACTION:** Whether you are uploading an Annual Report or not, **ALL** primary contacts need to click the Submit Section button before your Annual Update is considered complete.