

2017-2018  
INSTRUCTIONS FOR UPLOADING ASSURANCES  
TO THE ASSIST PLATFORM

1. Log-in to the AdvancED website
2. Choose ASSIST link
3. Click on Portfolio
4. Click on Assurances
5. **\*NOTE:** 2017-2018 ARCH AND ICSC ASSURANCES HAVE ALREADY BEEN SET-UP FOR EACH SCHOOL.
6. Click on the template name which is in **blue font**
7. Assurances will be listed. Click on "respond" next to the assurance.
8. Click yes, we certify...
9. Enter a comment – text has to be entered in this space in order to proceed. It could be ***"yes, we certify the above assurance"*** or something like that.
10. Add attachment
11. **IMPORTANT NOTE:**  
Please name the document according to how it is named in the Assurances Spreadsheet. For example: ICSC Assurance #22 is for AHERA documentation. Each AHERA document is different and must be named accordingly. If all 6 documents were named only "AHERA" there would be no way to know which document has been uploaded unless it's opened.  
Opening documents for every school is very time intensive so please name them correctly.