

# Digital Platform E-Services Guide for Academic Accreditation and Ranking

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## Digital Platform E-Services Guide for Academic Accreditation and Ranking



# Welcome..

## E-Services Digital Platform Guide for Ranking and Academic Accreditation

The Education and Training Evaluation Commission presents its e-services digital platform guide for academic ranking and accreditation to enhance the effectiveness of its services, meet beneficiaries' requirements and facilitate use of its systems.

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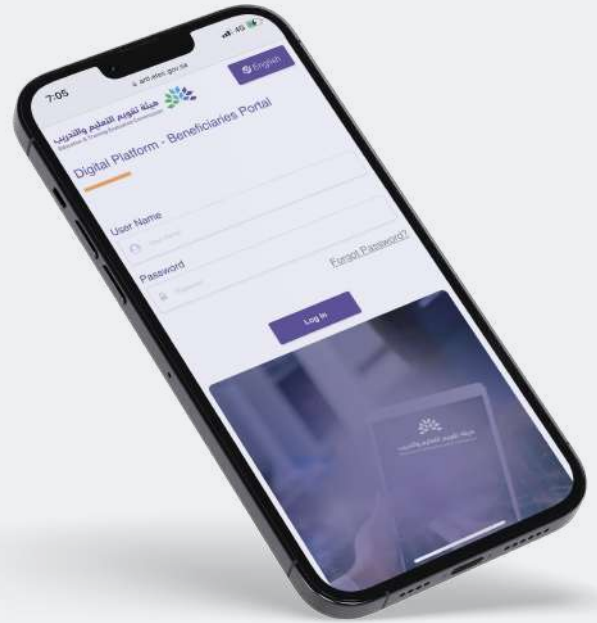
**Ranking**



**Registration  
& Updating**

**Click For Quick Access**

## ◆ Registration and Updating



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# Educational Institution Registration Request

## Service

## Description

E-service to enable educational institutions to request, apply and register for institutional accreditation or ranking.

### Service Delivery Channels

Education and Training Evaluation Commission Website.



#### Completion Period

3 Working Days

#### Availability Period

24/7



### Service Delivery Steps

- 1 Enter the Education and Training Evaluation Commission website, then click on (Products and Services).
- 2 Select (Accreditation Center) then (Digital Platform).
- 3 Select (Request to register an educational institution) and then click on (Service Link).
- 4 Fill in the educational institution data and then click on (Next).
- 5 Fill in the information of the authorized person (president/dean) of the educational institution, then click on (Next).
- 6 Agree to the System Usage Agreement and then click on (Send Request).
- 7 Enter the verification number sent to the mobile number and email, then click on (Send Request).
- 8 After request acceptance, an email will be sent to activate the account and create a password.

**Note:** You can inquire about request status via Status Inquiry Page ([Status Inquiry](#)).

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# Create an Institution Delegate Account

## Service

## Description

E-service to enable educational institutions' authorized person (President/Dean) to create an Authorized Delegate Account for the institution.

### Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**

Instant

**Availability Period**

24/7



### Service Delivery Steps

- 1 Log in of the authorized personnel of the educational institution (chairman/dean) on the digital platform for academic accreditation and ranking using his/her email and password.
- 2 Click on the (View Request) icon at the top of the page and then (Details).
- 3 To create a delegate account, click on the (Here) icon at the top of the page.
- 4 Enter the delegate's data for the organization's account.
- 5 Approve the appointment of the delegate and then click on (Submit).
- 6 To create a delegate account, click on the (Here) icon at the top of the page.
- 7 A notification of creating the delegate account will be sent to the registered email in the delegate's data.

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Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.

# Create an Educational Institution Administrator Account

## Service

### Description

E-service to enable educational institutions' authorized person to create an administrator account.

## Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**

Instant

**Availability Period**

24/7



## Service Delivery Steps

- 1 You will receive a link to activate the account via the email registered by the authorized person Chair/Dean of the educational institution in the special form (creating an authorized delegate for the educational institution account).
- 2 Enter the verification number sent to the mobile number and then change the password.
- 3 Log into educational institution (7)'s authorized account on the digital platform for academic ranking and accreditation using his/her email and password.
- 4 Click on the (View Requests) icon at the top of the page and then (Details).
- 5 To update the institution's data, click on the (Here) icon at the top of the page and then fill in the required data.
- 6 Enter the administrator data and agree to appoint the administrator of the educational institution account, then click on the (Send) icon.
- 7 Enter the verification number sent to the mobile number and then click on the (Send) icon.
- 8 A notification for creating an administrator account will be sent to the email registered in the administrator data

Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.



# Institutional File Update

## Service

### Description

E-service to enable the educational institutions' administrator to update the institutions' file via the institution's account.

## Service Request Requirements

Educational institutions' registration on the digital platform for academic ranking and accreditation.

## Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**

3 Working Days

**Availability Period**

24/7



## Service Delivery Steps

- 1 You will receive a link on the activation form of the account via the educational institution delegate's registered email (create educational institution's administrator account).
- 2 Enter the verification number sent to the mobile, then change the password.
- 3 Log in the Education and Training Evaluation Commission website, then click on (Products and Services).
- 4 Select (Accreditation Center) then (Digital Platform).
- 5 Select (Update Educational Institution File) then click on (Service Link).
- 6 Educational institutions' account administrator signs in using his/her email and password.
- 7 (Educational Institution File Data) Form will appear. Fill out required data, then click on (Next) to move to the next section.
- 8 Agree to conditions, then click on (Send Request).

**Note:** Request will be sent to institutional delegate's account for review and approval.

**Click For Quick Access**



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.

# Approving Educational Institution's File Update

## Service Description

E-service to enable educational institutions' delegate to review and approve the entered data after the institutions' account administrator completes filling out data.

### Service Request Requirements

Update educational institution file.

### Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**

Instant

**Availability Period**

24/7



### Service Delivery Steps

- 1 Educational institution's account delegate logs into the academic ranking and accreditation digital platform using his/her email and password.
- 2 Click on (View Requests) icon at the top of the page, then (Details).
- 3 (Educational Institution Data File) will appear.
- 4 After the educational institution's administrator completes reviewing the entered data form, click on (Here) at the top of the page, then choose (Lock).
- 5 After being approved, click on (Accreditation), If there are any required amendments to the entered data , click on (Requires Amendment), write notes, then click on (Send).
- 6 Enter verification number sent to the delegate's mobile number, then click (Send).

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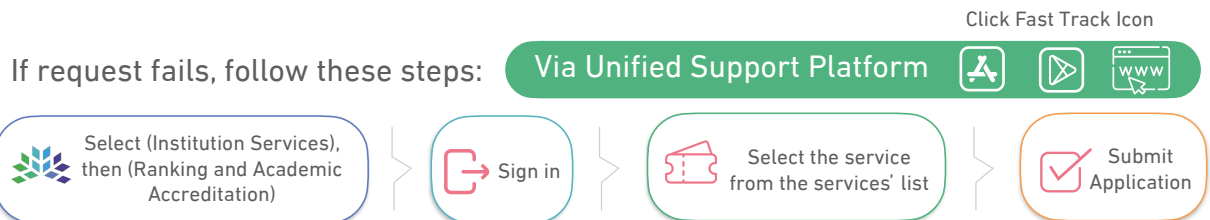


# Approving Educational Institution's File Update

## Service Delivery Steps

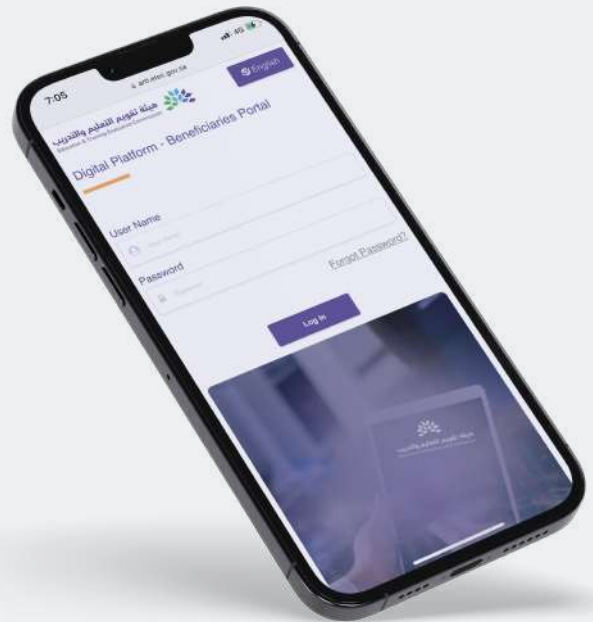
**Note:** If you choose (Requires Amendment), the following will be done:

1. Send an email notification to the educational institution's file administrator with the notes required for modification along with the modify application data link.
2. Institution's file status will become "Requires Modification."



◆ To log in, you can use your data on the academic ranking and accreditation digital platform.

## ◆ Ranking



2.1

Request Ranking  
Data Submission

2.3

Ranking Data Review

2.2

Ranking Data Entry

2.4

Ranking Data Approval

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# Request Ranking Data Submission

## Service Description

E-service to enable Ranking Data Approval Clerk (authorized on the account of the educational institution) to request ranking data submission and create accounts for the Data Entry and Data Auditor Clerks via the Education and Training Evaluation Commission Website.

### Service Request Requirements

Complete registration and update of the educational institution's file.

### Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**  
Instant

**Availability Period**  
24/7



### Service Delivery Steps

- 1 Log into the Saudi Global Ranking website, then click on (Submit Ranking data) at the top of the page.
- 2 Click on (review) below the (submit) icon.
- 3 Educational institutes' delegate logs into institutions' account with his/her email and password.
- 4 Institutions' previously entered data file will appear.
- 5 Fill in required data to create accounts for Data Entry and Data Auditor clerks.
- 6 Fill out authorized personnel form and attach required documents to identify those approved for handling ranking data.
- 7 Accept (Verify Submission Conditions) list, agree, then click (Send Application).
- 8 Upon request acceptance, a notification will be sent to the registered emails on the created account of the Data Entry and Data Auditor clerks.

**Note:** To inquire about request status on the site choose [\(Application Inquiry\)](#).

Click For Quick Access

Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.

# Ranking Data Entry

## Service

## Description

E-service to enable Data Entry Clerk to enter ranking data via the ranking and academic accreditation digital platform.

## Service Delivery Channels

Education and Training Evaluation Commission Website.



### Completion Period

38 Working Days

### Availability Period

24/7



## Service Delivery Steps

- 1 A link will be sent in the (Create Data Entry Account) form to the delegate's registered email to activate the educational institutions' account.
- 2 Enter the verification number sent to the mobile number, then change the password.
- 3 Data Entry Clerk logs into the digital platform for academic accreditation and ranking with his/her email and password.
- 4 Click on (View Requests) icon at the top of the page, then (Details).
- 5 To enter ranking data, click on the (Here) icon at the top of the page.
- 6 A (Ranking Data) form will appear, fill in data and attach required documents, , after filling in all data (international program accreditation) click on (Save Draft).
- 7 To complete ranking data entry, click on the (Here) icon at the top of the page.
- 8 Click on the (Back) icon at the bottom of the page to move between (ranking data levels), after completing filling in all required data, click on (Save Data).
- 9 Accept Agreement, then click on (Send).

## Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.

## Ranking Data Review

### Service

### Description

E-service to enable Data Auditor to review, audit and decide on ranking data via the ranking and academic accreditation digital platform.

### Service Delivery Channels

Education and Training Evaluation Commission Website.



**Completion Period**  
4 Working Days

**Availability Period**  
24/7



### Service Delivery Steps

- 1 A link will be sent in the (Create Data Auditor Account) form to the delegate's registered email to activate the educational institutions' account.
- 2 Enter verification number sent to the mobile number, then change the password.
- 3 Data Auditor Clerk logs into the ranking and academic accreditation digital platform with his/her email and password.
- 4 Click on the (View Requests) icon at the top of the page, then (Details).
- 5 To review ranking data, click on the (here) icon at the top of the page.
- 6 After reviewing the entered data in the (Ranking Data) form, click on (Review Ranking Application).
- 7 If approved, choose (Agree), and if there is a modification to the entered data, choose (Requires Amendment), write notes, then click (Send).

Click For Quick Access



# Ranking Data Review

## Service Delivery Steps

**Note:** If you select (Agree), the following will be done:

- Request will be sent to the delegate on educational institutions' account to approve and decide on ranking data.


If you select (Requires Amendment), the following will be done:

- A notification email will be sent to the Data Entry Clerk with a link and required modifications to the application data.


If request fails, follow these steps:

Via Unified Support Platform


Click Fast Track Icon


Select (Institution Services),  
then (Ranking and Academic  
Accreditation)



Sign in



Select the service  
from the services' list



Submit  
Application

- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.



# Ranking Data Approval



## Service

### Description

E-service to enable the Data Approval Clerk (authorized on the educational institution account) to approve and decide on ranking data.

## Service Delivery Channels

Education and Training Evaluation Commission Website.

	<b>Completion Period</b> 2 Working Days	<b>Availability Period</b> 24/7	
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## Service Delivery Steps

- 1 The authorized delegate logs into educational institutions' account on the academic ranking and accreditation digital platform with his/her email and password.
- 2 Click on the (View Requests) icon at the top of the page, then (Details).
- 3 To approve ranking data, click on the (Here) icon at the top of the page.
- 4 After reviewing the entered data in the (Ranking Data) form, click on (Approve Ranking Data).
- 5 If approved, choose (Agree) and accept Agreement, if there are modifications to the entered data, choose (Requires Amendment), write notes, then click (Send).

### Note:

If you select (Agree), the following will be done:

- Educational institution will not be able to modify ranking data.

If you select (Requires Amendment), the following will be done:

1. Send an email notification to the data entry with the notes required for amendment with a link to amend the application data.
- A notification email will be sent to the Data Entry Clerk with a link and required modifications to the application data.
  - A notification email will be sent to the Data Auditor that includes notes with the required data modifications only.


**Click For Quick Access** 

Click Fast Track Icon


If request fails, follow these steps:

Via Unified Support Platform







Select (Institution Services), then (Ranking and Academic Accreditation)



Sign in



Select the service from the services' list



Submit Application

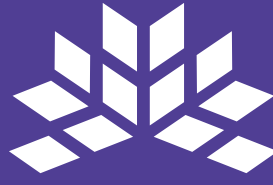
- ◆ To log in, you can use your data on the academic ranking and accreditation digital platform.



## Happy to Serve You..

And receive your inquiries through our official channels and to take care of all beneficiaries.





# هيئة تقويم التعليم والتدريب

Education & Training Evaluation Commission