

# The NECHE Institution Portal

## Uploading a Review Document

The NECHE Institution Portal gives you the ability to upload review documents to Commission staff and the Commission.

You can upload draft versions of documents for staff review. You can also upload your final documents for submission to the Commission.

Below are the steps that you will follow to upload a document through the Portal.

1. Log into the Portal and click Reviews on the top menu bar. This brings you to the Reviews page. Here you will see all reviews from the current semester as well as future semesters.
2. Find the review you are looking for and click the up-arrow symbol to the left of the review type.

Type	Semester/Year
 Interim Report	Fall 2021
 Progress Report	Spring 2022
 Self-Study/Comprehensive Evaluation	Fall 2026

3. You are now on the Review Detail Page. You will see there is a “card” to upload a draft of your report and a “card” to upload the final version of the report.

Institution Report Due: Aug 15, 2021  
Commission Review:

[Manage Documents](#)

Required Actions

**Preparation**

Register for Interim Report Workshop



Mark Complete:

**Report**

Interim Report Draft Upload



**Report**

Interim Report Document Upload



Due: 8/15/2021

4. Click the upload symbol on a card to upload a document. This will open the Upload a Document dialog box. Click "Upload Files" and search for the review document. Then, click Upload.

**Upload a Document**

---

**Action:**  
Interim Report Document Upload

Please upload your interim report as a single, searchable PDF.

 Upload Files Or drop files

**Document(s) Selected:**

---

5. Commission staff will be notified that you submitted a document and will be in touch if needed.