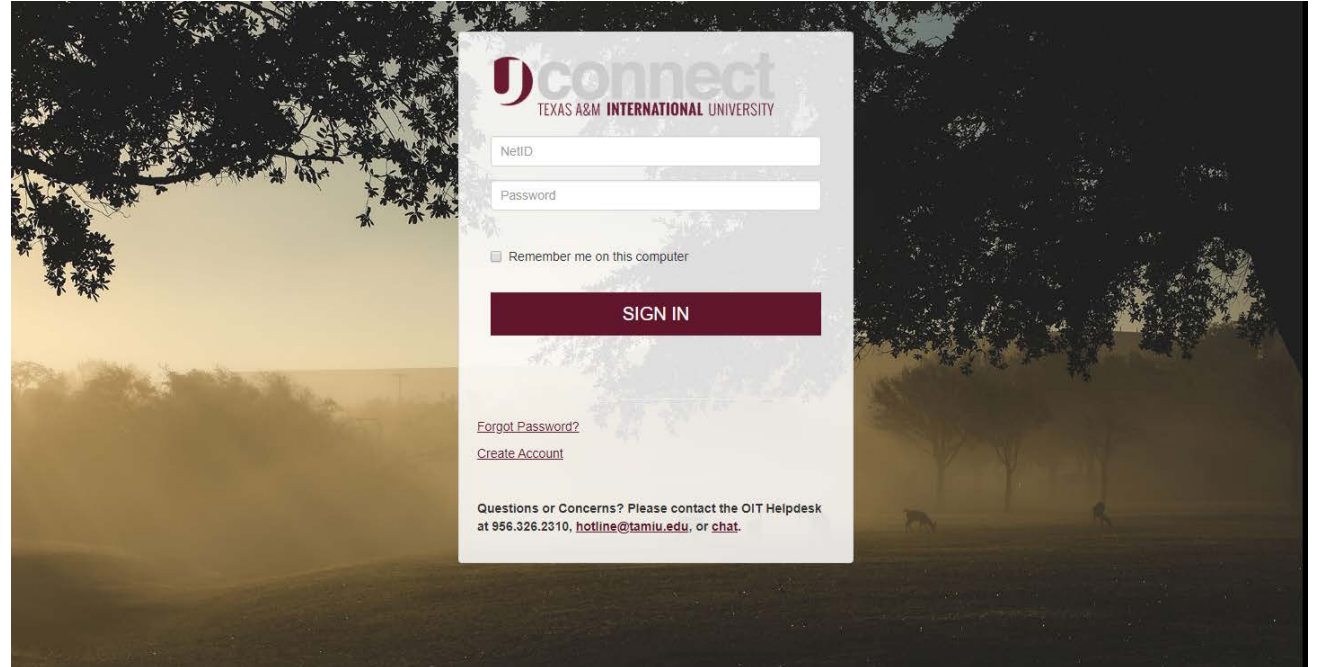# Using AEFIS for Uploading Evidence to Evidence Bank

Karol Batey Assessment Specialist

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Office of Institutional Assessment, Research & Planning

Logging into AEFIS

Website:
Tamiu.aefis.net

Make sure and have
Duo Connect to
login.

AEFIS Homepage

Entering the Evidence Bank

Send the Action Items area away by clicking the arrow.

Click on the AEFIS Main Menu button (three white horizontal lines in the top left corner)
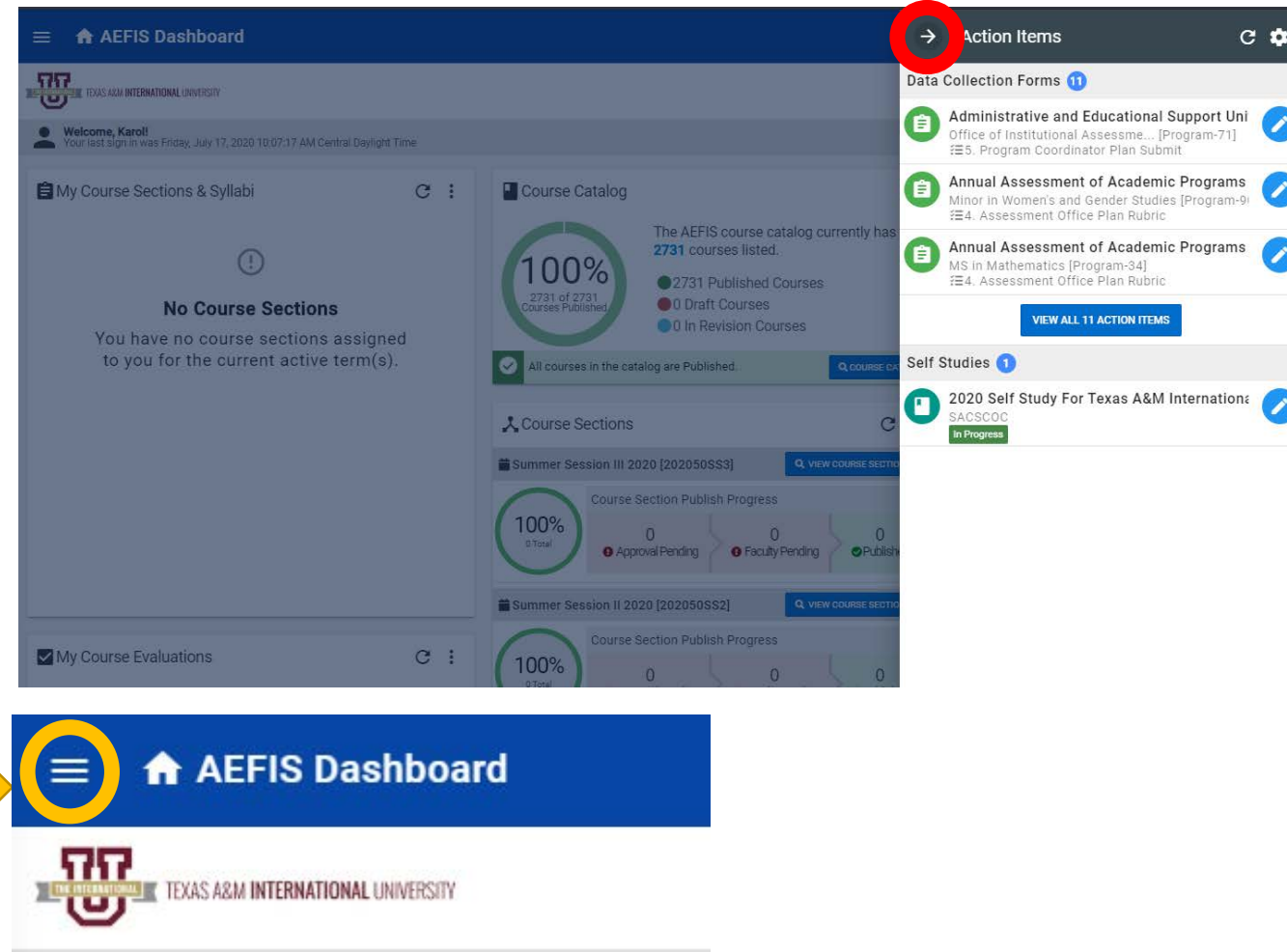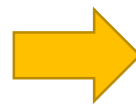
Entering the Evidence Bank

Click on the Area Titled "Evidence Bank"

Adding Evidence

Select blue "+ADD EVIDENCE" button

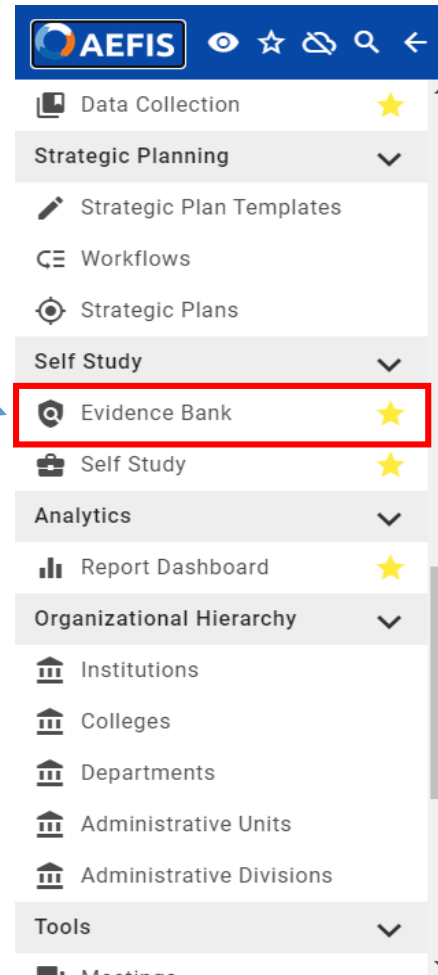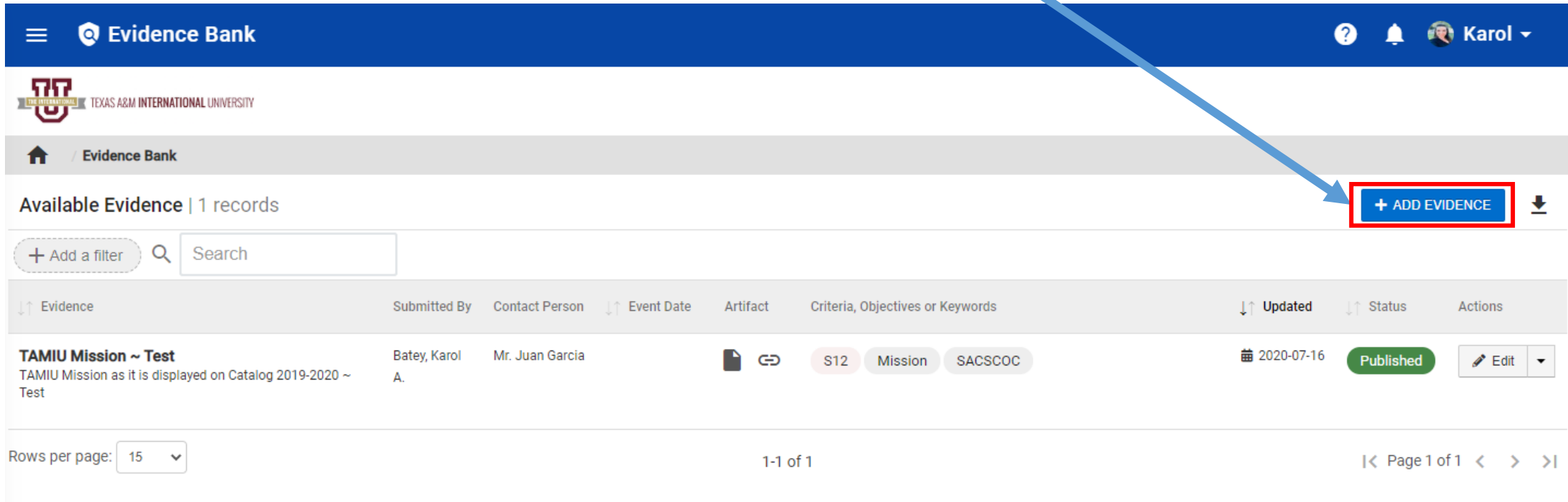# Adding Evidence

A pop-up window will appear. Please fill out the following fields:

- Title of Evidence
- Contact Person
- Description of the Evidence
- Related Item selections:
  - First Dropdown - Select "Add to Accreditor"
  - Second Dropdown – Select "SACSCOC…"
  - Third Dropdown – **MAKE NO SELECTION**
- Click the cloud or drag the attachment to the blue-dash box to add your attachment.

When you're ready to add your evidence you can click the green "Approve" button.

Adding Evidence

You are now done adding your evidence for the SACSCOC 5th Year Report. It will now be accessible to place in your narrative

Please reach out to our office if you need any additional assistance or if you have any questions. We are here to help!

Feel free to visit our website for other helpful information and tutorials: https://www.tamiu.edu/adminis/ie/Accreditation.shtml#fifthyear