

**ASHP Accreditation Services Division:
Electronic pre-survey packet submission**

Step One: Log into your program

Log into Fabric using your email and password at <https://accreditation.ashp.org/>

Contact asd@ashp.org for access/reset to the ASHP Self Service Portal; please include your program code in the communication.



Log into your accredited program account
Please Log In by providing your Email Address and Password.

Email Address

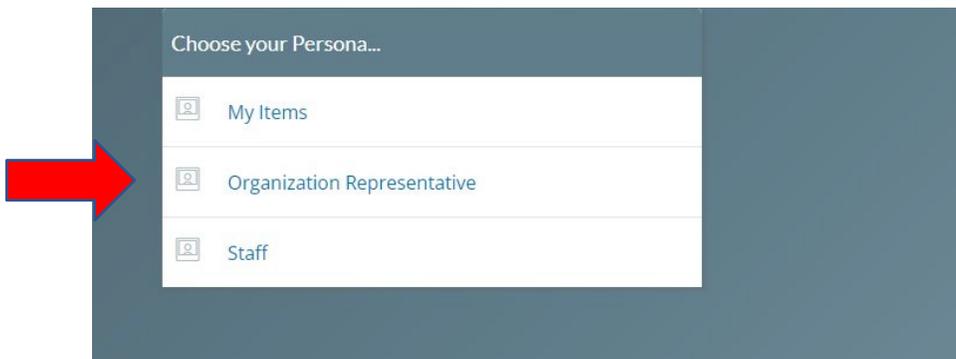
Password

Log In

[Can't Log In or forgot your password?](#)

Step Two: Choose “persona”

Choose the **“Organization Representative”** Persona. (NOTE: A person must be associated as a trusted contact for a program to have access to the dashboard for that program. **Do not upload files under the Persona “My Items” the Accreditation Services Office does not have direct access to this persona.**)

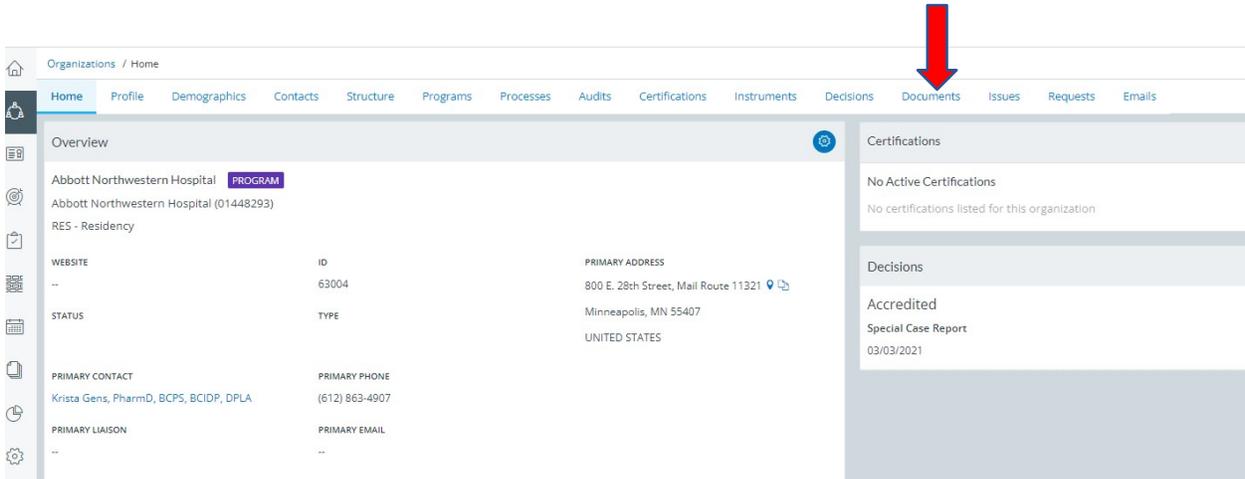


Choose your Persona...

- My Items
- Organization Representative
- Staff

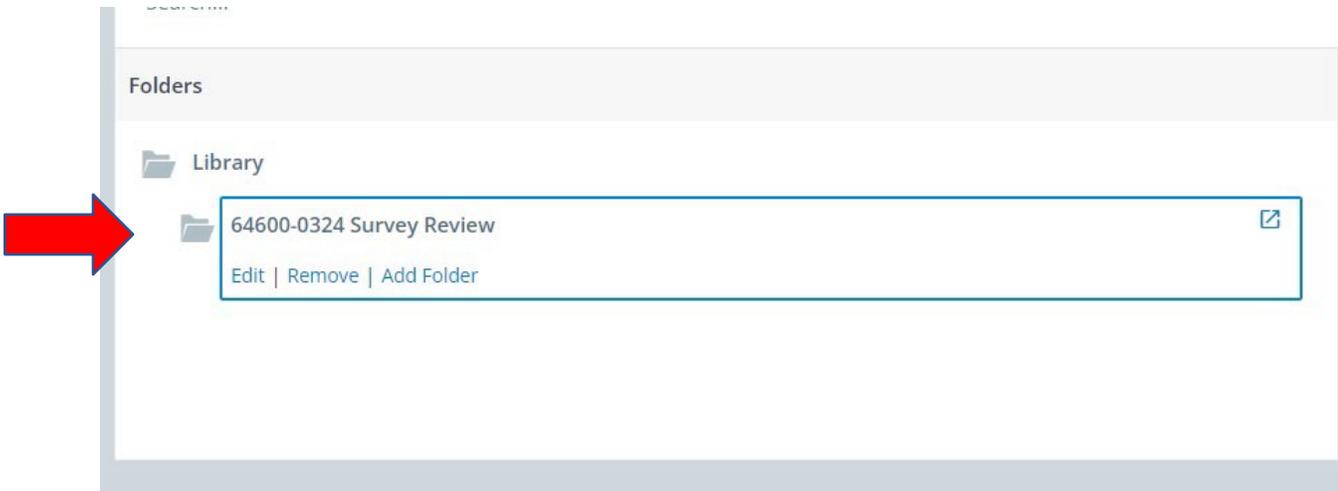
Step Three: Select Program Dashboard

From the program dashboard, click the “Documents” tab at the top of the screen.

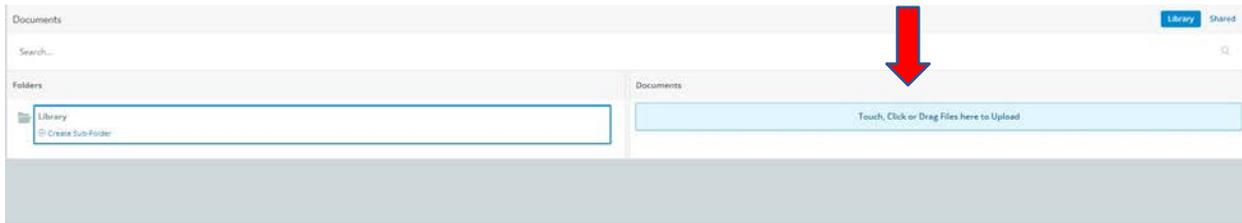


Step Four: Select appropriate folder under library

The folder to select includes your program number and the numerical month and year of the COC meeting, that will review your program. If there is no folder, just upload under the library (see next page)



Step Five: Upload documents



- Select the “Touch, Click, or Drag” bar
- This will open your file explorer
- Select the appropriate **(1) zipped (compressed) file** with the subfolder included:
 - Agenda for the day of site visit (folder)
 - Application for Reaccreditation if applicable (folder)
 - Presurvey Questionnaire-Completed (folder)
 - Standard 1 (folder)
 - Standard 3 (folder)
 - Standard 4 (folder)
 - Standard 6 (folder)
 - Standard 7 (folder)
 - Standard 8 (folder)
 - Standard 9 (folder)
 - Standard 10 (folder)
 - Standard 11 (folder)
 - Standard 12 (folder)
 - Standard 13 (folder)
 - Standard 14 (folder)
 - Standard 15 (folder)

NOTE: Submit **(1) Zipped (compressed) file** with noted subfolders. For any assistance, contact asd@ashp.org or gholloman@ashp.org directly for assistance.

Step Six: Communicate uploading to ASD and lead surveyor

- Send an email to ASD@ashp.org AND your lead surveyor that your presurvey materials have been uploaded to Fabric (see example)
- Subject: “**Your program code**” Presurvey materials uploaded to Fabric
- Message: The presurvey materials for “**Your program code**” have been uploaded to the documents section of Fabric.