

Link to Webpage:

<http://www.laspositascollege.edu/accreditation/2022/evidence2022.php>

Link to Google Sheet:

<https://docs.google.com/spreadsheets/d/19zqmz01iUMX1ZozLGSNsi8aC6IYivrXbBtuN6tG6IMs/edit#gid=0>

How to upload a document to Omni

Scroll to the bottom of the page above. Then click on the “**COPYRIGHT**” symbol.

<http://www.laspositascollege.edu/accreditation/2022/evidence2022.php>



You will then be taken to the omni login screen.

Enter your username and password.



Log in to your account

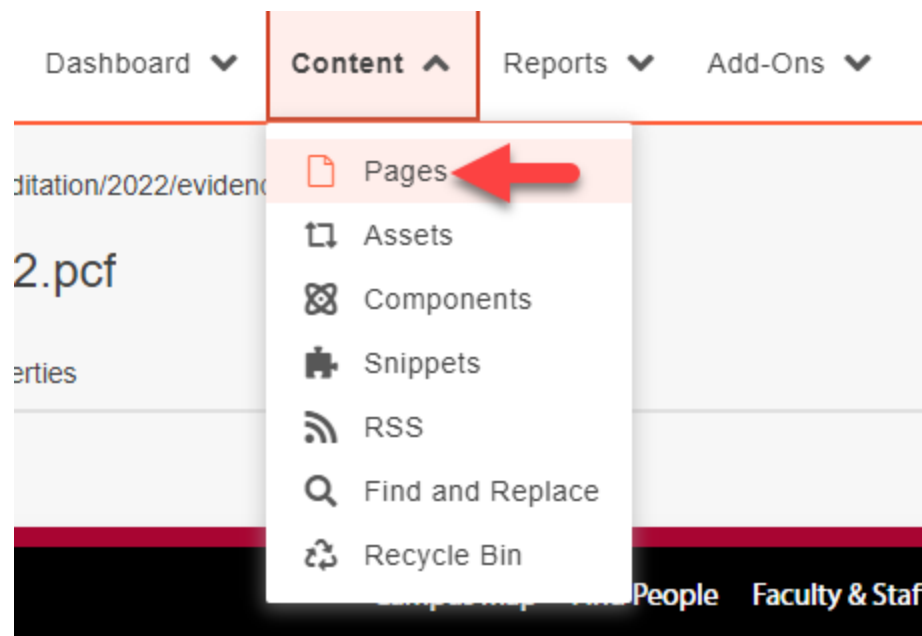
 Username

 Password

LOGIN

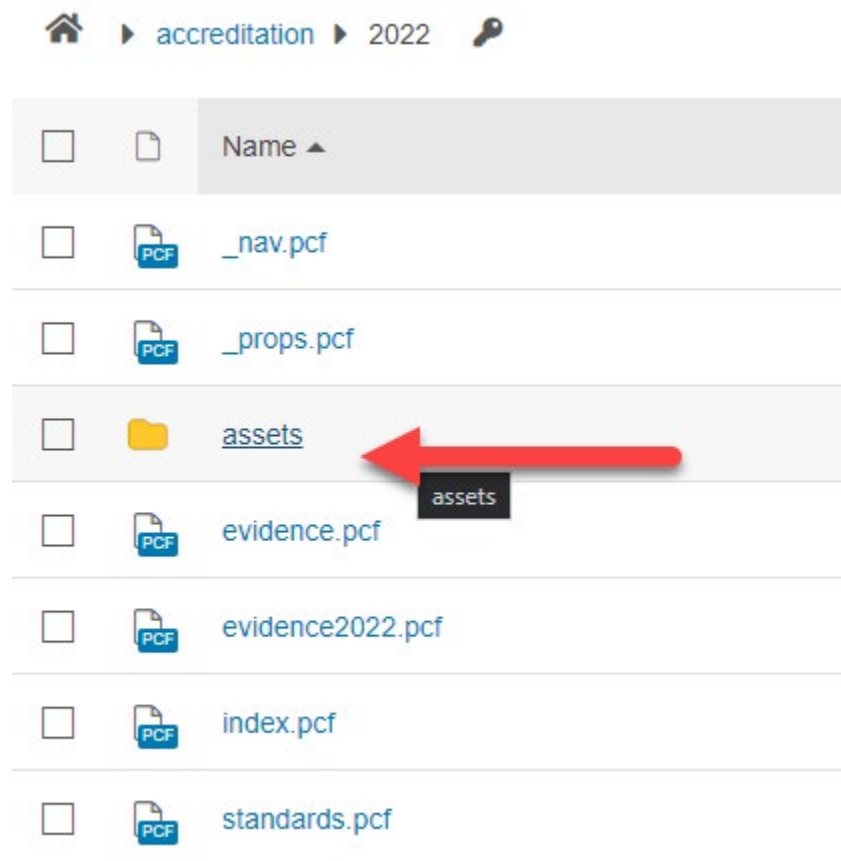
[Reset Password](#)

Select **CONTENT** and the **PAGES** from the top menu.



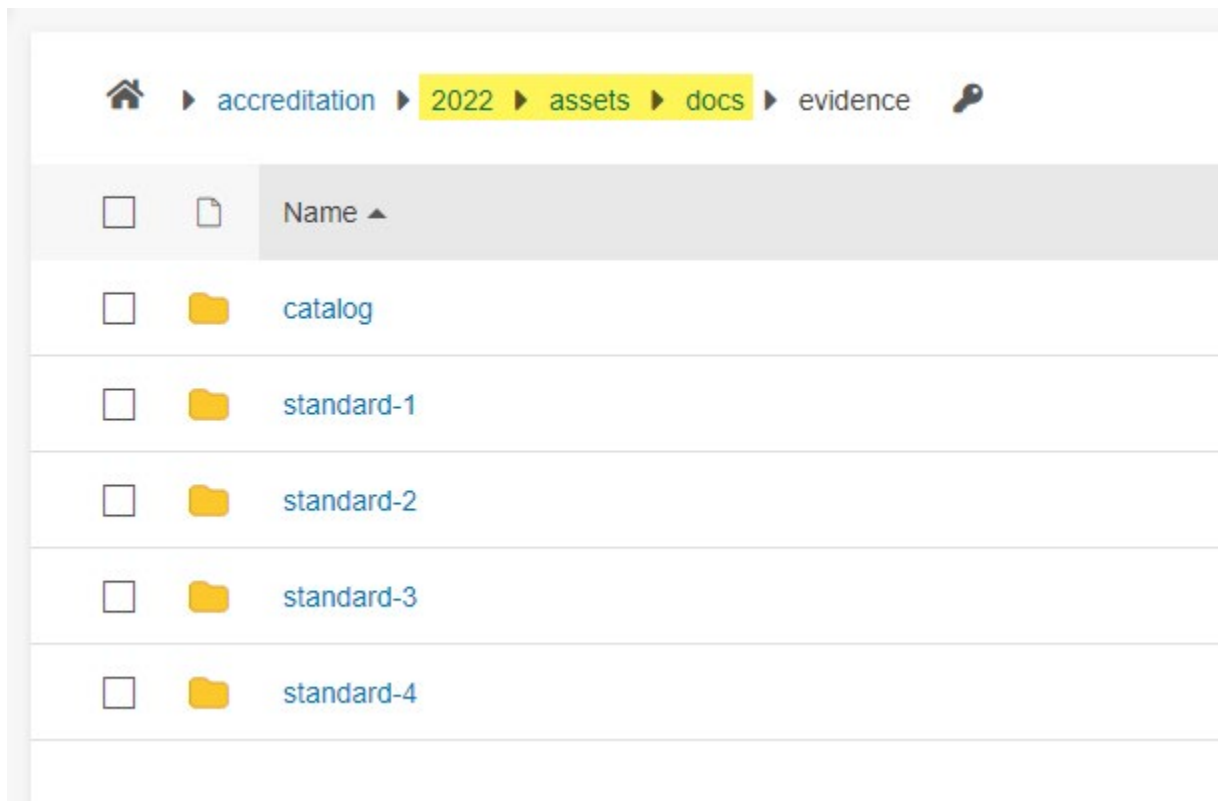
You will be taken to the pages view.

Select the folder titled **assets**.



Then select the **doc** folder and then the **evidence** folder.

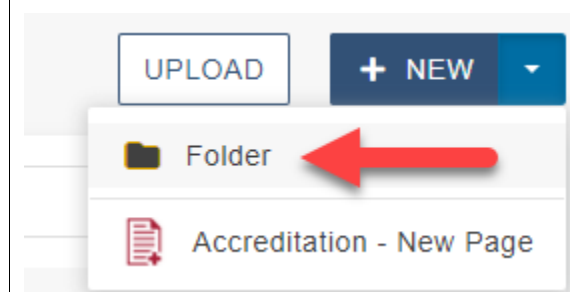
Then select the appropriate standard folder. In this example I am uploading evidence for II.B.1. I would select the standard-2 folder.



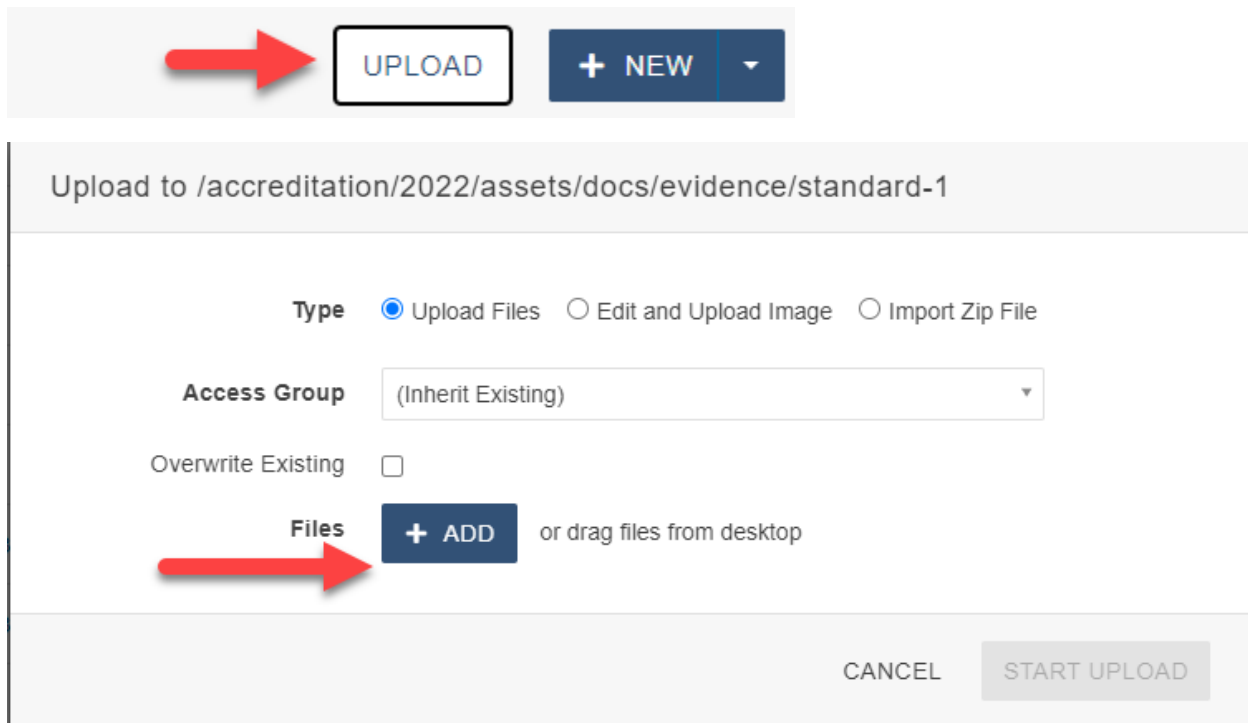
OPTIONAL STEP:

After you select the appropriate standard folder, you may create a new folder to upload your documents.

Create a new folder by clicking on **NEW** and then **Folder**.



Once you are in your desired folder click on the **UPLOAD** button. Then click on the **ADD** button.



Upload to /accreditation/2022/assets/docs/evidence/standard-1

Type ☒ Upload Files ☐ Edit and Upload Image ☐ Import Zip File

Access Group (Inherit Existing)

Overwrite Existing ☐











Files **+ ADD** or drag files from desktop

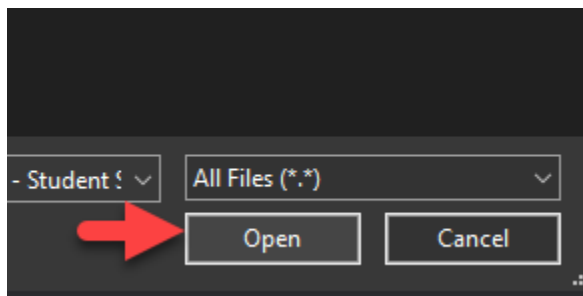
CANCEL START UPLOAD

A new window will pop. Select the desired document you would like to upload.

This PC > Desktop > evidence

older

Name	Date modified	Type	Size
 II.B.1-5a - Library Holdings 2019-20.pdf	8/29/2021 1:44 PM	Adobe Acrobat D...	11 KB
 II.B.1-13a - Surveys - Student Satisfaction...	8/29/2021 1:46 PM	Adobe Acrobat D...	311 KB
 II.B.1-14a - Surveys - Library and Learnin...	8/29/2021 1:46 PM	Adobe Acrobat D...	404 KB
 II.B.2-2a - Reports - EBSCO_DatabaseUsa...	8/26/2021 11:17 AM	Adobe Acrobat D...	141 KB
 II.B.2-2b - Handbooks - Committee Mem...	7/27/2021 5:19 PM	Adobe Acrobat D...	239 KB
 II.B.2-2c - Program Reviews - Library Pro...	8/29/2021 1:46 PM	Adobe Acrobat D...	1,671 KB
 II.B.2-2d - Website Material - Technology ...	7/27/2021 2:26 PM	Adobe Acrobat D...	83 KB
 II.B.2-2e - Program Reviews - Tutoring Ce...	8/29/2021 1:46 PM	Adobe Acrobat D...	983 KB
 II.B.3-12 - Surveys - Student Satisfaction ...	8/29/2021 1:46 PM	Adobe Acrobat D...	311 KB
 II.B.3-13 - Reports - Smart Shop Student ...	8/29/2021 8:44 AM	Adobe Acrobat D...	77 KB



Upload to /accreditation/2022/assets/docs/evidence/standard-1

Type ☒ Upload Files ☐ Edit and Upload Image ☐ Import Zip File

Access Group (Inherit Existing) ▼

Overwrite Existing ☐

Files + ADD or drag files from desktop

Filename	Size	Status
II.B.1-5a - Library Holdings 2019-20.pdf	10.8K	...
II.B.1-13a - Surveys - Student Satisfaction Su...	310K	Filename has bad characters
II.B.1-14a - Surveys - Library and Learning S...	404K	Filename has bad character
II.B.2-2a - Reports - EBSCO Database User...	141K	...

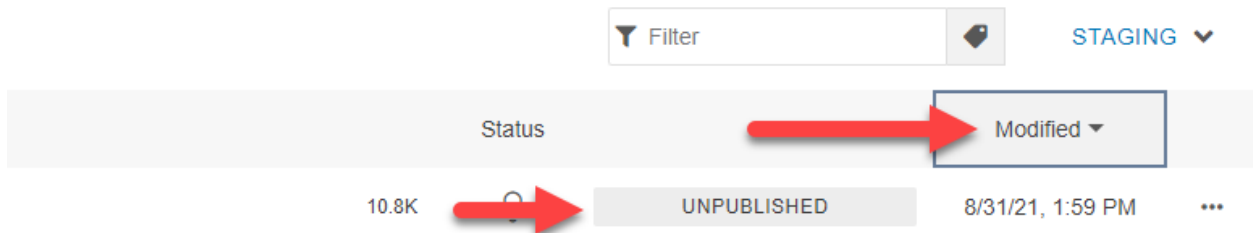
CANCEL START UPLOAD

II.B.1-5a - Library Holdings 2019-20.pdf	10.8K	...
II.B.1-13a - Surveys - Student Satisfaction Su...		RENAME REMOVE
II.B.1-14a - Surveys - Library and Learning S...	404K	...
II.B.2-2a - Reports - EBSCO Database User...	141K	...

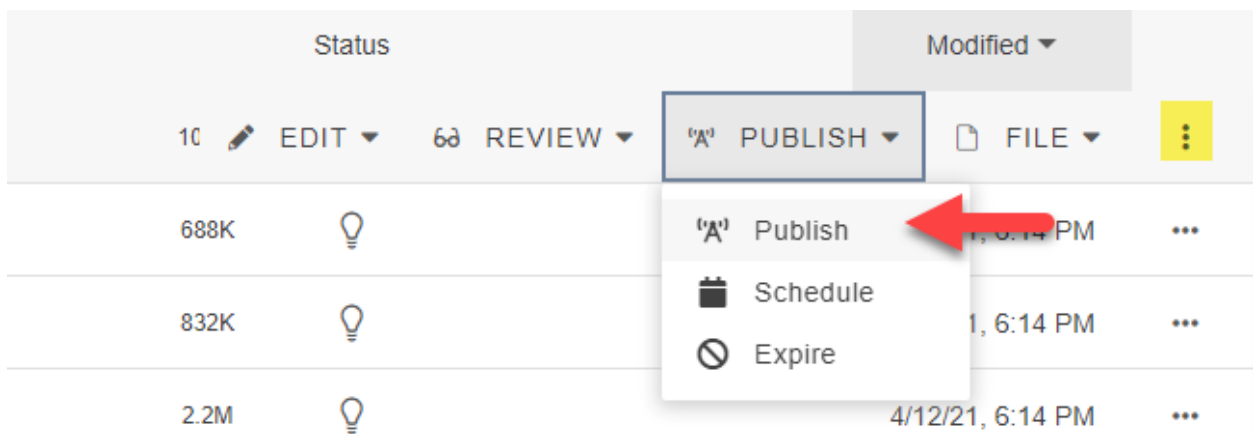
Then click "START UPLOAD".

After uploading the document, sort the files by date by clicking the Modified view option. Your uploaded files should now be at the top of the list.

The documents that you just uploaded should say unpublished to the right of the file name.



Next click on the three dots next to the file and select the **PUBLISH** option.



A new window will appear. Click on the green **PUBLISH** button.

Publish - II.B.1-5a - Library Holdings 2019-20.pdf

Final Check

Schedule

Social Media

 **Schedule:** [Add Schedule](#)

 **Social Media:** [Facebook & Twitter](#)

Version Description

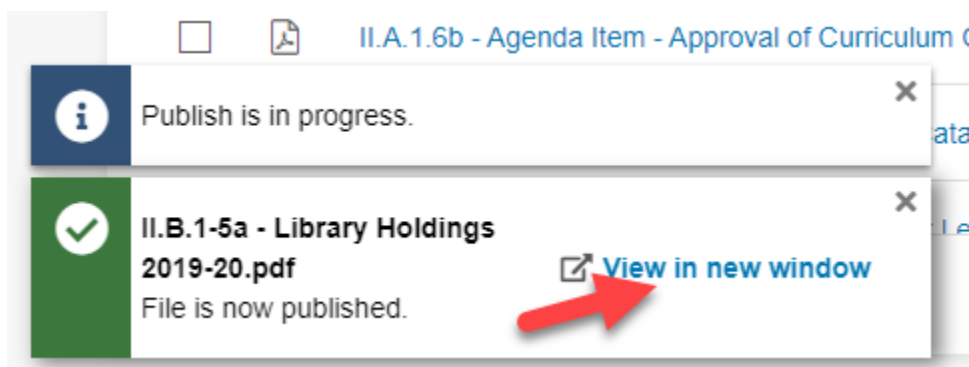
0/256

CANCEL

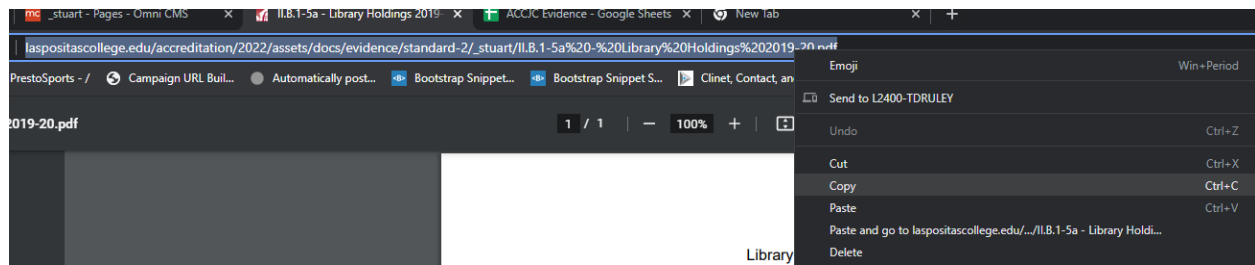
PUBLISH

After clicking on the green **PUBLISH** button a green popup window will appear on the bottom left.

Click on the link that is displayed in the green alert window.



The link will open a new tab in your browser. Select the entire link then right click and select Copy or CTRL C for windows pc. I think it's command C for a Mac.



Next you will go to the google sheet.

Link to Google Sheet:

<https://docs.google.com/spreadsheets/d/19zgmz01iUMX1ZozLGSNsi8aC6lYivrXbBtuN6tG6lMs/edit#gid=0>

Scroll down to the last row of the spreadsheet.

Paste the link that you copied in the step above and paste in into column F of the sheet.

Columns Keys are as follows:

Column A: Evidence Standard **Example: II.B.1-13a**

Column B: Evidence Type **Example: Survey**

Column C: Evidence Title **Example: Student Satisfaction Survey 2021**

Column D: Committee or Source **Example: Research Planning and Institutional Effectiveness**

Column E: Evidence Provided By **Example Stuart**

Column F: Evidence Link

601	II.C.13	Emile	Appreciation for Cooperative Accreditation Process	Summer 2021	Kristina	http://www.laspositascollege.edu/accr...
602	II.C.14	Administrative Procedure	Conflict of Interest Code-AP 7501		Kristina	http://www.laspositascollege.edu/accr...
603	II.C.14	Handout	EMP Goals and Strategies-Educational Master Plan Taskforce		Kristina	http://www.laspositascollege.edu/accr...
604	II.B.1-5a	Document	Library Holdings 202019-20		Stuart	http://www.laspositascollege.edu/accr...
605	II.B.1-13a	Survey	Student Satisfaction Survey 2021	RPIE	Stuart	http://www.laspositascollege.edu/accr...
606						