

## Georgia Southern University Reaffirmation for Accreditation

### Instructions for viewing electronic documents

#### Viewing online:

1. Open <http://sacs.georgiasouthern.edu>—the Georgia Southern University SACS Reaffirmation homepage.
  - a. This page contains hyperlinks to all of the major documents required by the SACS review committee. Please use these links to begin navigating the site.
  - b. Viewers will need Adobe Acrobat Reader to access the PDF files contained on the site. If you do not have Adobe Acrobat Reader, you may download it from the homepage by clicking on the button on the right hand side of the page labeled “Get Adobe Reader.”
2. For ease in manipulating the site, several links are provided at the top of each page.
  - a. “Return to Main Screen”—returns you to the main SACS Reaffirmation homepage.
  - b. “Return to Main Section Screen”—returns you to the main screen for the section you are currently viewing. For example, If you are viewing section 3.2 and click on the “Return to Main Section Screen,” you will return to the main screen for Section 3 “Comprehensive Standards.”
  - c. “Help”—provides these instructions for electronic viewing directly to you online. This document is in PDF format and can be viewed at anytime while on the site.
3. Username and Password – Some information on the website has been assigned restricted access. To view these materials please use the following username and password when prompted.
  - a. Username: sacskom
  - b. Password: gsu1906

#### Viewing on CD:

##### **NOTE: This CD has been tested on Windows 2000 and XP.**

1. Insert the CD in the CD-Rom drive.
2. The CD will automatically load. If the CD does not load automatically, please perform the following steps:
  - a. Go to “My Computer.”
  - b. Right click on the CD Rom labeled “GSU – SACS Reaffirmation.”
  - c. Select “AutoPlay” from the menu, which causes the menu to appear.
3. Once the CD starts, a Welcome screen will appear. There are three options on this screen:
  - a. “Begin Viewing SACS Documents”—takes you to the main SACS Reaffirmation homepage with additional options for reviewing the SACS Reaffirmation documents.
  - b. “Install Adobe Acrobat Reader”—if you DO NOT already have Acrobat Reader installed, this option will install the latest release as of September 10, 2004, in order to allow you to view all of the PDF documents contained on the CD or provided online.
  - c. “Exit”—allows you to close the Menu screen.
4. For ease in manipulating the site, several links are provided at the top of each page.
  - a. “Return to Main Screen”—returns you to the main SACS Reaffirmation homepage.
  - b. “Return to Main Section Screen”—returns you to the main screen for the section you are currently viewing. For example, If you are viewing section 3.2 and click on the “Return to Main Section Screen,” you will return to the main screen for Section 3 “Comprehensive Standards.”
  - c. “Help”—provides these instructions for electronic viewing directly to you online. This document is in PDF format and can be viewed at anytime while on the site.

**NOTE:** The documents on the CD contain embedded links that will directly open the relevant website. In order to view these links, you must have an active Internet connection. If you do not have an active connection, then these links will appear as “page not found.” To ensure maximum accessibility, most of the supporting documentation has also been provided on the CD in PDF format.

**NOTE:** In order to avoid conflicts with different types of computers and software, the CD files and the website use standard HTML and PDF files. These files are viewable through any Internet browser or through Adobe Acrobat Reader.