

# Steps to be followed by the Assessor

Stage	Login Action	Preceding condition
1	Login to Accreditation portal and create user Id and Password	Have been briefed about the new accreditation process
2	Indicate availability for accreditation over the next few weeks on the Portal calendar .	Assessor has been intimated about a upcoming accreditation via email
3	Review candidate profile and the MR proposal submitted in response to brief and raise queries and request for additional evidence in the form of previous reports if required.	Email alert received after candidate has submitted the Proposal.
4	Note the date for group discussion and interview proposed by the candidate	Candidate has selected one of the available option from the available dates indicated by the Assessor earlier
5	<b>No login – Assessor should be available for GD and Interview at the venue indicated by the candidate.</b>	<b>Candidate has indicated venue details on the portal and a email alert is received</b>
6	Assessor submits summary report on the portal and clicks 'To discuss' button .	Interview is completed
7	<b>No Login – Discussion between Assessor and Auditor once Auditor receives a email alert will be outside the system.</b>	
Final stage	Submit the final report to Auditor Clicks either Approve or Reject option to indicate final recommendation .	Off line discussion is completed and draft for final report is agreed
Payment	Invoice is uploaded on the system	Final report is submitted to Auditor