

## Tips for the CESARS Platform- Review Team

### Requirements

- Minimum requirements to access the CESARS platform are:
  - Chrome Version 98 and above
  - Microsoft Edge Version 98 and above
  - Firefox Version 95 and above
  - Safari (Mac) Version 15 and above
  - Safari (Windows) Version 5 and above

### Evaluations

- On the Home screen, click **My Evaluations**.
  - Select **Evaluate** to advance to the first section of the report.
  - The required documentation can be found at the bottom of the page.
  - Select **View Summary** to view each attachment under the standard.
  - The report is available to print.
- To avoid scrolling up and down between the criteria and links to evidence, go to **View Summary** on one web page/tab and **Evaluate** the report on a separate page/tab.
- Go to **My Findings** after each provider's assessment and select your option.
- Use the narrative field for your notes. Alternatively, you can copy and paste notes into the narrative field.
- If an attachment is not added on the right side of the **Required Evidence**, the provider either:
  - Does not have the evidence
  - It is not applicable to their organization
  - **\*It is in a different attachment that was referenced in the narrative**

Please email [ceinfo@acpe-accredit.org](mailto:ceinfo@acpe-accredit.org) with any questions for the CESARS platform.