



Applying for Archive Service Accreditation: Using the online application system

Archive Service Accreditation online application system: user guide

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1 Registering on the online application system

To register on the online application system use the 'Need An Account? Sign Up' button as below:

The National Archives **Archive Service Accreditation**
The standard for UK archive services

We are now accepting applications for Archive Service Accreditation from eligible archive services.

To apply, an archive service must meet the following criteria:

- Hold a collection which meets the definition of an archive
- Meet or exceed the required size of collections
- Offer some access to archive collections beyond members of the parent body
- Have some collections in analogue format: solely digital archive services are not currently eligible
- Be managed by competent staff, with access to professional expertise
- Be equipped with dedicated secure storage for records

For full details of the eligibility criteria and all other aspects of Archive Service Accreditation, see www.nationalarchives.gov.uk/archive-sector/accreditation.

Sign In
Email:
Password:
 [Trouble Signing In?](#)

Need An Account?

Then enter your details as below and click on register. The email address you enter will be your login for your application.

The National Archives

Ready to go?

We just need a bit more information from you before you can start.

Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!

If you already have an account, you can [log in here](#).

Full name:

Email:

Create a password:

Confirm your password:

We've detected your timezone to be: (GMT+0000) Africa/Abidjan

After registering, you will see the following page. This page confirms that you have successfully completed initial registration and that an email will follow to allow you to complete the registration process.



The standard for UK archive services

[Home](#)

Thank You for Registering

You will be receiving a confirmation email shortly to confirm the registration. **Please click on the link in the email** to confirm the registration and activate your account.

It is possible that the email could end up in your spam folder, so please check there just in case. If you do find an email in your spam folder, do not forget to mark it as safe to ensure that you receive future messages from us.

AOL users: If you don't receive a confirmation email from us, click on the "Settings" link for your email, then click "Spam Controls" and then check the option "Deliver blocked mail to Spam folder". Once you do this, check your spam folder for our confirmation email. Make sure to mark us as a safe sender in order to receive future communications from the site.

When you receive the automated confirmation email, please click on the link to complete registration. You can then start working on your application immediately.

Known issue with automatic registration and spam filters

If you don't receive the email (from accreditation@nationalarchives.gsi.gov.uk), check whether the email has been blocked by a spam filter. If this is the case, add accreditation@nationalarchives.gsi.gov.uk to the safe address list to receive future automated emails.

If you can't locate the email in the spam filter, please contact the accreditation team directly, and they will set you up manually on the system. This will be done periodically alongside password resets (see below), so you may need to wait a few days before you can log in. It will also mean that you can't invite other people to contribute to your application as a team effort (Section 3 below), and will have to use a single login to complete the form.

2 Making your application

2.1: Starting your Application

Once you have logged into the system, you will be asked to enter the name of your archive service. This will be used to identify your application in the online application system.

Then click on 'Get Started'

The screenshot shows the user interface of the Archive Service Accreditation system. At the top right, a dark navigation bar contains the user's name 'Anne Rowe' with a dropdown arrow. Below this, there are links for 'Resources', 'Settings', and 'Help'. The main header features the logo of 'The National Archives' (a red 'A') followed by the text 'The National Archives' and 'Archive Service Accreditation'. Below the header, it states 'The standard for UK archive services'. A 'Home' link is visible. The main content area greets the user with 'Hi Anne,' and informs her that she hasn't submitted anything yet. It then asks 'Want to create a new submission?' and provides instructions to fill in necessary information. A text input field is provided for the user to enter the name of their Archive Service. Below the input field is a 'Get Started' button. At the bottom of the page, there are two small footnotes: 'Online Application Reviews powered by ReviewRoom. © Fluidware' and 'Online Survey Software powered by FluidSurvey'.

2.2 Your application – Home page

This is the home page for your application with links to the sections of the application form that you need to complete:

- About your, your collections and about your service
- Organisational Health
- Collections
- Stakeholders and their Experiences
- Additional documents uploaded or linked

Public Record Office of Northern Ireland (A-8808746668)

Application Stage

Task	Actions	Status
About you, your collections and about your service		Incomplete
ORGANISATIONAL HEALTH		Incomplete
COLLECTIONS		Incomplete
STAKEHOLDERS AND THEIR EXPERIENCES		Incomplete
Additional documents uploaded or linked		Incomplete


This section allows you to upload any further documents which you were not able to include in the main form and to indicate how/whether they are formally approved in your organisation. If you have delegated authority to approve policies, the evidence should also be uploaded here. This section is not mandatory if you have included all essential supporting evidence in the main form.

Prerequisites Not Met

Progress
This submission is 0.0% complete. You still need to:

- Complete task "About you, your collections and about your service"
- Complete task "ORGANISATIONAL HEALTH"
- Complete task "COLLECTIONS"
- Complete task "STAKEHOLDERS AND THEIR EXPERIENCES"
- Submit your application

Members

 Stephen Scarth ADMIN

Attachments

You can complete these sections in any order. There are a few mandatory questions which you will need to complete before saving parts of the application, but in general you can work through at your own pace and come back to sections as needed.

Please note that the Additional Documents section is not mandatory. It is only to be used where you don't have enough space to upload evidence for any of your responses (see 2.4 below). It gives space to upload a large number of extra files, which should be ample for most applications. If you still need more, please contact accreditation@nationalarchives.gsi.gov.uk for help.

2.3 Monitoring your progress

The home page also allows you to monitor your progress in completing your application. Once you have completed each section then the status will change from 'Incomplete' to 'Complete'.


Please note that until you submit your application all sections of your application can still be edited or viewed, even if marked as 'Complete'.

Your form has been completed.

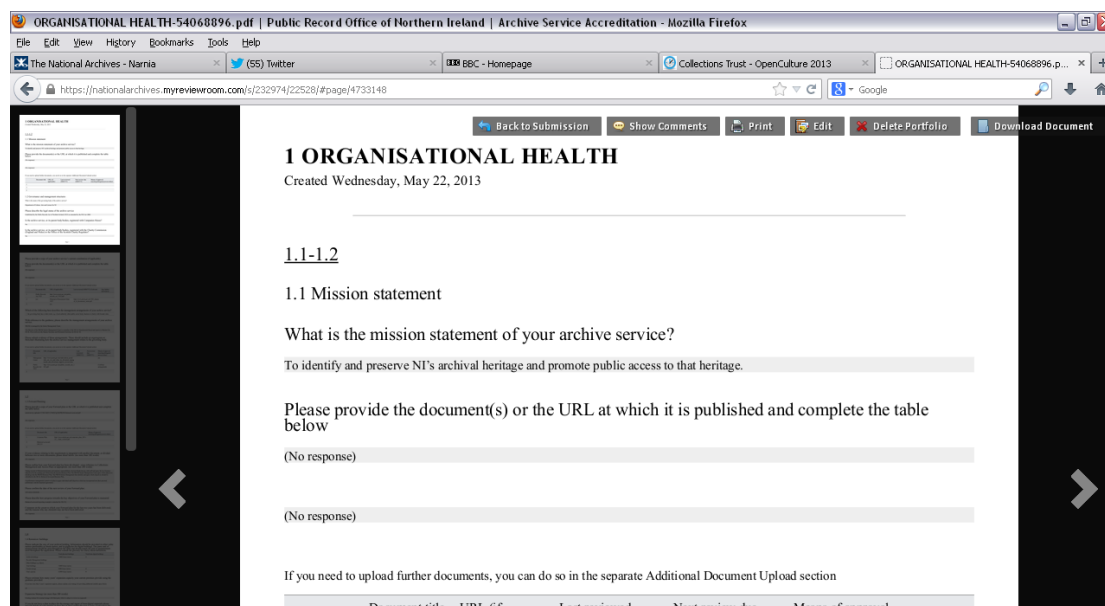
[Home](#) » [Public Record Office of Northern Ireland](#)

Public Record Office of Northern Ireland (A-8808746668)

Application Stage

Task	Actions	Status
About you, your collections and about your service		Incomplete
 ORGANISATIONAL HEALTH	View Edit Delete	Complete
COLLECTIONS		Incomplete

Choosing Edit returns you to the questionnaire. Choosing View allows you to review or download a read-only PDF of this form:



The screenshot shows a Mozilla Firefox browser window with the URL <https://nationalarchives.myreviewroom.com/sj/232974/22528/#page/4733148>. The page title is "1 ORGANISATIONAL HEALTH" and it was created on Wednesday, May 22, 2013. The form content includes:

- 1.1-1.2**
- 1.1 Mission statement**
- What is the mission statement of your archive service?
- To identify and preserve NI's archival heritage and promote public access to that heritage.
- Please provide the document(s) or the URL at which it is published and complete the table below
- (No response)
- (No response)
- If you need to upload further documents, you can do so in the separate Additional Document Upload section

At the bottom of the form, there is a table with the following headers: Document title, URL, Last reviewed, Next review due, Means of approval.

2.4 Working on your application

Clicking on any of the form links as shown will take you to an individual section which you can then complete. You do not have to complete all questions or all parts of questions, if elements are not available or not relevant to your service.

Most sections comprise multiple pages:

The standard for UK archive services

[Home](#) » [Public Record Office of Northern Ireland](#) » ORGANISATIONAL HEALTH

0%

1 ORGANISATIONAL HEALTH

1.1 Mission statement

What is the mission statement of your archive service?

1.2 Governance and management structures

What is the name of the governing body of the archive service?

Please describe the legal status of the archive service

Is the archive service, or its parent body/bodies, registered with Companies House?

Yes
 No

Is the archive service, or its parent body/bodies, registered with the Charity Commission (England and Wales) or the Office of the Scottish Charity Regulator?

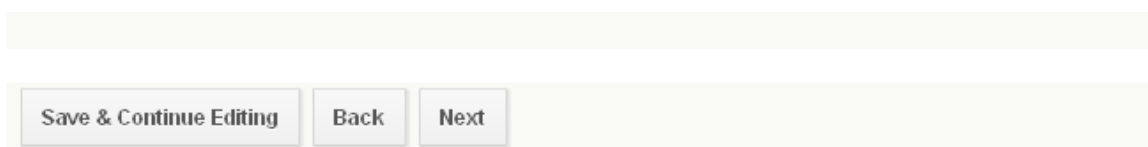
Yes
 No

Please provide a copy of your archive service's current constitution (if applicable)

Please provide the document(s) or the URL at which it is published and complete the table below

You can navigate within each section via buttons at the end of each page .

You should also remember to save your application regularly using the ‘Save and Continue Editing’ button. Saving the form will take longer when documents have been uploaded into the online application system.

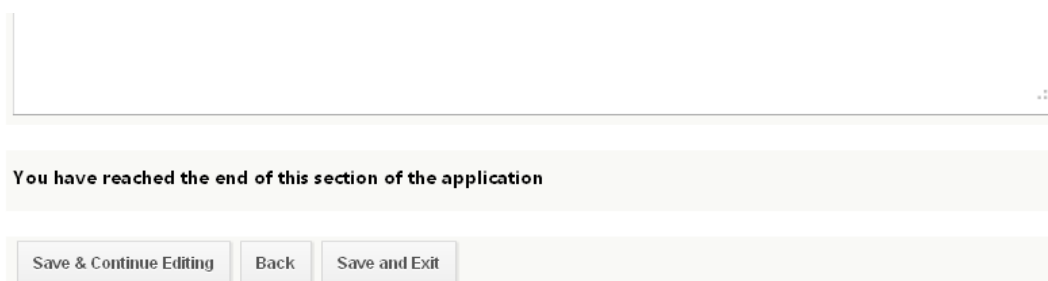


To return to the home page, use the Back to Submission button (at the top right). This does not save automatically.

[Resources](#) [Settings](#) [Help](#)



At the end of each section, the ‘Save and Exit’ option also returns you to the home page while saving your application.



2.5 Uploading and deleting supporting documents

At various points in the application you will be asked to upload a supporting document.

Standard uploading

For most questions which require supporting documentation, the online system allows you to upload two documents and then list them on an evidence table.

To upload a document click 'browse' (red circle below) and use the dialogue box to navigate to the supporting document. The documents will be uploaded into the online system when you save the page and will be indicated by text as in the example below (green circle) rather than as a file.

[Home](#) » [Media Archive of Central England](#) » ORGANISATIONAL HEALTH

1 ORGANISATIONAL HEALTH 10%

1.3 Forward Planning

Please provide a copy of your Forward plan or the URL at which it is published and complete the table below

Delete uploaded file (MACE Forward plan.docx)

Upload new file:

If you need to upload further documents, you can do so in the separate Additional Document Upload section

	Document title	URL (if applicable)	Means of approval (meeting/delegated powers/other)
1	Forward Plan		Delegated ports
2			
3			

Each 'browse' button only allows you to upload one document. If you upload a second one using the same 'browse' button, the first document is overwritten. If you need to upload more than two documents for a question, please use the Additional Documents section of the application form (below).

If you have already uploaded a document elsewhere in your response, which contains evidence for other questions, please simply reference it in the table instead of uploading it multiple times.

If you download a copy of your application, each uploaded document will be downloaded as a separate document as well.

Using documents which are available online as supporting evidence

For any documents which are available online you should give the URL in the evidence table rather than uploading the document into the online application system.

Listing uploaded or linked evidence

You should list any documents you have uploaded into the application system in the table providing details as in the example below.

For supporting documents available online, simply link within this table. You do not need to upload a copy as well.

There are a number of rows in each of these tables for adding supporting documents; don't feel you need to complete them all or to upload multiple documents if one alone can provide sufficient evidence.

Deleting uploaded documents

If you upload a document in error, you can simply delete it using the tickbox (red circle below). When you next save the page, the document will be removed:

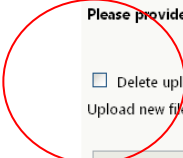
[Home](#) » [Public Record Office of Northern Ireland](#) » ORGANISATIONAL HEALTH

1 ORGANISATIONAL HEALTH

10%

1.3 Forward Planning

Please provide a copy of your Forward plan or the URL at which it is published and complete the table below



Delete uploaded file (PRONI balanced scorecard.pdf)

Upload new file:

If you need to upload further documents, you can do so in the separate Additional Document Upload section

Additional space to upload supporting documents

If you have insufficient space to upload or link to online documents for any of these questions, or want to upload a document in response to a question where you don't have the opportunity to upload within the form itself, you can use the optional *Additional documents* section which is accessible from the home page. In this section there is a single large table to record any further uploads or links, followed by a string of browse buttons for uploading the documents. If you still don't have space for everything, please contact accreditation@nationalarchives.gsi.gov.uk:

Your optional additional documents

If you need to upload or link to further evidence to support your application, please list it here, and upload additional documents below. Please indicate which section of the standard your additional uploads relate to. This section is optional. If you cannot list all the required documents in this space, please contact the programme administrators.

	Accreditation requirement number	Document title	URL (if applicable)	Last reviewed	Next review due	Means of approval
1	1.2 <input type="button" value="v"/>	Special Resolution	<input type="text"/>	<input type="text"/>	<input type="text"/>	Board
2	1.2 <input type="button" value="v"/>	d members and trustees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	--- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	--- <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Inviting others to contribute to your application for Archive Service Accreditation

At any point in your application form, the original applicant can invite other members to join the application team.

3.1 Adding or deleting a member of your team

This is done at the Members section of the homepage – you can choose to ‘Add Member’ or ‘Edit Members’ if someone leaves the team.

Public Record Office of Northern Ireland (A-8808746668)

Application Stage

Task	Actions	Status
About you, your collections and about your service		Incomplete
ORGANISATIONAL HEALTH		Incomplete
COLLECTIONS		Incomplete
STAKEHOLDERS AND THEIR EXPERIENCES		Incomplete
Additional documents uploaded or linked		Incomplete

This section allows you to upload any further documents which you were not able to include in the main form and to indicate how/whether they are formally approved in your organisation. If you have delegated authority to approve policies, the evidence should also be uploaded here. This section is not mandatory if you have included all essential supporting evidence in the main form.

Submit Application Prerequisites Not Met

Edit Information

Progress
This submission is 0.0% complete. You still need to:

- Complete task "About you, your collections and about your service"
- Complete task "ORGANISATIONAL HEALTH"
- Complete task "COLLECTIONS"
- Complete task "STAKEHOLDERS AND THEIR EXPERIENCES"
- Submit your application

Members

- Stephen Scarth
- Add Member**
- Edit Members**

Attachments

- Add Document**
- Withdraw Application**
- Create Another Submission**

3.2 Setting a security level for team members

If you choose ‘Add A Member’ you need to enter their full name and email address, and set the access level, either full control or read only access.

The National Archives Archive Service Accreditation

Members

[Home](#) » [Public Record Office of Northern Ireland](#)

To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

First name

Last name

Email

Access Level

Online Application Reviews powered by [ReviewRoom](#). © [Fluidware](#)

Online Survey Software powered by [FluidSurvey](#)

Access Level



A screenshot of a web form showing a dropdown menu for 'Access Level'. The dropdown is open, displaying two options: 'Full Control' (which is highlighted) and 'Read Only'. The dropdown is positioned to the right of the 'Access Level' label.

An automated email with a confirmation link will be sent to the specified email address.

'Read only' access to the form can be used in cases where you need approval for your application.

3.3 Known issues in working with team members

You need to ensure that two people are not working on the same section of the application form at the same time, as this may lead to work being overwritten. However multiple people can work on different parts of the application at the same time, as each section saves separately.

Please note: adding a team member can only be confirmed via automated system email. If you are not able to receive these emails, you will need to use a single login to make your application. Unfortunately, though the accreditation team can add new users manually, we cannot associate them with particular applications as team members.

4 Submitting your application

Once you've completed the four mandatory sections, the 'Submit Application' button will become active. You can then submit your application by pressing the 'Submit application' button.

You will not be able to edit your application after submission.

4.1 Deciding to submit the application

The screenshot shows the application form interface for the Public Record Office of Northern Ireland. The page title is "Public Record Office of Northern Ireland (A-8808736668)". The "Application Stage" section contains a table with the following data:

Task	Actions	Status
About you, your collections and about your service	View Edit Delete	Complete
ORGANISATIONAL HEALTH	View Edit Delete	Complete
COLLECTIONS	View Edit Delete	Complete
STAKEHOLDERS AND THEIR EXPERIENCES	View Edit Delete	Complete
Additional documents uploaded or linked		Incomplete

Below the table, there is a text block explaining the "Additional documents" section. At the bottom of the form, the "Submit Application" button is circled in red, and its status is "Incomplete".

On the right side of the interface, there are several action buttons: "Edit Information", "Download Application", "Progress" (with a progress bar showing 80.0% completion), "Submit your application", "Members" (with "Add Member" and "Edit Members" buttons), "Attachments" (with "Add Document", "Withdraw Application", and "Create Another Submission" buttons).

The Submit Application button becomes live once the four compulsory sections are complete. Unless you need to add any further evidence, including approval of policies or evidence of delegated authority to approve policies, you can now submit.

4.2 Downloading the Application

It is possible to give someone 'read only' access to the form if you need to get their approval for the submitted version (See also How to invite others section). Alternatively, you can download a copy of the entire form for your reference and for internal records.

You can download a copy of your application at any time, before or after submission, for reference and internal records. The Download Application button appears as soon as one or more forms have been saved, even if only partly completed:

The National Archives **Archive Service Accreditation**

The standard for UK archive services

Your form has been completed. X

[Home](#) » [Public Record Office of Northern Ireland](#)

Public Record Office of Northern Ireland (A-8808736668)

Application Stage

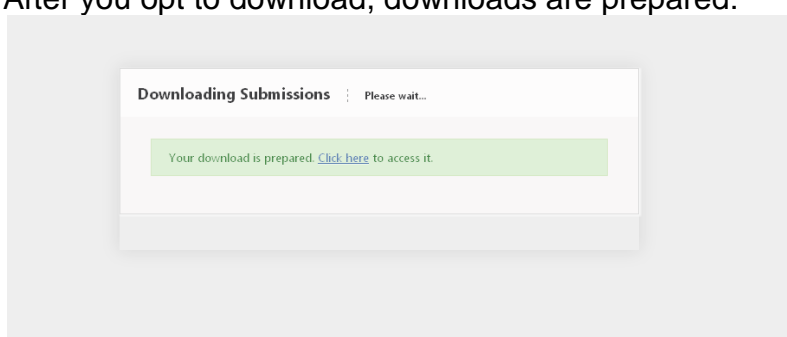
Task	Actions	Status
About you, your collections and about your service		Incomplete
ORGANISATIONAL HEALTH	View Edit Delete	Complete

[Edit Information](#)
[Download Application](#)
[Create](#)

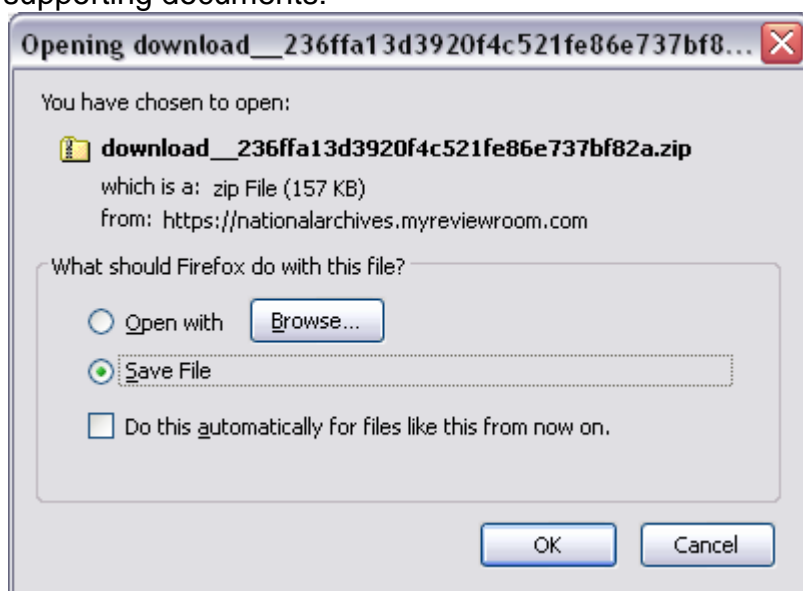
This submission is 20.0% complete. You still need to:

- Complete task "About you, your collections and about your service"
- Complete task "COLLECTIONS"
- Complete task "STAKEHOLDERS AND THEIR EXPERIENCES"
- Submit your application

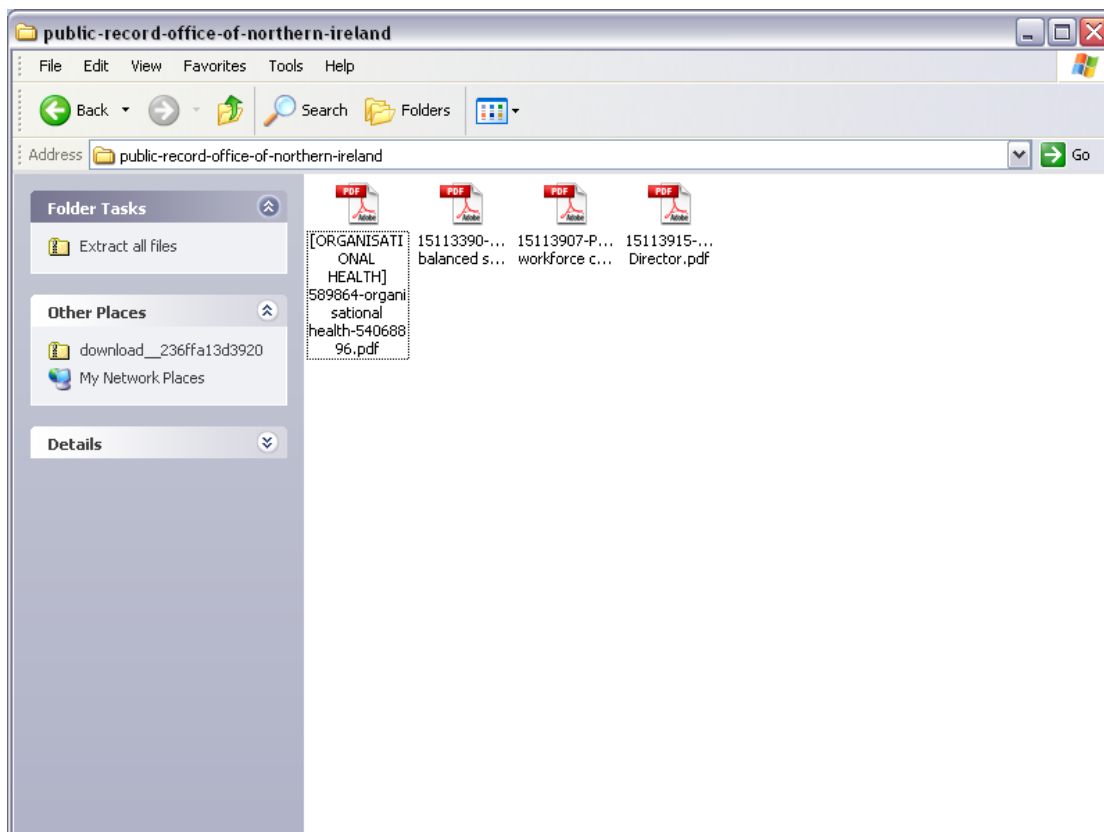
After you opt to download, downloads are prepared:



They are provided as zip files containing each section of the application form and the supporting documents:



This is an example download of PRONI's application when only the Organisational Health section had been completed. The files appear in the order they were added to the application form:



5 How to reset your password

5.1 Lost passwords

If you have forgotten your password and cannot access your application, please email accreditation@nationalarchives.gsi.gov.uk to request a new password. Please include PASSWORD RESET in the subject line.

Password resets will be done periodically – at least once per week – so you may have to wait a few days before confirmation of your reset.

5.2 Changing your password

If your password is reset by the system to a generic code, or you want to change your password for other reasons, you can do so under the Settings area at top right of the application system.

[Resources](#) [Settings](#) [Help](#)

 The National Archives **Archive Service Accreditation**

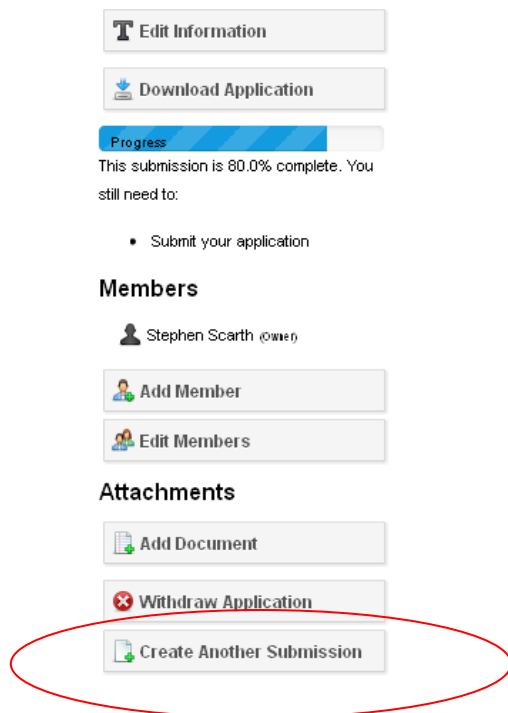
The standard for UK archive services

[Home](#) » [Public Record Office of Northern Ireland](#)

6 Making more than one application for Archive Service Accreditation

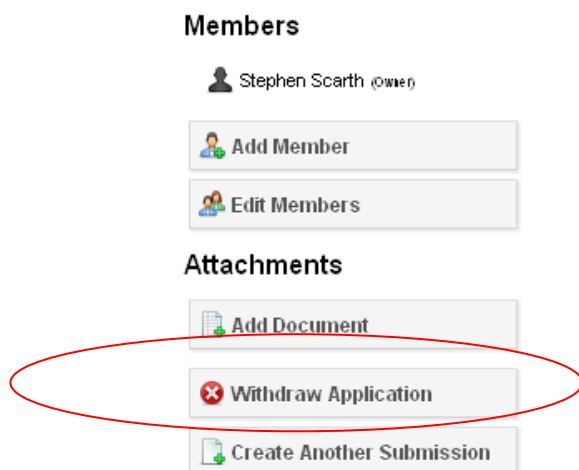
In some cases, such as where there was a decision for an archive service with several branches to make separate applications for Archive Service Accreditation, you may need to make more than one application on the online system.

To do this, use the Create Another Submission button from the homepage.



7 Withdrawing your application

You can choose to withdraw your application at any time. This will remove the application data from the system.



Please be aware that if you withdraw your application you will not be assessed or progressed through the application and accreditation process.

However, we do periodically download information in the system for business continuity purposes. The application data may have been captured and kept within the accreditation scheme records in The National Archives' systems.

We do not retain these downloads for long periods of time, and they are regularly deleted, but if you wish your withdrawn application to be removed ahead of schedule, please contact the accreditation team directly.

accreditation@nationalarchives.gsi.gov.uk

Accreditation Team
October 2013