STEPS FOR ONLINE SUBMISSION ON APPLICATION OF ACCREDITATION (REQSYS 2.0 – ACCREDITATION MODULE)
Step 1 – Type url link as follows:-
Step 2 – Login into the system using the username and password given by BQSM Secretariat

Note:

**Creation of username**
i.e. UOK_Degree

i) UOK = University of Kingston (acronym of university name)

ii) Degree = level of programme applied

**Creation of password**
i.e. password

- default.

User cannot change the username but can change the password.
Step 3 – Click “Maintain IHL Profile” button to update details
Step 4 – Select “Create Application” under Accreditation Menu
Step 5 – Click the “Apply Accreditation for New Programme” button
Step 6 – Complete the details in Application for Provisional Accreditation and click “Submit” button.
Step 7 – Under the “Action” menu, select respective application
Step 8 – Click “Save” button
Step 9 – Select “Documents” Section and click “Choose File” button to upload the requested documents. Then, click “Upload” button
Step 10 – Click “Save Checklist” button
Step 11 – User can interact with BQSM Secretariat under “Communication”
Step 12 – User can check their application status under “List of Accreditation Application” – click “View” button