



## INSTRUCTIONS for ACCREDITATION SURVEYS

To conduct accreditation surveys online, schools can take advantage of services such as:

- Survey Monkey ([www.surveymonkey.com](http://www.surveymonkey.com));
- Google Forms (<https://forms.google.com>);
- Zoho ([www.zoho.com](http://www.zoho.com)); and
- Typeform ([www.typeform.com](http://www.typeform.com)), etc.

Schools can also conduct surveying in hard copy or other means that may work best for them.

MSA-CESS provides surveys in three formats for your use:

- Direct transfer of surveys through Survey Monkey;
- PDF version for printing; and
- MS Word list of the questions (to be cut and pasted into mediums such as Google Forms).

### Instructions for Survey Monkey

#### **I. Sign-up for a Survey Monkey account.**

- 1) Visit [www.surveymonkey.com](http://www.surveymonkey.com).
- 2) Go to Plans & Pricing and click “Sign Up” for one of the paid plans.
- 3) Create your username and password and click “Continue”.
- 4) Complete form to make payment.
- 5) Once the payment has been received by Survey Monkey, your account will be activated.

#### **II. Alert MSA staff that you are ready to receive surveys.**

- 1) E-mail [accreditation@msa-cess.org](mailto:accreditation@msa-cess.org) with the following information:
  - Username for the professional account;
  - Protocol being used for self-study; and
  - Edition year listed on the self-study template (found on title page or footer)For certain protocols, Spanish versions of the surveys are available upon request.
- 2) Surveys will be delivered directly to your account.