



Submitting Institutional Change Requests through the TRACS Portal

1. You must use the downloadable checklist provided through the TRACS portal to submit information for the proposed change.
2. President and Board Chair signatures are no longer required. Verification of appropriate approvals will be provided in the documentation.
3. Payment, if needed, will be required to successfully submit the request. Currently, payment may be made via credit/debit card **ONLY** through the portal. ICF will remain unsubmitted and will not be reviewed without payment.
4. All communications, including requests for additional information and final approval notification, will be through the TRACS portal. If you need a hard copy of the approval letter you will log into your account and download it from the portal. Notifications will not be sent in hard copy format unless requested through the TRACS office.
5. You should identify the type of change you are requesting prior to beginning the process. Please see the "[Institutional Change Form – Categories and Prospectus Checklists](#)". This document will also identify which items need to be addressed in the proposal.
6. You may start, save, and return to the ICF multiple times.
7. Procedures for submitting an ICF:
 - a. Log into the [TRACS portal](#). To access the TRACS portal, go to www.tracs.org and click on the tab marked "Portal"
 - b. Select "Documents" (upper left)
 - c. Click "+Start Document" and highlight "Institutional Change Form"
 - d. Overview information for the ICF will be displayed. Scroll down and click "Continue"
 - e. Select the appropriate change number and click the radio button (circle) next to the number.
 - f. A drop down with a list of required items will open. Scroll to the bottom of that list and find the statement starting with "Please download the 'XX Prospectus Checklist"
 - g. Save the checklist to your computer. Rename the document Please include the category of change and the institution name in the file name (For example "T5 New Bible College").
 - h. Open the document and address each prospectus item. When finished, attach this file to the ICF on the TRACS portal by dragging and dropping the file using the link provided within the item labeled "To attach a file...." found at the end of the prospectus list for your item. You may upload additional supporting documentation using the same link.

- i. Scroll to the bottom of the page and provide a short description of the proposed change, the proposed date of implementation and the date change was approved by board (enter "N/A" if not required).
 - j. Read the acknowledgement statement and click "I agree"
 - k. If you are not ready to submit, be sure to select "Save" or "Save and Exit" to retain your work. You may come back as many times as necessary to complete the request.
 - l. If you are ready to submit, select "Save and Proceed to Next Section"
 - m. Charges (if any) will be detailed on the next page. Follow directions for providing payment.
 - n. Once payment is made you may not return and change the document unless it is reverted to your institution by the TRACS staff representative.
8. If you have technical problems accessing or submitting an ICF please contact techsupport@tracs.org or your Staff representative.