



المركز الوطني للتقويم والاعتماد الأكاديمي
National Center for Academic Accreditation and Evaluation



برنامج تنمية
القدرات البشرية
Human Capability
Development Program



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الهيئة العامة للتقويم والاعتماد الأكاديمي
KINGDOM OF SAUDI ARABIA



Digital Platform E-Services Guide for Accreditation and Ranking

2026

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سنة
العلم
والعلم



Welcome ..

To E-Services Guide for Accreditation and Ranking Digital Platform

As part of our commitment to enhancing service efficiency, addressing beneficiaries' needs, and streamlining the use of our systems, the Education and Training Evaluation Commission (ETEC) proudly presents this e-services guide for the digital platform dedicated to accreditation and ranking.

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Registration & Updating



المركز الوطني للتقويم والاعتماد الأكاديمي
National Center for Academic Accreditation and Evaluation

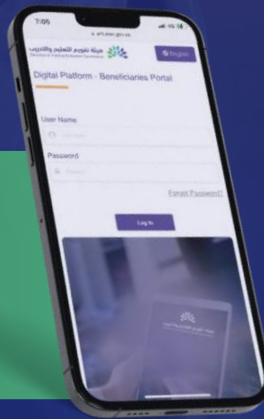
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Ranking



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1 | Registration and Updating



1.1 Request to Register an Educational Institution

1.2 Create an Institution Delegate Account

1.3 Create an Educational Institution Administrator Account

1.4 Institutional File Update

1.5 Approving Educational Institution's File Update

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1.1 Request to Register an Educational Institution



Service Description

An e-service that allows educational institutions to register and apply for institutional accreditation or ranking



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
3 Working Days



Service Delivery Steps

1. Access the Accreditation and Ranking Digital Platform.
2. Select (Request Registration of an Educational Institution).
3. Fill in the educational institution's details, then click (Next).
4. Enter the authorized person's information (President/Dean of the educational institution), then click (Next).
5. Agree to the System Usage Agreement, then click the (Submit Request) button.
6. Enter the verification code sent to the registered mobile number and email, then click the (Submit Request) button.
7. After the request is approved, an activation link will be sent via email to create a password.

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Note: You can check the status of your request through the [\(Request Inquiry\)](#) page.

1.2 Create an Institution Delegate Account



Service Description

An e-service that enables the authorized representative of an educational institution (President/Dean) to create an Authorized Delegate Account for the institution



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
Instant



Service Delivery Steps

1. Log in as an authorized user (President/ Dean of the educational institution) to the accreditation and ranking digital platform using the registered email and password.
2. Click on the (View Requests) icon at the top of the page, then select (Details).
3. To create a delegate account, click on the (Here) icon at the top of the page.
4. Enter the delegate's details associated with the institution's account.
5. Approve the delegate appointment, then click on (Submit).
6. Enter the verification code sent to the registered mobile number, then click on (Submit).
7. A notification confirming the delegate account creation will be sent to the registered email address.

Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services),
then (Accreditation ,Ranking
and Evaluation)



Sign in



Select
the service from
the services' list



Submit
Application

- ◆ To log in, you can use your data on the Accreditation and Ranking Digital Platform

1.3 Create an Educational Institution Administrator Account



Service Description

An e-service that allows the authorized representative (Chair/Dean) of the educational institution to create an account for the designated individual managing the institution's account



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
Instant



Service Delivery Steps

1. A link to activate the account will be sent to the registered email of the authorized person (Chair/Dean of the educational institution) in the form designated for creating the delegate's account.
2. Enter the verification code sent to the mobile number, then change the password. After filling in the required details, click the (Submit) button.
3. The authorized representative logs in to the educational institution's account
4. Click on the (View Requests) icon at the top of the page.
5. To update the institution's data, click on the (Update Information) icon at the top of the page, then enter the required details.
6. Enter the delegate's data and approve their appointment as the account manager for the educational institution, then click on the (Submit) icon.
7. Enter the verification code sent to the mobile number, then click on the (Send) icon.
8. A notification confirming the creation of an administrator account will be sent to the email registered in the administrator's data.

Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services),
then ((Accreditation ,Ranking
and Evaluation)



Sign in



Select
the service from
the services' list



Submit
Application

- ◆ To log in, you can use your data on for the Accreditation and Ranking Digital Platform

1.4 Institutional File Update



Service Description

An e-service that allows the administrator of the educational institution's account to submit a request for updating the institution's profile



Service Request Requirements

- ◆ Registration of the educational institution on the Accreditation and Ranking Digital Platform



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
3 Working Days



Service Delivery Steps

1. You will receive an activation link via the registered email provided by the authorized delegate of the educational institution in the Create Educational Institution Administrator Account form.
2. Enter the verification code sent to the registered mobile number, then proceed to set a new password.
3. Log in to the Accreditation and Ranking Digital Platform.
4. Select (Update Educational Institution Profile), from the available services.
5. The Institution Account Administrator logs in using their registered email and password credentials.
6. The (Educational Institution Profile Information) form will appear. After Filling in the required information, click (Next) to proceed to the next section.
7. Review and accept the declaration, then click (Submit Request).

Note: The request will be automatically routed to the authorized delegate managing the institution's account for review and formal approval.

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Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then ((Accreditation ,Ranking and Evaluation)



Sign in



Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on The Accreditation and Ranking Digital Platform

1.5 Approving Educational Institution's File Update



Service Description

An e-service that enables the delegate to review and approve the entered data for the education institution's profile after the administrator has completed filling in the information



Service Request Requirements

- ◆ Updating the educational institution's profile



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
Instant



Service Delivery Steps

1. The delegate of the educational institution's account logs into the Accreditation and Ranking Digital Platform using their registered email and password.
2. Click on the (View Requests) icon at the top of the page, then select (Details).
3. The (Educational Institution Profile Information) form will appear.
4. After the educational institution's administrator reviews the entered data form, they should click (Here) at the top of the page, then select (Lock).
5. If the data is correct, click (Approve). If any modifications to the entered data are required, click (Requires Modification), enter comments, then click (Send).
6. Enter the verification code sent to the delegate's mobile number, then click (Send).

Note: If you choose (Requires Modification), the following will occur:

- An email notification will be sent to the educational institution's file administrator, including the required modification notes and a link to update the application data.
- The institution's file status will change to (Requires Modification).

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Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then ((Accreditation ,Ranking and Evaluation)



Sign in



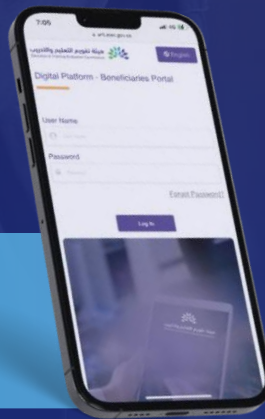
Select the service from the services' list



Submit Application

- ◆ To log in, you can use your data on the Accreditation and Ranking Digital Platform

2 | Ranking



2.1

Request Ranking Data Submission

2.2

Ranking Data Entry

2.3

Ranking Data Review

2.4

Ranking Data Approval

[Click For Quick Access](#)

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2.1 Request Ranking Data Submission



Service Description

An e-service that allows the delegate of the educational institution's account (Certified Ranking Data Approver) to request the submission of ranking data and create accounts for both the Ranking Data Auditor and Ranking Data Entry Operator, through the official website of the Education and Training Evaluation Commission (ETEC)



Service Request Requirements

- ◆ Completion of the registration and update of the educational institution's profile



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
Instant



Service Delivery Steps

1. Go to the Saudi Ranking for Higher Education Institutions page and click (Submit Ranking Data) at the top of the page.
2. Click on (Review) below the (Submit Ranking Data) icon.
3. The delegate logs into the educational institution's account using their email and password.
4. The previously entered data will be displayed in the institution's file.
5. Fill in the required fields to create accounts for both the Ranking Data Entry Operator and the Ranking Data Auditor.
6. Complete the Authorized Personnel for Data Ranking form and attach the required approved documents.
7. Accept the (Verification of Submission Conditions) list and agree to the terms, then click on (Submit Request).
8. Once the request is approved, a notification will be sent to the registered email for both the Ranking Data Entry Operator and the Ranking Data Auditor regarding account creation.

Note: You can check the request status through the [\(Request Inquiry\)](#) page.

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Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services), then ((Accreditation ,Ranking and Evaluation)



Sign in



Select the service from the services' list



Submit Application

2.2 Ranking Data Entry



Service Description

An e-service that enables the Data entry to entry ranking data through the Accreditation and Ranking Digital Platform



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
38 Working Days



Service Delivery Steps

1. A link will be sent in the (Create Data Entry Account) form to the delegate's registered email to activate the educational institution's account.
2. Enter the verification code sent to the mobile number, then change the password.
3. The Data Entry Operator logs into the digital platform for (for the Accreditation and Ranking Digital Platform) using their email and password.
4. Click on the (View Requests) icon at the top of the page, then select (Details).
5. To enter Ranking Data, click on the (Enter Ranking Data) icon at the top of the page.
6. A (Ranking Data) form will appear. Enter the required information and attach the necessary approved documents. After completing the section for International Program Accreditation, click (Save Draft).
7. To continue with Ranking Data entry, click on the (Here) icon at the top of the page.
8. Click on the (Back) icon at the bottom of the page to move between Ranking Data Levels. After completing all required fields, click (Save Data).
9. Review and agree to the declaration, then click (Send).

Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services),
then (Accreditation ,Ranking
and Evaluation)



Sign in



Select
the service from
the services' list



Submit
Application

2.3 Ranking Data Review



Service Description

An e-service that enables the Ranking Data Auditor to review, audit, and decide on ranking data via the Accreditation and Ranking Digital Platform



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
4 Working Days



Service Delivery Steps

1. A link to activate the account will be sent to the registered email of the authorized delegate in the form designated for creating the Data Auditor account.
2. Enter the verification code sent to the mobile number, then change the password.
3. The Data Auditor logs into the Accreditation and Ranking Digital Platform using their email and password.
4. Click on the (View Requests) icon at the top of the page, then select (Details).
5. To review ranking data, click on the (Here) icon at the top of the page.
6. Review the data entered in the Ranking Data form, then click (Review Ranking Request).
7. If approved, select (Approve). If modifications are needed, select (Requires Modification), add comments, then click (Send).

Note: If you select (Agree), the following will occur:

-A request will be sent to the delegate of the educational institution's account to approve and decide on the ranking data.

If you select (Requires Modification), the following will occur:

- A notification email will be sent to the Ranking Data Entry Operator with a link and details of the required modifications to the application data.

Click For Quick Access 

Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services),
then (Accreditation ,Ranking
and Evaluation)



Sign in



Select
the service from
the services' list



Submit
Application

2.4 Ranking Data Approval



Service Description

An e-service that enables the Certified Ranking Data Approval (authorized on the educational institution's account) to review, approve, and make decisions on ranking data



Service Delivery Channels

- ◆ Education and Training Evaluation Commission Website



Availability Period
24/7



Completion Period
2 Working Days



Service Delivery Steps

1. The authorized delegate logs into the Accreditation and Ranking Digital Platform using their email and password.
2. Click on the (View Requests) icon at the top of the page, then select (Details).
3. To approve ranking data, click on the (Here) icon at the top of the page.
4. After reviewing the entered data in the Ranking Data form, click on (Approve Ranking Data).
5. If approved, select (Approve) and accept the agreement. If modifications are required, choose (Requires Modification), enter comments, then click (Send).

Note: If you select (Approve), the following will occur:

- Educational institutions will no longer be able to modify ranking data.

If you select (Requires Modification), the following will occur:

- An email notification will be sent to the Data Entry Operator with the required modifications and a link to update the request.
- An email notification will also be sent to the Ranking Data Auditor, containing only the required modification notes.

Click For Quick Access



Click Fast Track Icon

If request fails, follow these steps:

Via Unified Support Platform



Select (Institution Services),
then ((Accreditation ,Ranking
and Evaluation)



Sign in



Select
the service from
the services' list



Submit
Application

- ◆ To log in, you can use your data on the Accreditation and Ranking Digital Platform

Happy to Serve You..

And receive your inquiries through our official channels and to take care of all beneficiaries.

 EtecCare

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[Beneficiaries Support Platform](#)



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