

## Instruction for the Virtual Base Room

### Introduction

The Virtual Base Room has been defined in view of the AMBA Peer Review Visit, being organised in line with the Accreditation requirement and following the Self-Audit Report Structure. It contains pdf, ppt, and excels documents as well as other files.

### How to Access the Virtual Base Room

The Virtual Base Room is available at: <https://luissbsbaseroom.luiss.it>

To access the Virtual Base Room you need to use your personal credentials and the password previously provided.

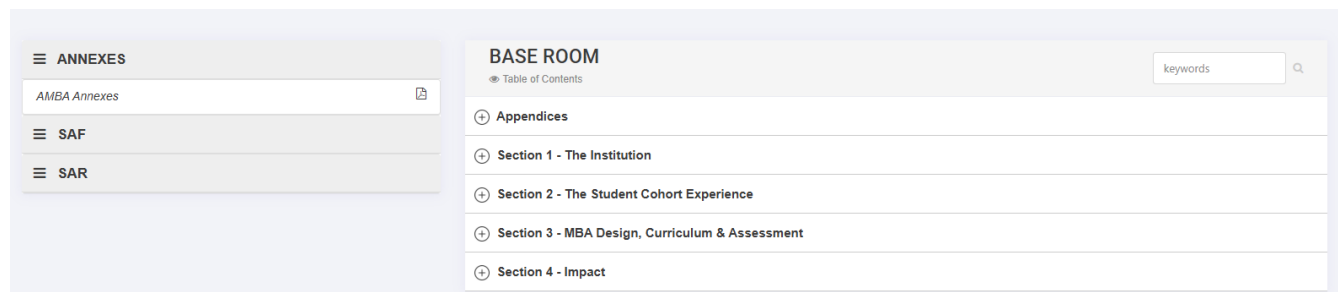
As an example:

Email: [personal email]

Password: AMBAPRT2025

### The Virtual Base Room Structure

As soon as you log-in, you will find the Virtual Base Room Homepage:

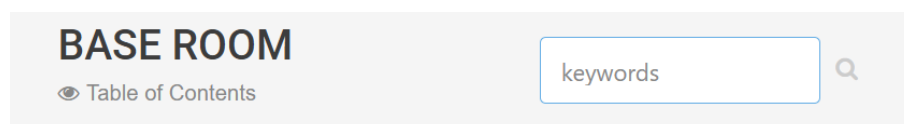


The Base Room is structured in accordance with the Self-Audit Report, as shown by the Table of Content providing a list of the documents available.

Every folder has sub-folders matching the Self-Audit Report sections.

### Document Research











To ease the document research, a search field where to look for files through dedicated keywords has been provided.



Indeed, all the documents in the Virtual Base Room use a keyword system that allows users to search the Base Room for specific documents.

As an example:

If looking for a programme brochure, you can digit the record “brochure” on the research tab and you will have the list of the files containing “brochure” on their label or the word brochure on the document.

BASE ROOM	
 Table of Contents	<div>Brochures ✕</div> 
	<i>Brochure Corporate MBA Cassa Depositi e Prestiti</i>
	<i>Brochure Corporate MBA Nokia TIM</i>
	<i>Brochure Executive MBA (Milan)</i>
	<i>Brochure Executive MBA (Rome)</i>
	<i>Brochure Flex MBA</i>
	<i>Brochure Full-time MBA</i>
	<i>Brochure Part-time MBA (Milan)</i>
	<i>Brochure Part-time MBA (Rome)</i>