Quick Reference for the
5-Year Program Review Report

Log-in Instructions

Browser/Platform Compatibility – The recommended browser for CampusLabs Compliance Assist® is Google Chrome in both the Mac and Windows platforms. Firefox and Internet Explorer 9 can work, but will not be optimal. Safari is NOT recommended.

Instructions

Follow the link to access CampusLabs Compliance Assist®
https://humboldt.compliance-assist.com/index.aspx

Sign-in with your HSU user name and password
Instructions

After signing-in the Welcome page will display.

Select “Program Review” to navigate to the 5-Year Program Review template.
The main Program Review page should look similar to this:

1) **Site Navigation** – This drop box can take you to the Planning site or the Compliance Assist! Launch page.
2) **Page Navigation** – These drop boxes help you navigate to your department page(s).
3) **Announcements** – On the Home Page you will find **Announcements** about the Program Review process.
4) **Your Name** - Log-Out and Access your settings options. Note: Always log-out on public computers.
5) **Help** – Access the CampusLabs Compliance Assist® HelpCenter for FAQs, tutorials, etc.
Instructions

1) Make sure “HSU Academic Programs” is selected from the first navigation drop box.

2) Select your department from the second dropdown.

3) This will display all of the past and present reviews, document directory, and/or dean’s comments that you currently have access to under this department. Contact the Academic Programs department if you cannot find the report you should have access to.

4) Select the appropriate review to edit (in this example, “PR AY 16/17”).
5) This will display the 5-Year Program Review template. To load a specific item in the review, click on the outline heading (i.e; “I.A.” or “III.B.”) rather than the title of the item.

6) This will display the specific item. To edit the item, click on the “Options” dropdown in the upper right and select “Edit Item.”
7) This will display the Edit Item page for that item. You will change the status from “Under Development” to “In Review” once your External Review has begun, and change it again to “Published” once your Program Review is complete. The “Description” box includes the prompt for the item. Scroll down to the next box, labelled “Narrative.”

8) The “Narrative” text box is where you will type (or paste, if you have already written your report) your response to this Item’s prompt. The “Reviewer’s Comments” box is for your External Reviewer.
Instructions

9) You can add additional sources to each item as well. The Requirement Sources box allows you to Upload Files and even allows you to organize them into separated folders using the Add Folder button. You may also add sources from your department’s Document Directory, and add links to external sources using the URL Sources box. There is also a Planning Sources box below <not pictured>, which allows you to link your item to specific items or reports from your Planning (Annual Review) page.
10) When you select “Upload File under the “Requirements Sources” box, the Upload a Single File box pops up. Click on “Select” to choose a file, rename it if you wish, then select “Upload Files”. To upload multiple files, click on the “upload multiple files” link.

11) When uploading multiple files, you can drag files directly from your Desktop/File Explorer. **Note:** When using Multiple File Upload, documents will be named automatically based on their filenames.

12) Click on “Save & Close” when you are finished editing the 5-Year Program Review item.
13) To travel to the next item, return to the Program Report home page or click on the green “Next” arrow.

14) Log out. Click on the “Log Out” link at the top right of the page when you are done.

Questions and Access Issues
Please call Academic Programs at 826.3947 or e-mail curriculum@humboldt.edu for assistance.

Help
CampusLabs Compliance Assist® HelpCenter: http://casupport.campuslabs.com/home