Quick Reference for the
Enrollment/Diversity and Student Success 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 “Planning” to navigate to the Enrollment/Diversity and Student Success Report template.
The Planning page should look similar to this:

1) **Interface Tabs** – The tabs can be used to navigate to the different options. By default you will be brought to the Home Tab.
2) **MyDashboard** – The **Dashboard** is where you can edit **Program Annual Reviews**, view resource documents and view roles.
3) **Announcements** – On the **Home Tab** you will find **Announcements** about the Planning 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.
Getting Started – Enrollment/Diversity and Student Success Report

Instructions

1) Select the “My Dashboard” Tab

2) In My Dashboard-My Roles - Select the “Academic Programs” tab

3) Open the organizational chart by clicking on the [+].

4) Open your department.

5) Click on your program.

Screenshots
Instructions

6) In the Academic Year tab, select Enrollment/Diversity and Student Success Report

7) Select the “Edit” tab to enter information in the Enrollment/Diversity and Student Success Report

Screenshots

[Table showing SLOs and their details]

[Image of the Enrollment/Diversity and Student Success Report with highlighted section]
8) Hover over the instructions symbol “ⓘ” to the right of the fields for additional information and instructions. Many prompts in the Enrollment/Diversity & Student Success Report have additional questions to answer found in these instructions, so make sure that read these all thoroughly before answering.

9) In File Library, click on Upload File(s) to attach supporting documentation, as needed.
Instructions

10) Click on “Select” to browse for supporting documents. Upload file. **Note:** If you are attaching more than one document, choose “multiple file uploader”

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 Enrollment/Diversity and Student Success Report.

13) Log out. Click on your name and select log out from the drop down menu.

**User Settings**
Access User Settings by clicking on your name in the upper-right.

**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