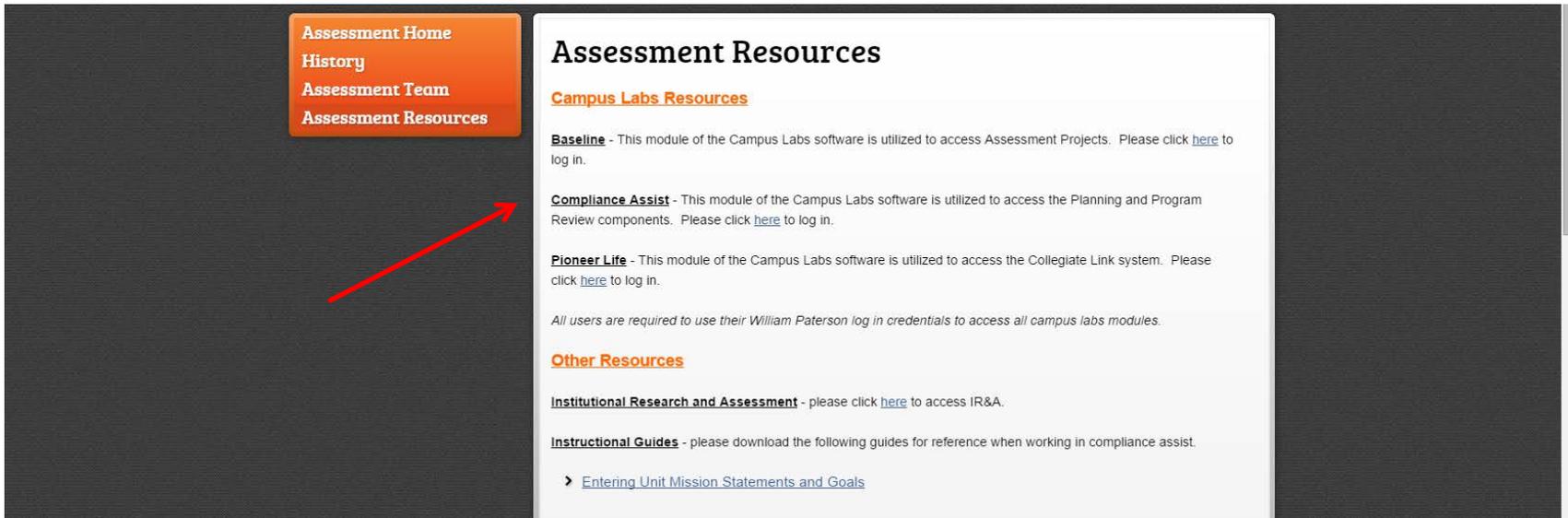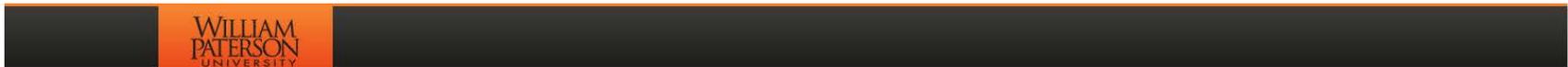# Instructions for Entering Unit Mission Statements & Strategic Planning Worksheets

1. **Sign in** to Compliance Assist (use the link on the Student Development Assessment website)

Assessment Resources

Campus Labs Resources

Baseline - This module of the Campus Labs software is utilized to access Assessment Projects. Please click here to log in.

Compliance Assist - This module of the Campus Labs software is utilized to access the Planning and Program Review components. Please click here to log in.

Pioneer Life - This module of the Campus Labs software is utilized to access the Collegiate Link system. Please click here to log in.

All users are required to use their William Paterson log in credentials to access all campus labs modules.

Other Resources

Institutional Research and Assessment - please click here to access IR&A.

Instructional Guides - please download the following guides for reference when working in compliance assist.

> Entering Unit Mission Statements and Goals

(Sidebar menu: Assessment Home, History, Assessment Team, Assessment Resources)

Authentication Required

You have chosen William Paterson University as your home institution. Please enter your WPU username and password below, then click the Login button.

Username

Password

Forgot Your Password? »

Need Help? »

Login

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2. Click on **Planning**

3. Go to **My Dashboard**

4. Click on the **Strategic Plans** tab

5. Select your **department/functional area** from the drop down menu on the left side of page.
Click on the + to expand the menu(s)

6. Select **New Item**

7. Select **Departmental Mission Statement**

8. Complete the form by entering a **title** and **one sentence** from your departmental mission statement then click **save**
   Repeat this step until each part of your mission statement has been entered into the system

9. Once you select **Save** the tabs on the top right will appear. Select the **Related tab**.

10. Select **Add**

11. Click on **William Paterson University** to display the University documents (Mission Statement, Core Values, & Strategic Plan). **Check the boxes** next to each statement that your selected Departmental Mission Statement supports.

12. Click on Division of Student Development to display Divisional Documents (Mission, Vision, Values)
Check the boxes next to each statement that your selected Departmental Mission Statement supports.

13.After selecting all applicable statements at the University and the Divisional level click **Add.**

14. Review the related items that you have selected.

15. Repeat steps 7-14, this time selecting **Departmental Goal** instead of Departmental Mission Statement. Enter each departmental goal as a separate item and relate back to the University and Divisional documents in the same manner described above.