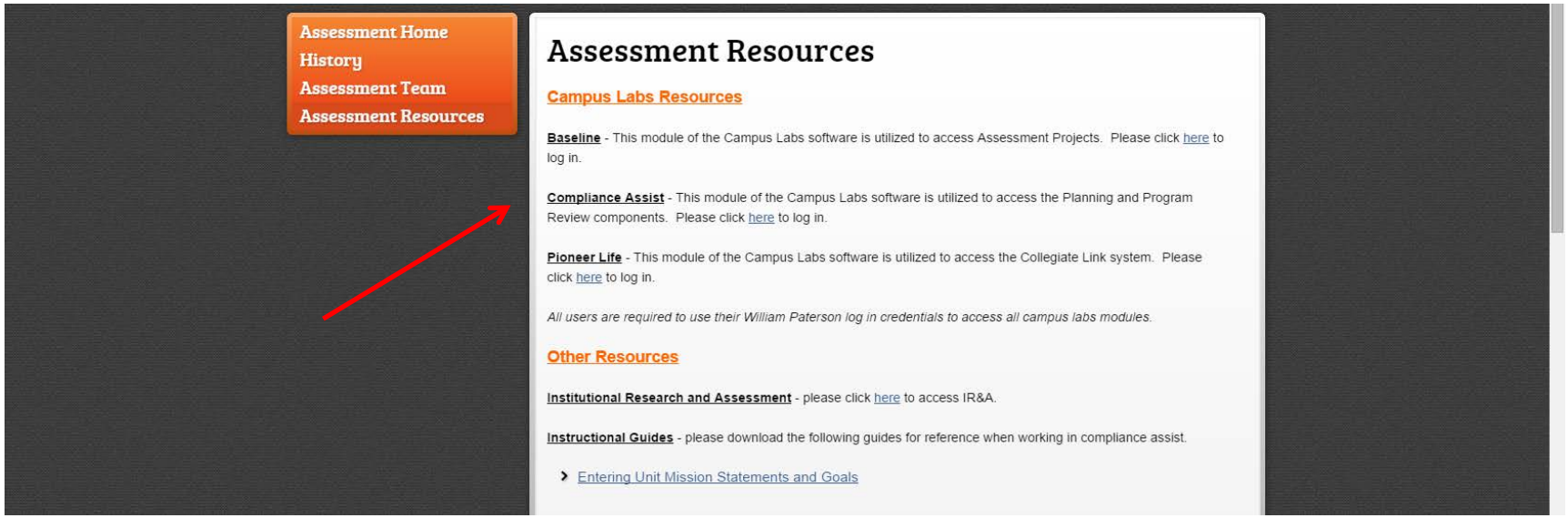
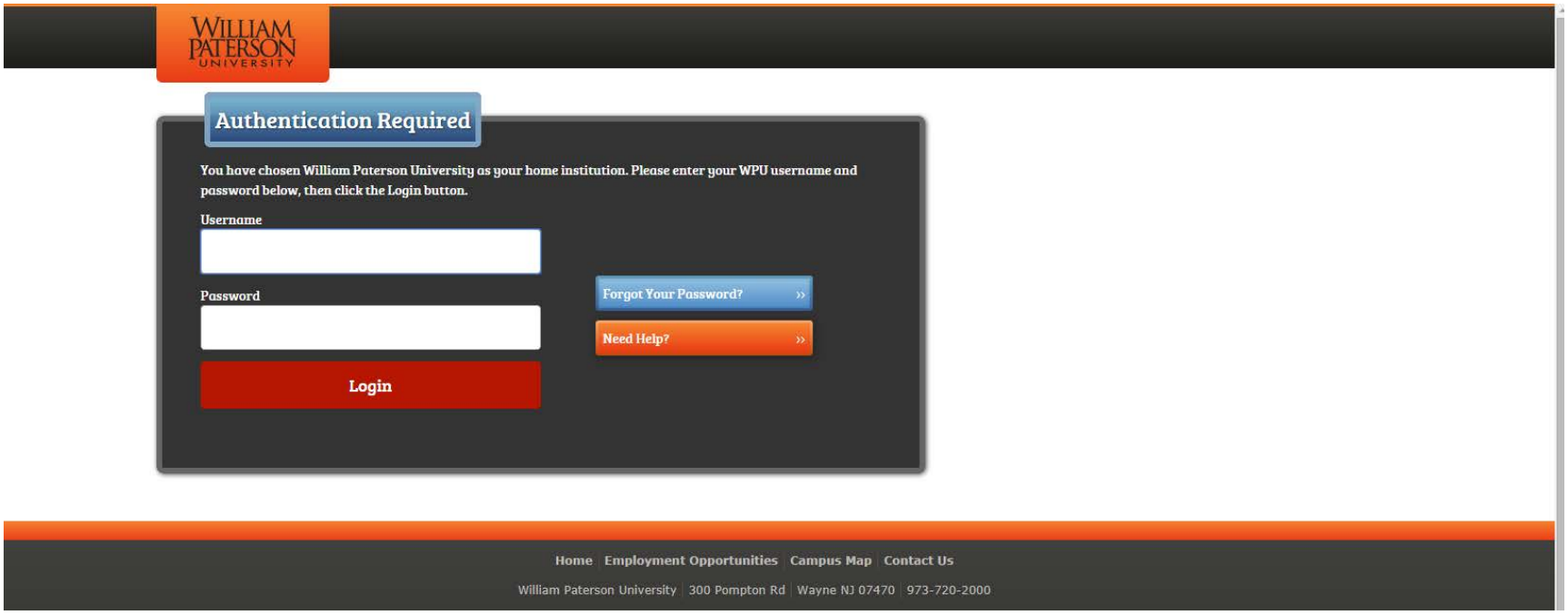
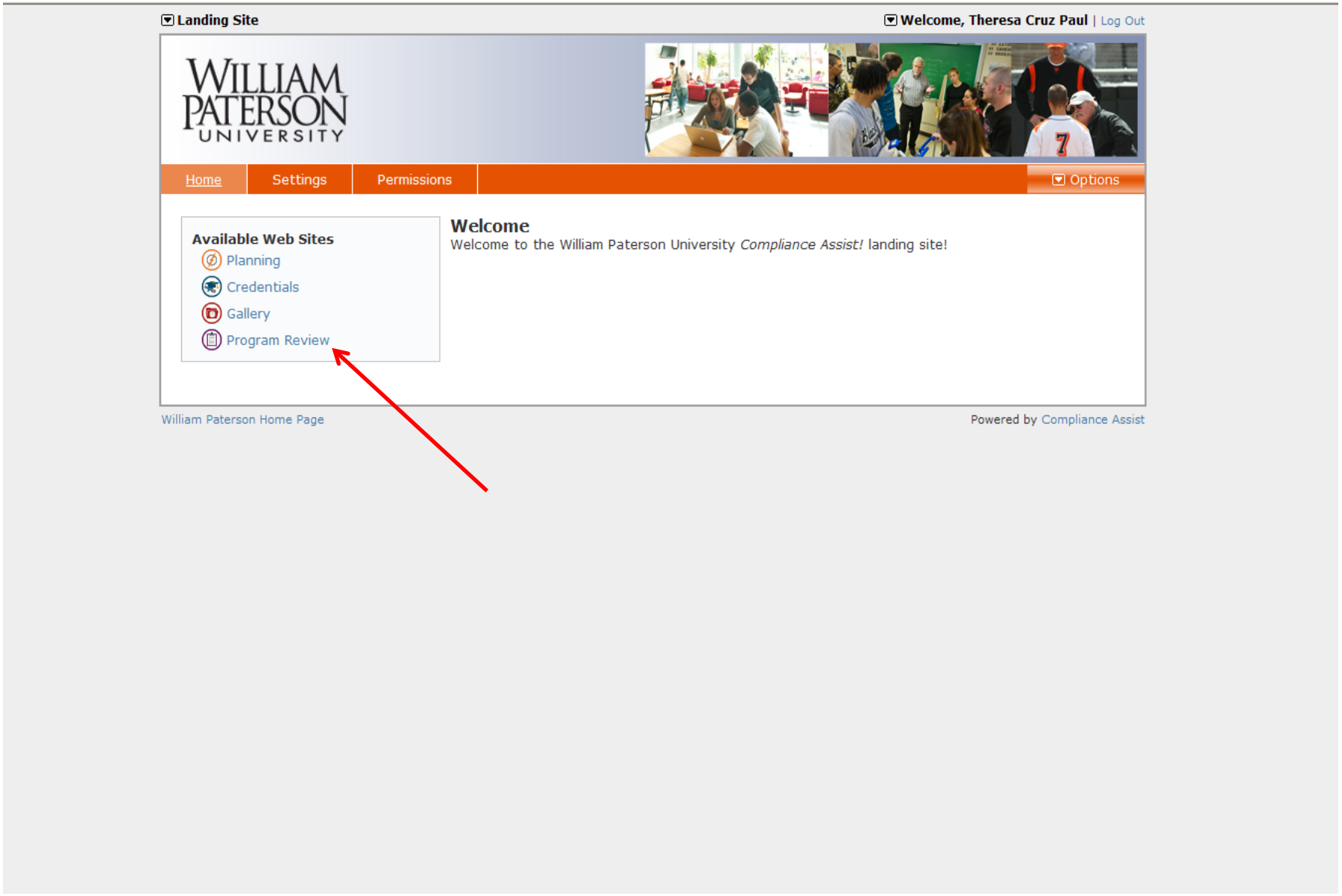
Instructions for Using Program Review

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

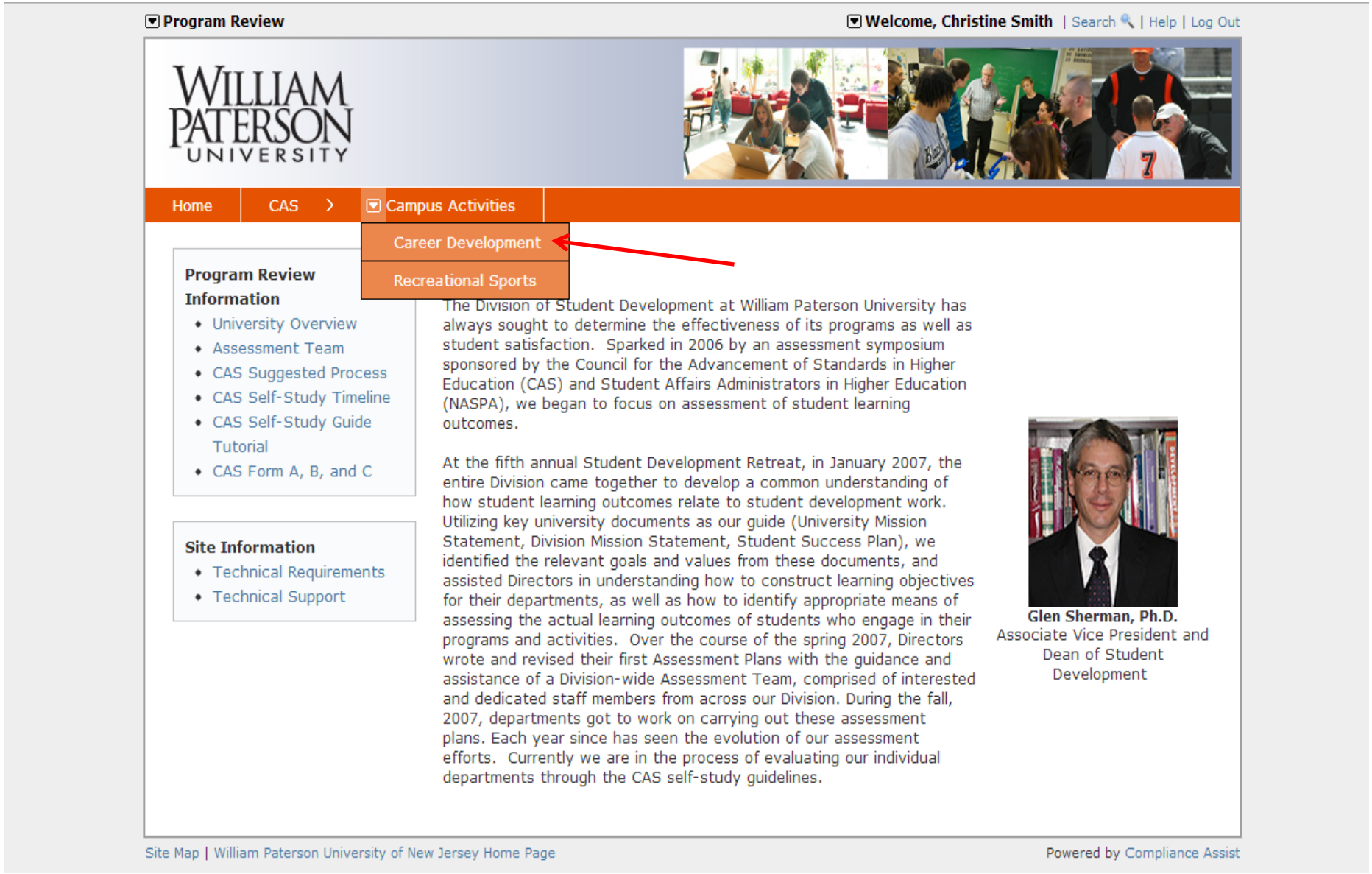




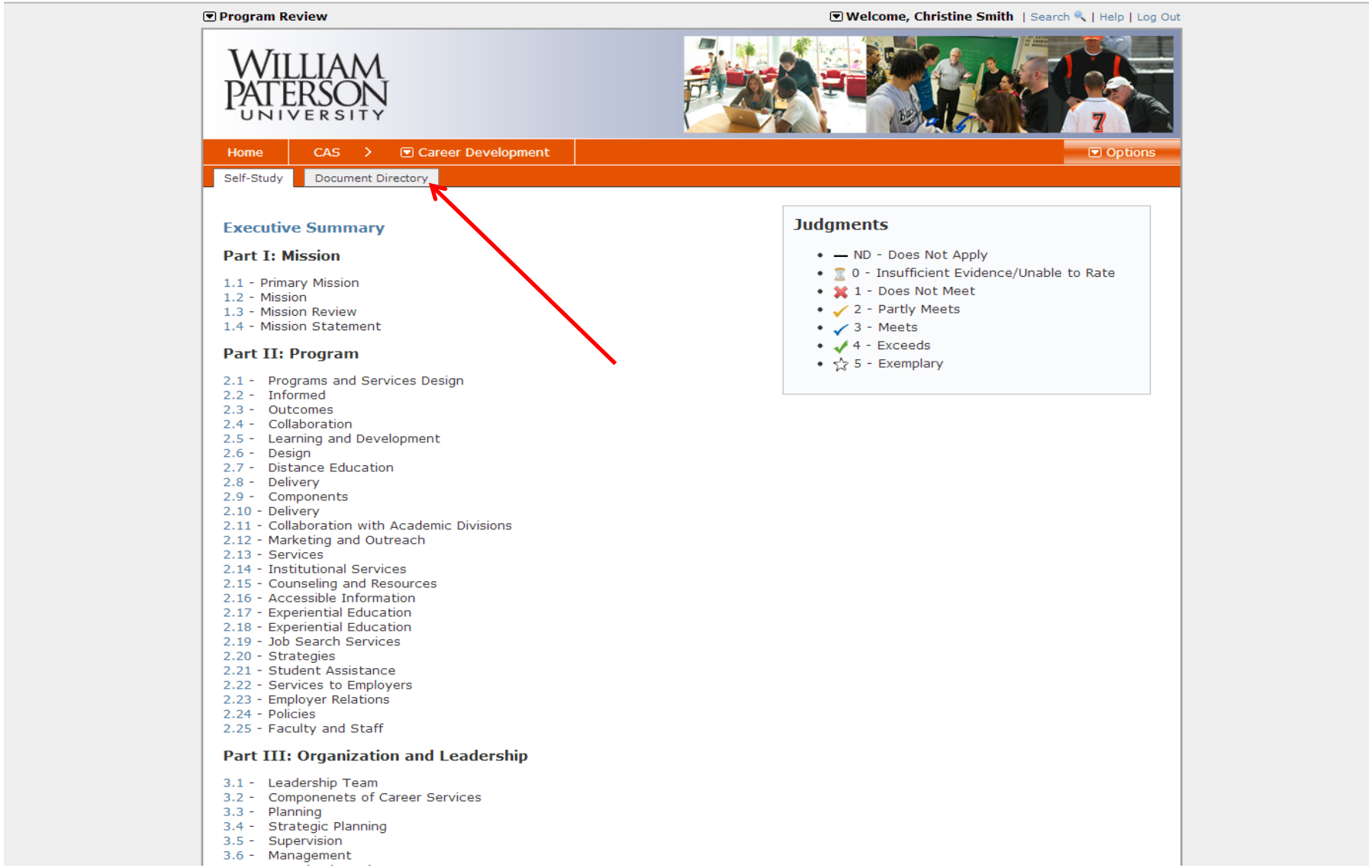
2. Click on **Program Review**



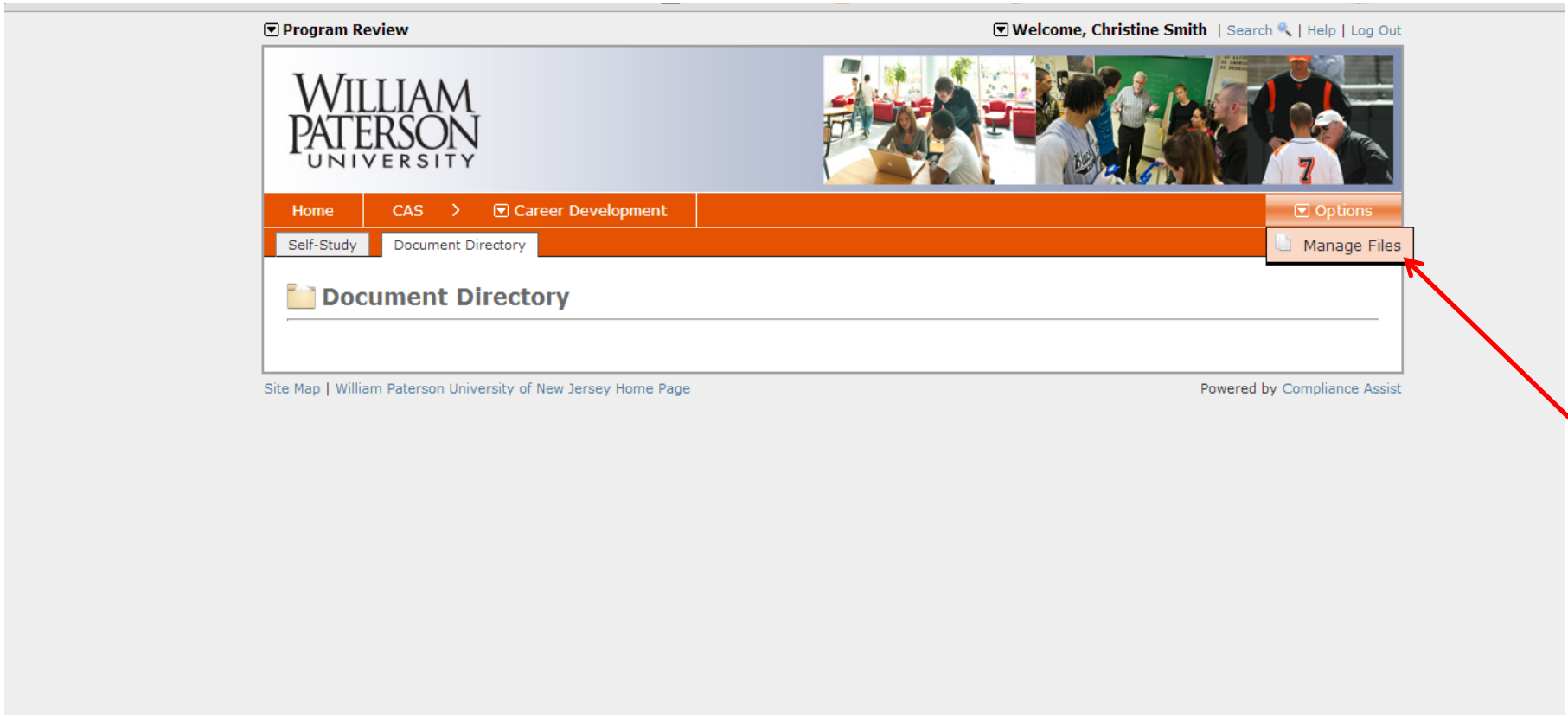
3. Click on Your **Functional Area**



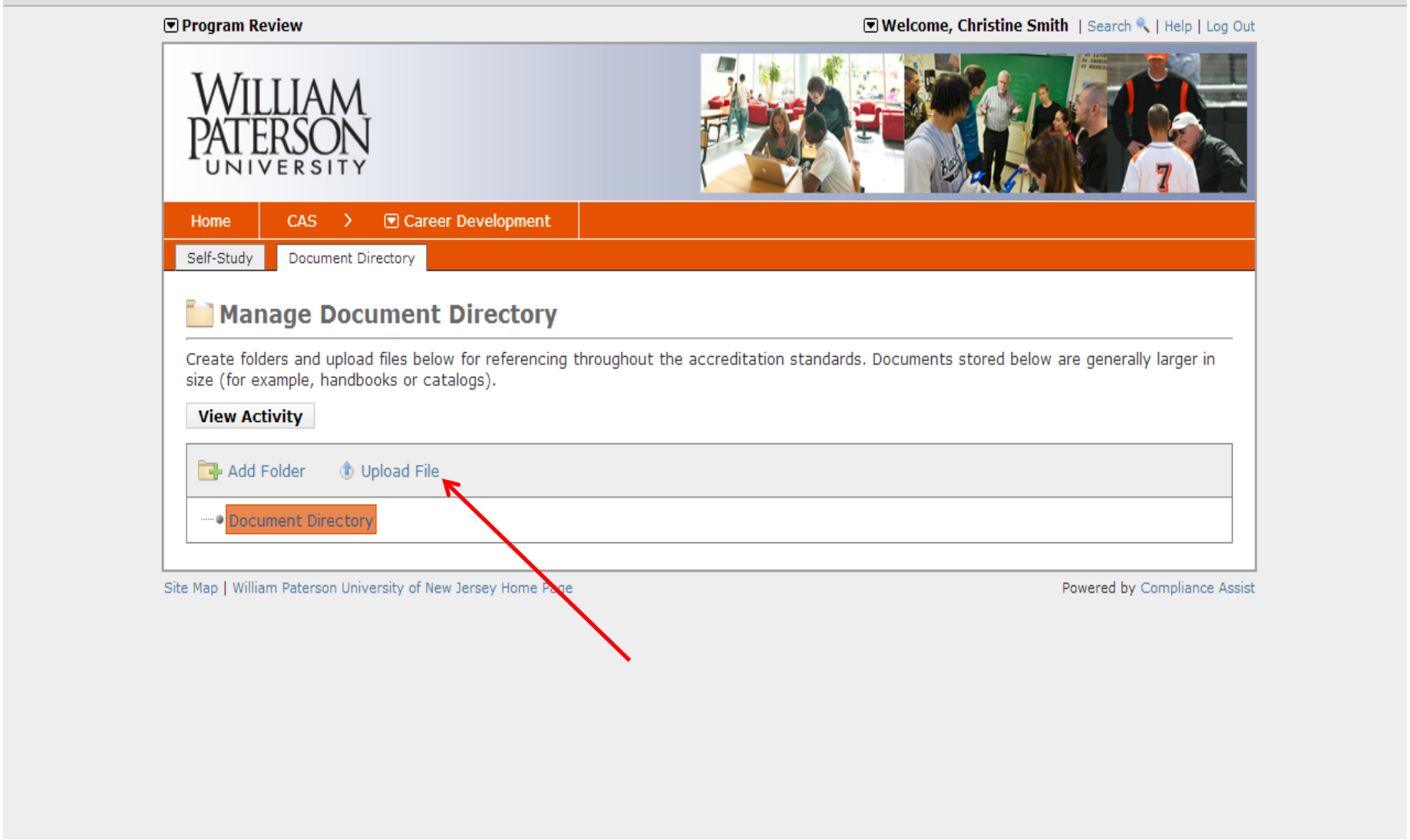
4. Click on **Document Directory**



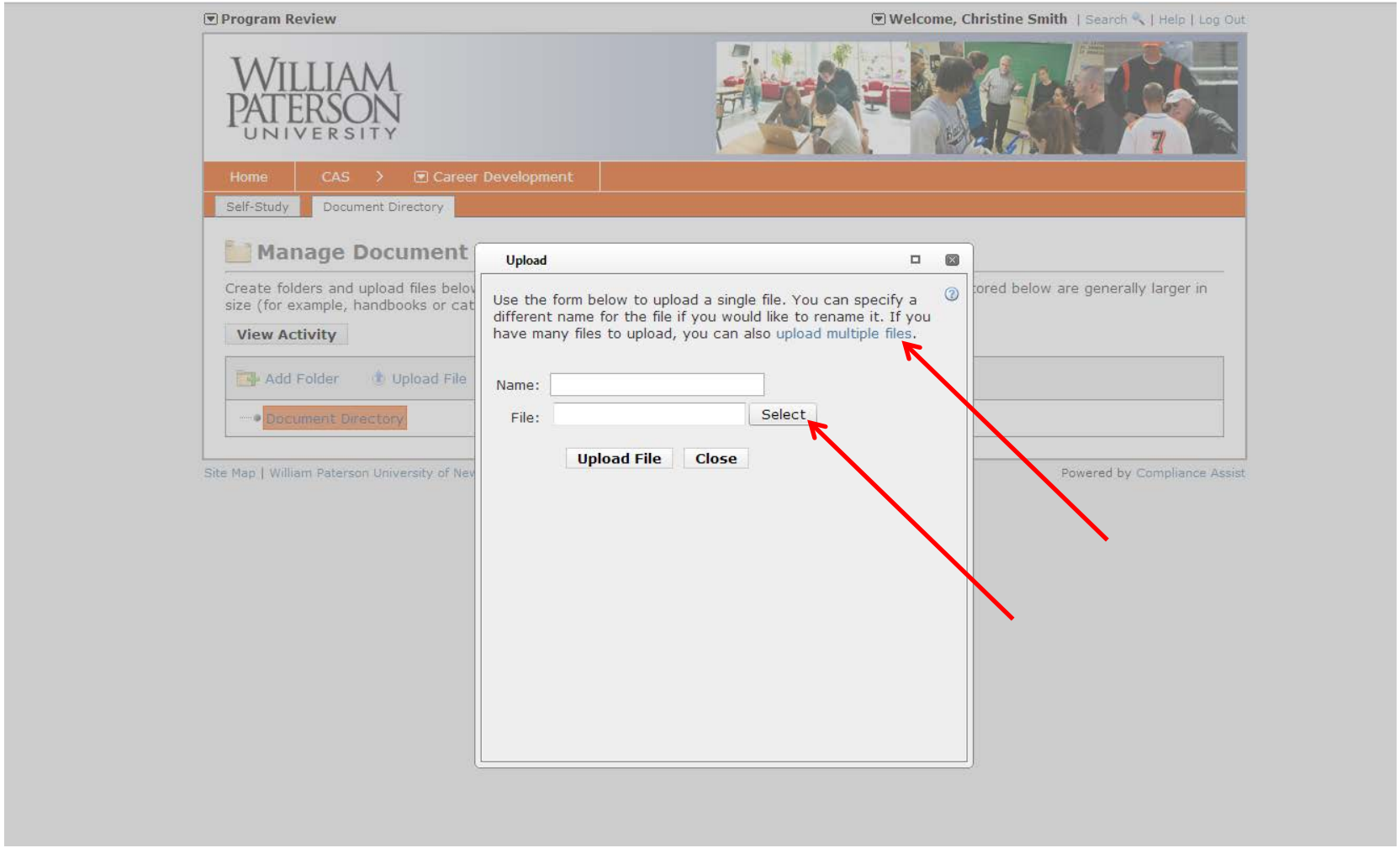
5. Click on **Manage Files**



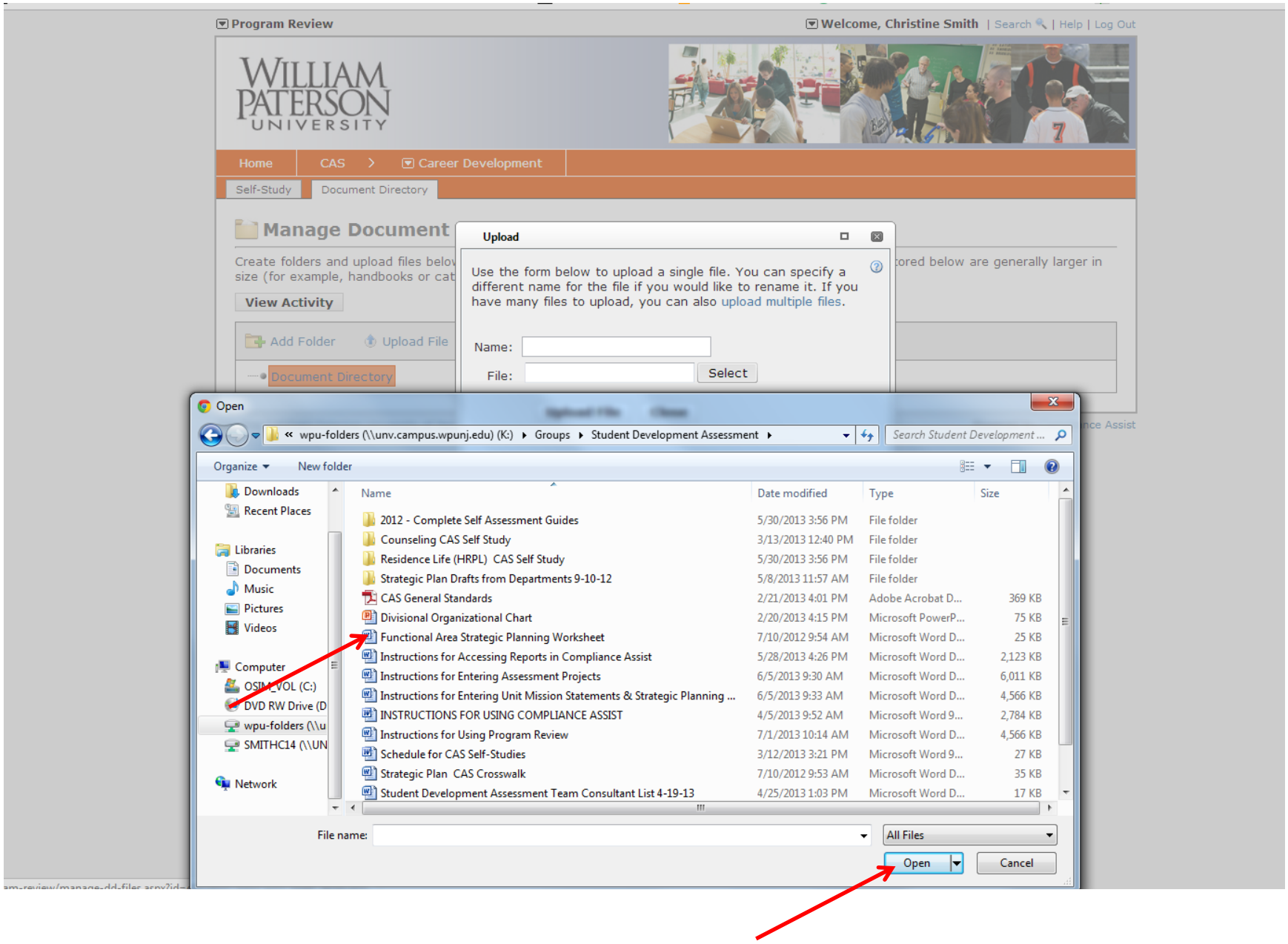
6. Click on **Upload File**



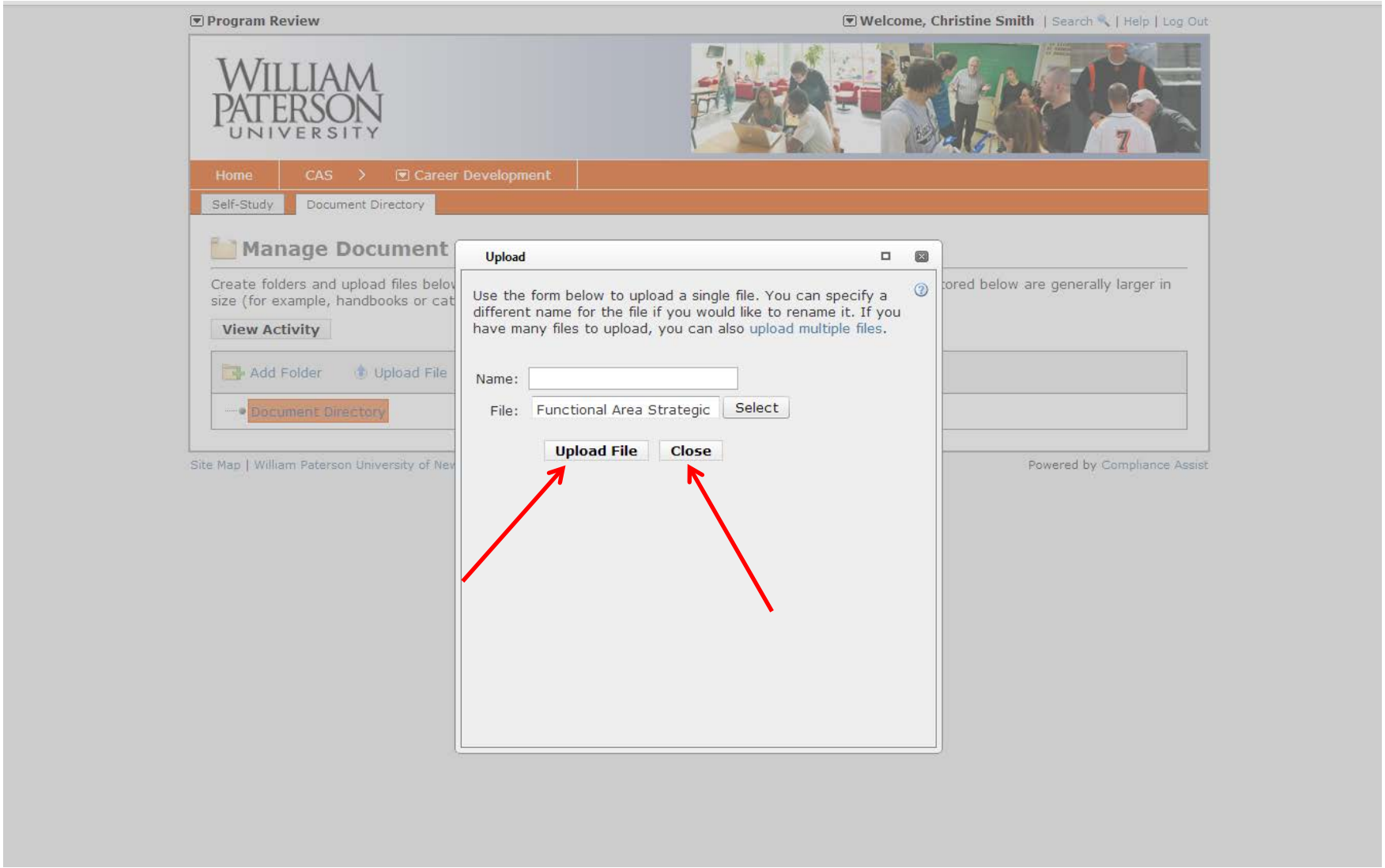
7. Click **Select** to upload 1 file OR click **Upload Multiple Files** to upload more than 1 file at a time



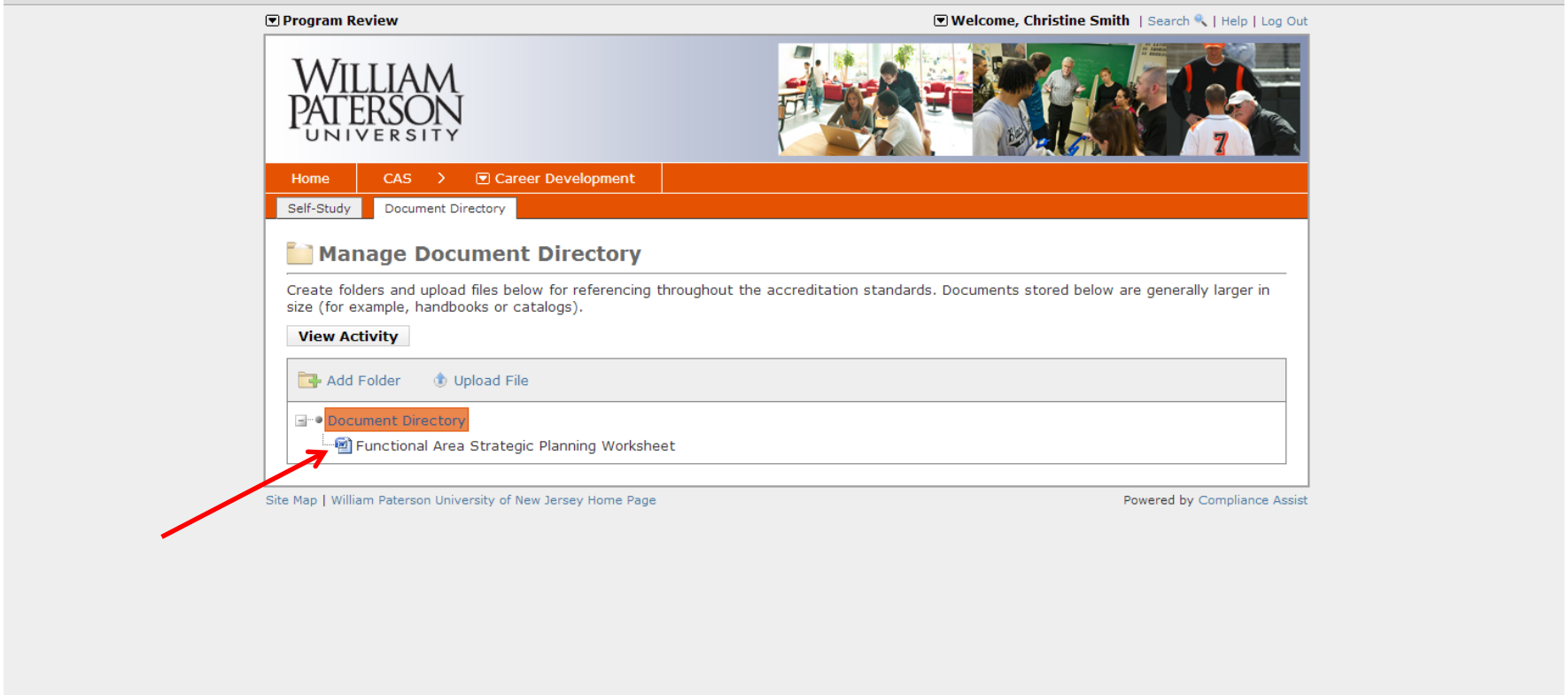
8. Select the **file(s)** that you wish to upload and click **Open**



9. Click **Upload File** then click **Close**

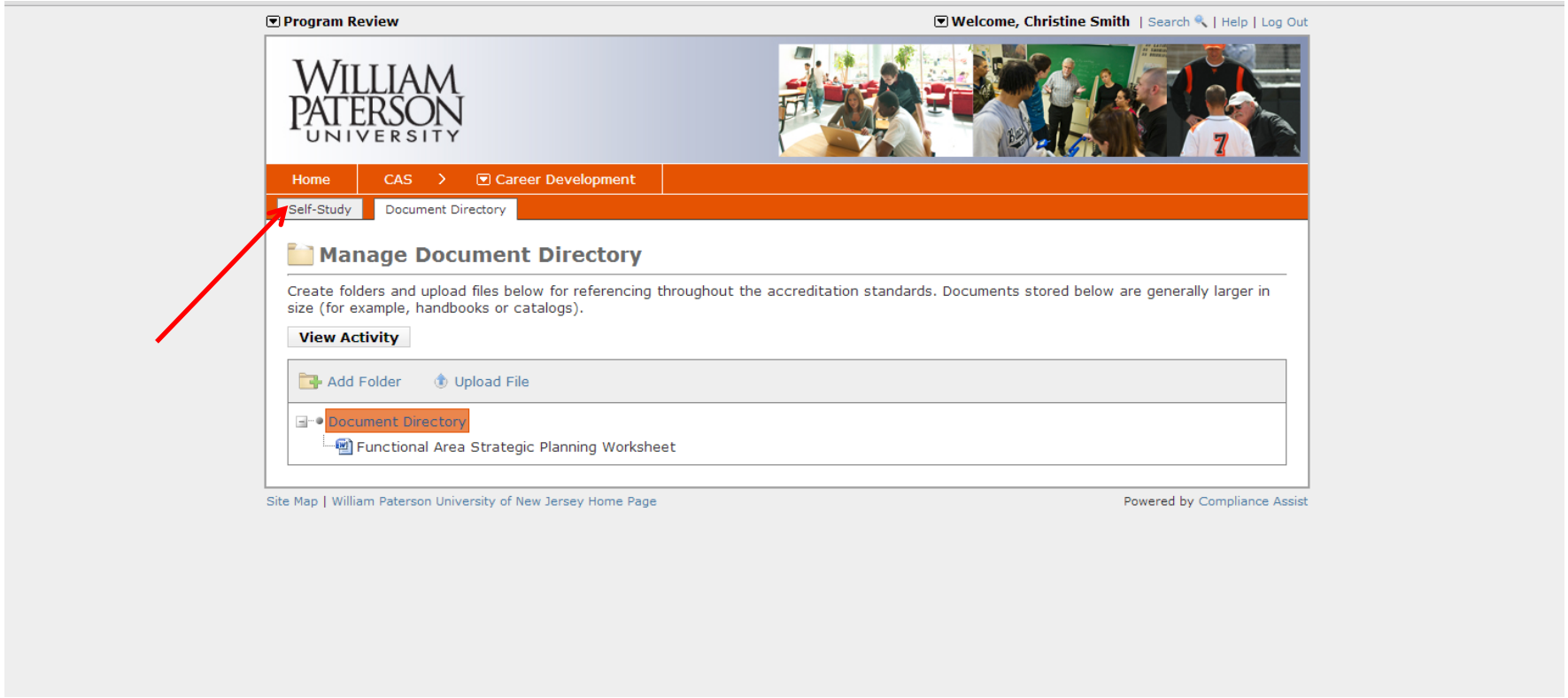


10. Any file(s) that you uploaded will now be available in the Document Directory.

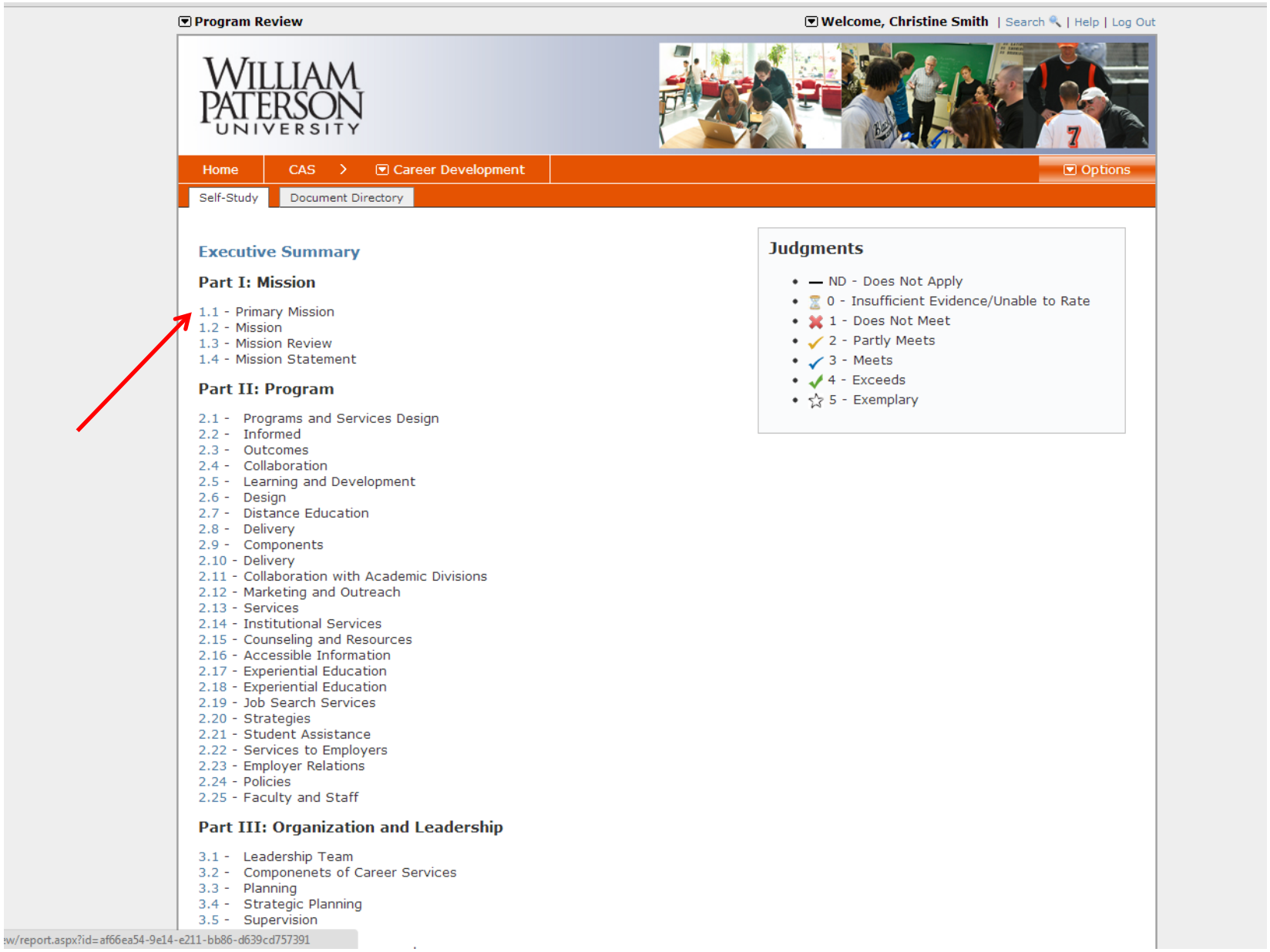


Repeat steps 6 through 10 until ALL files have been uploaded into the Document Directory

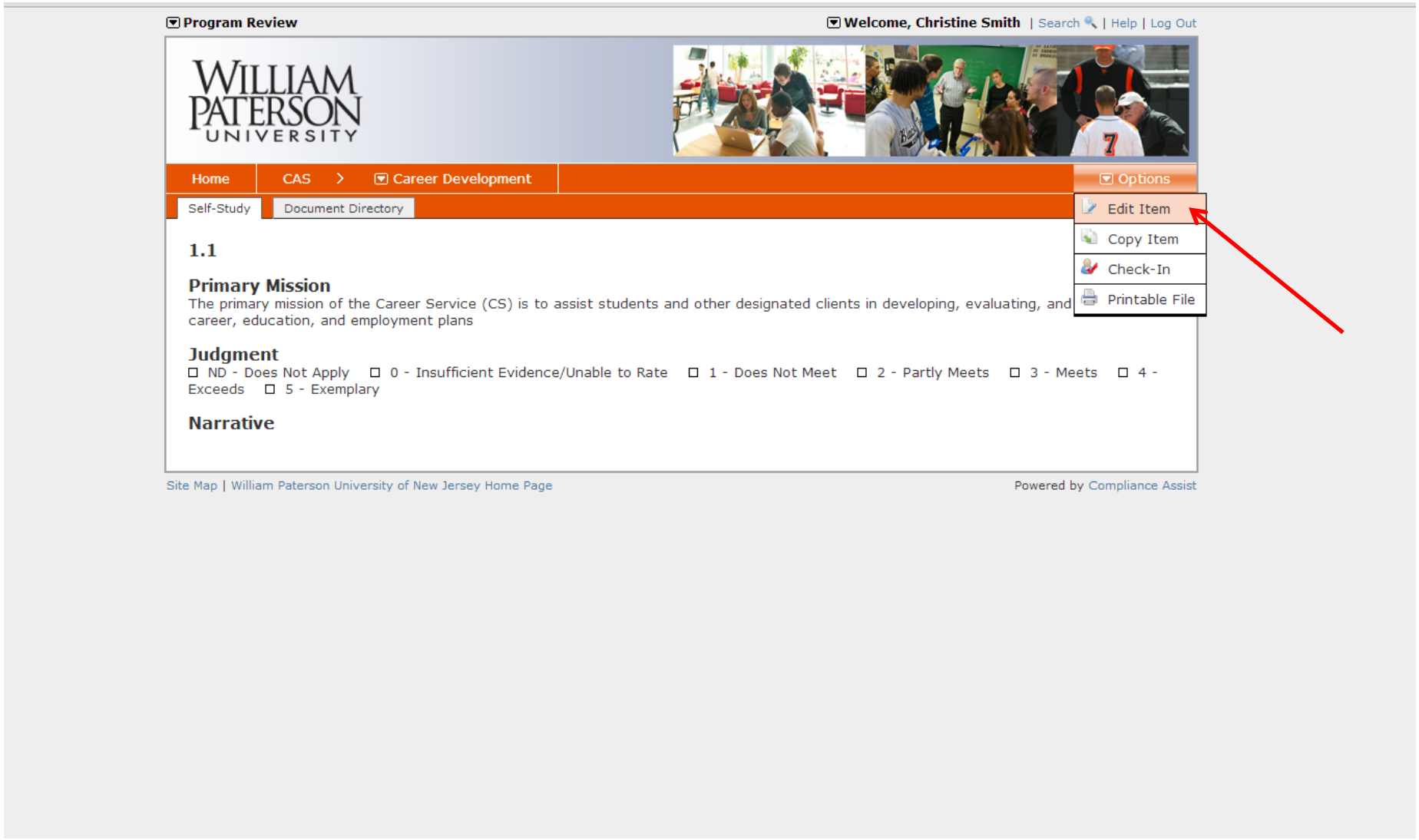
11. Click on the **Self Study** tab



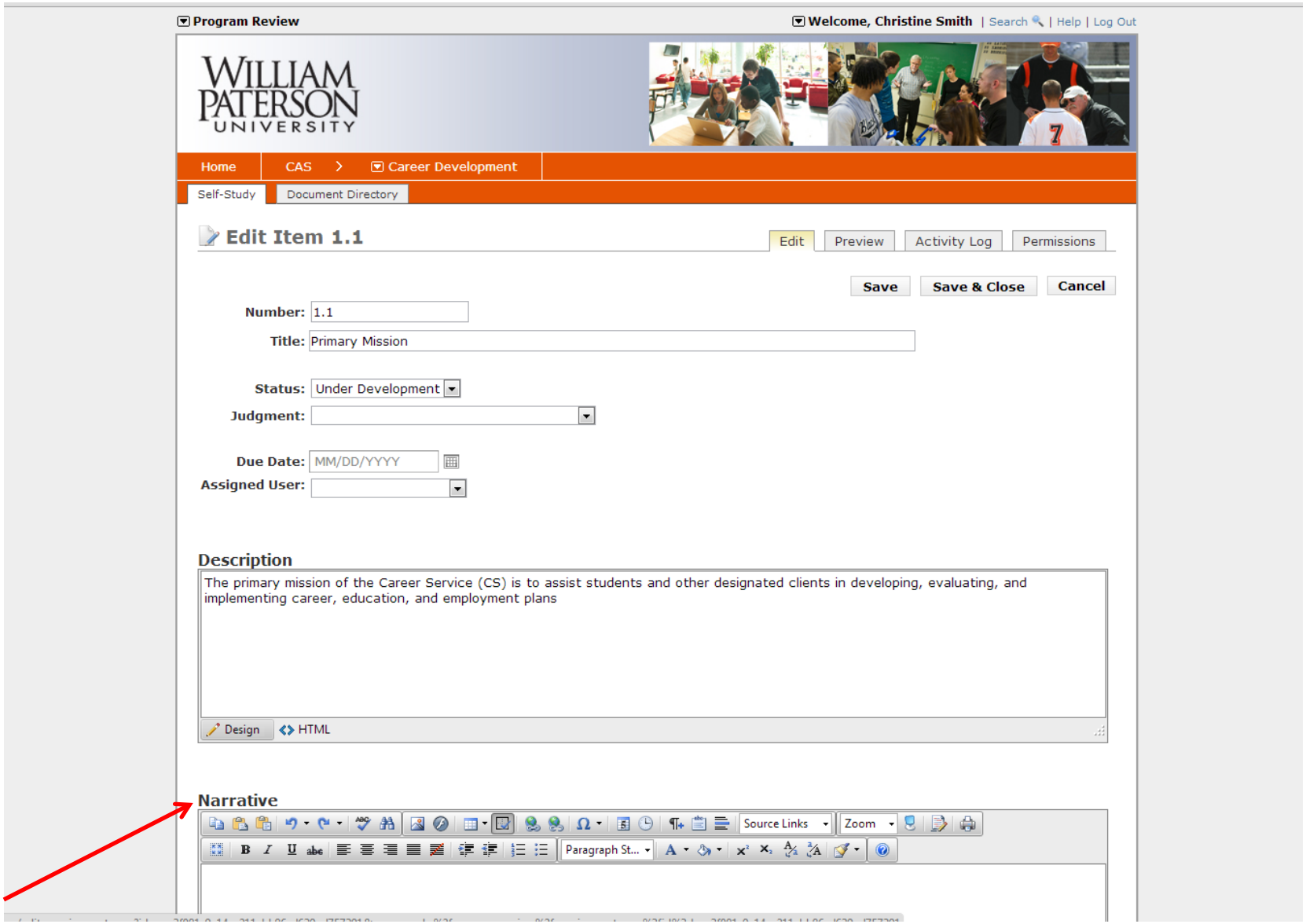
12. Click on **1.1** – Primary Mission



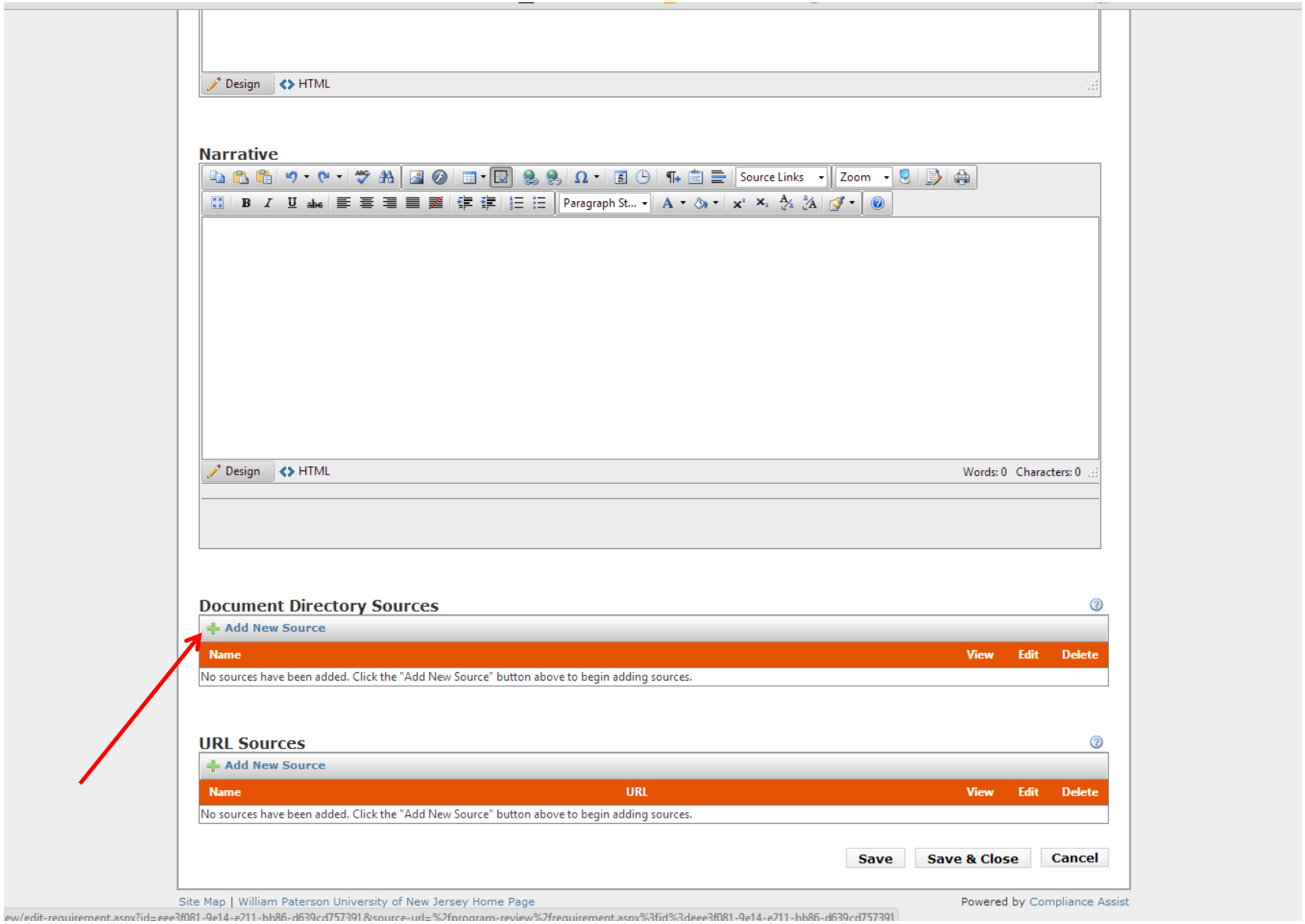
13.Click on **Edit Item**



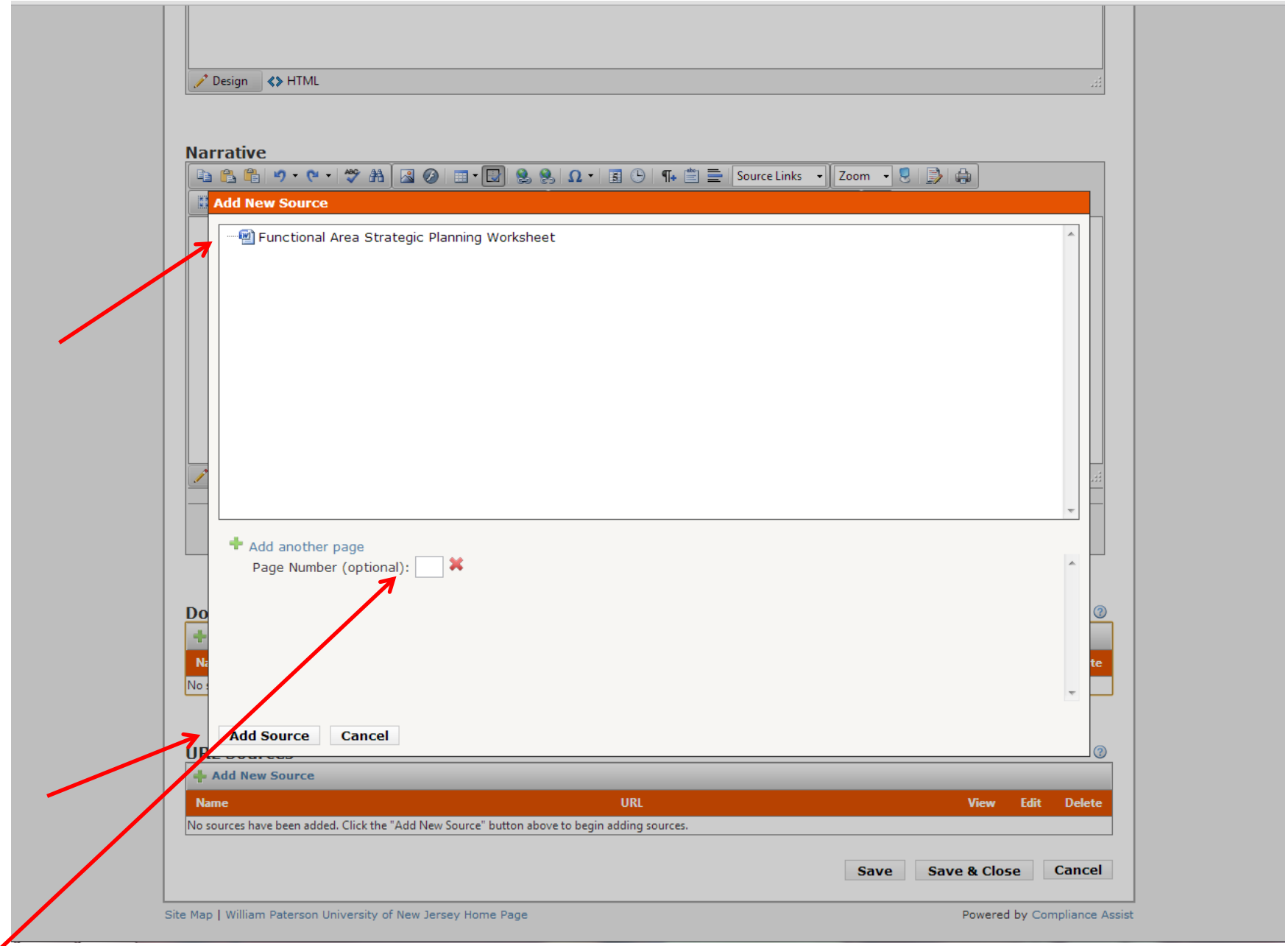
14. Write a brief explanation of how the Functional Area meets the standard in the **Narrative** section



15. Once the Narrative is complete, scroll down and click **Add New Source**

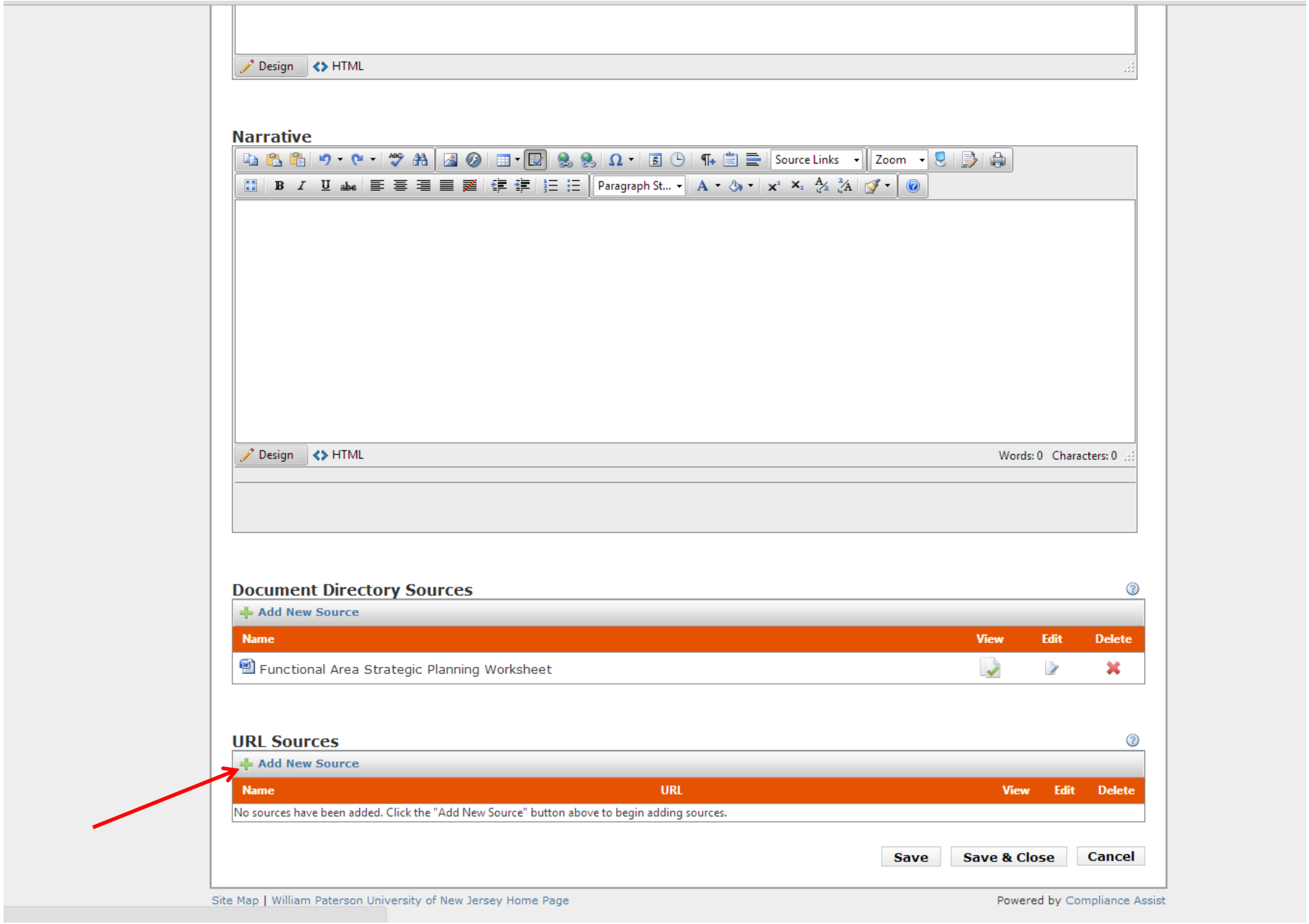


16. Select all documents from the Document Directory that support the Narrative and click **Add Source**

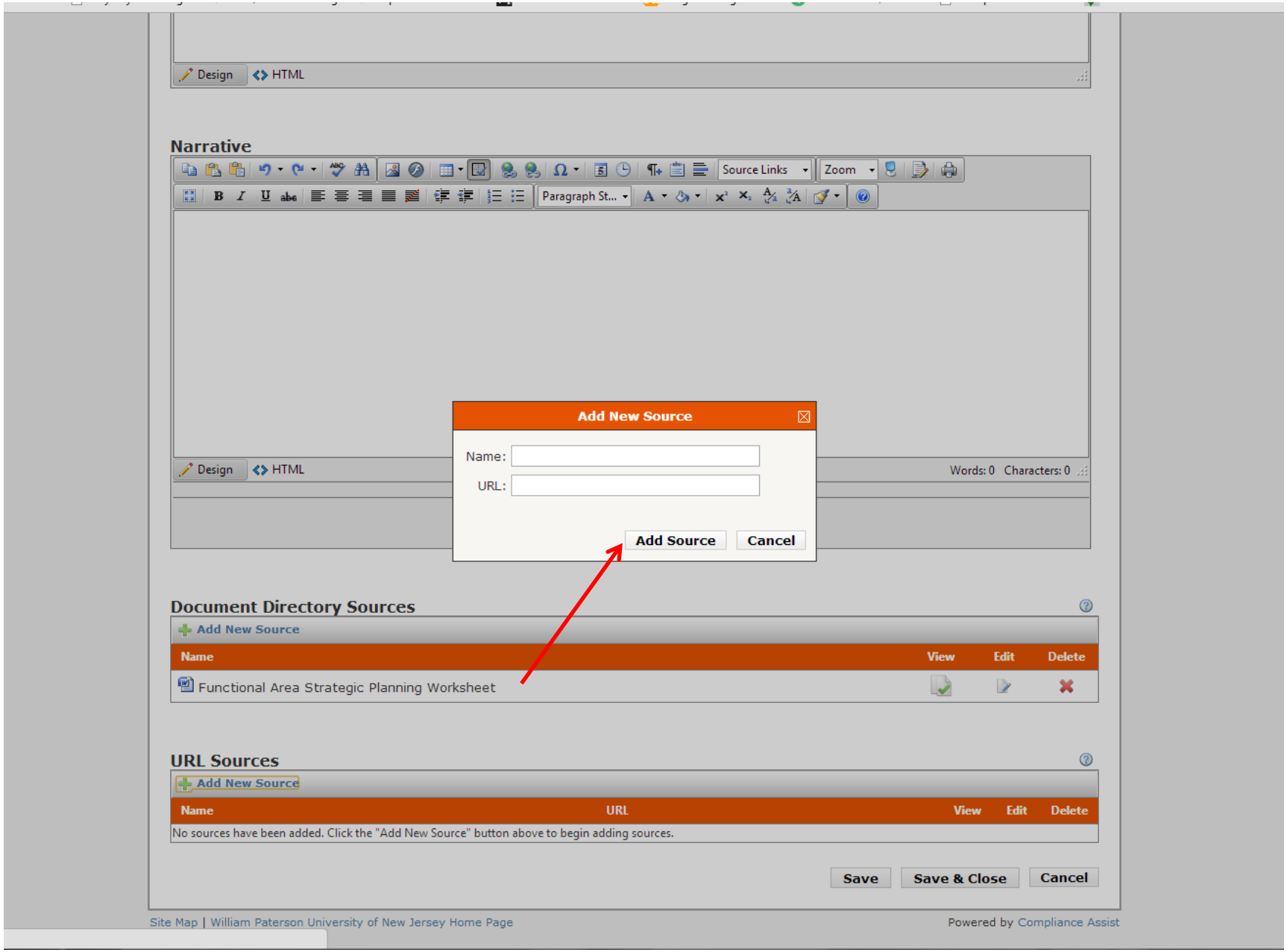


Please note that specific page number can be referenced if you are working with exceptionally lengthy documents

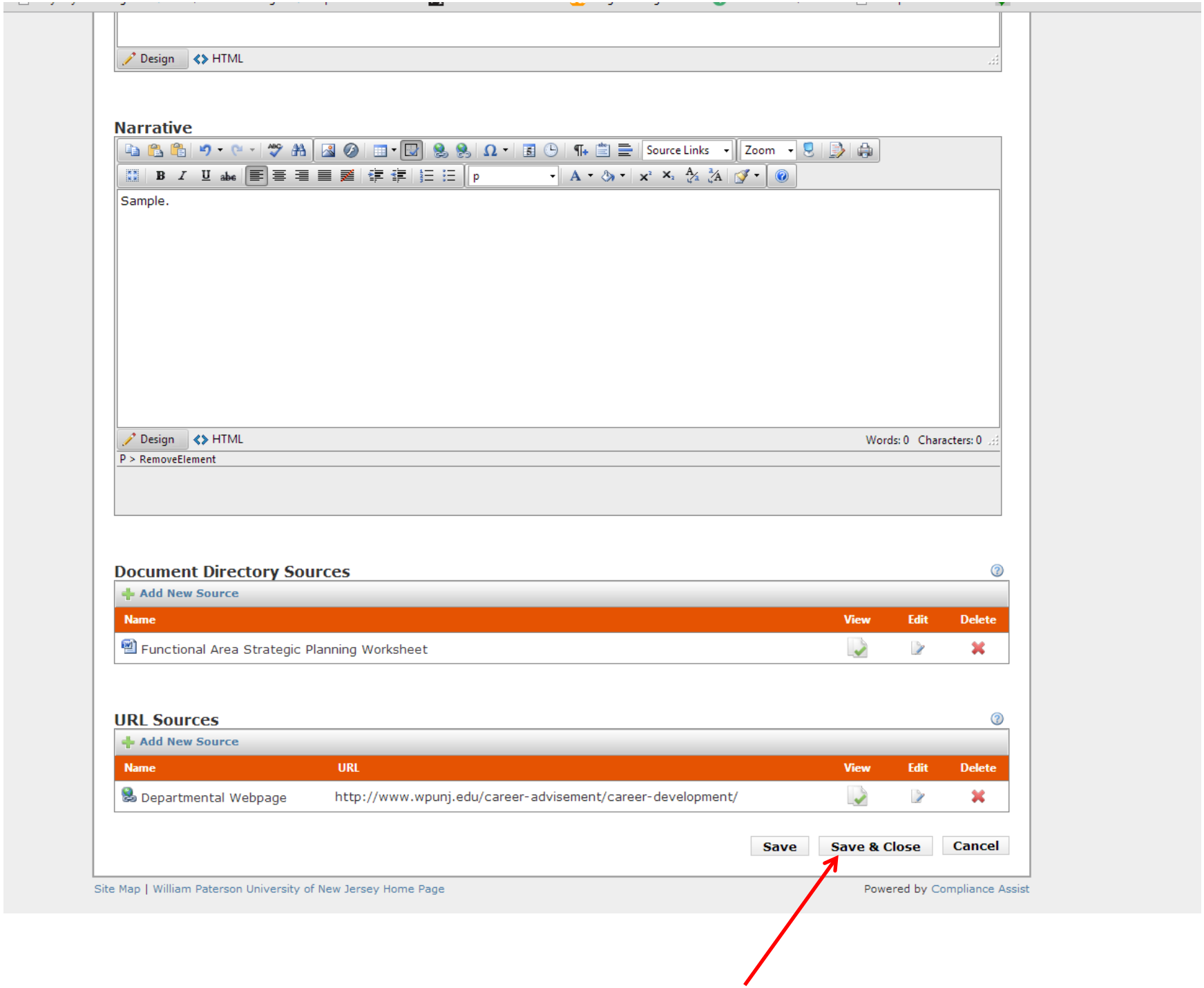
17. If you are interested in adding Web Sources click on **Add New Source** under URL Sources



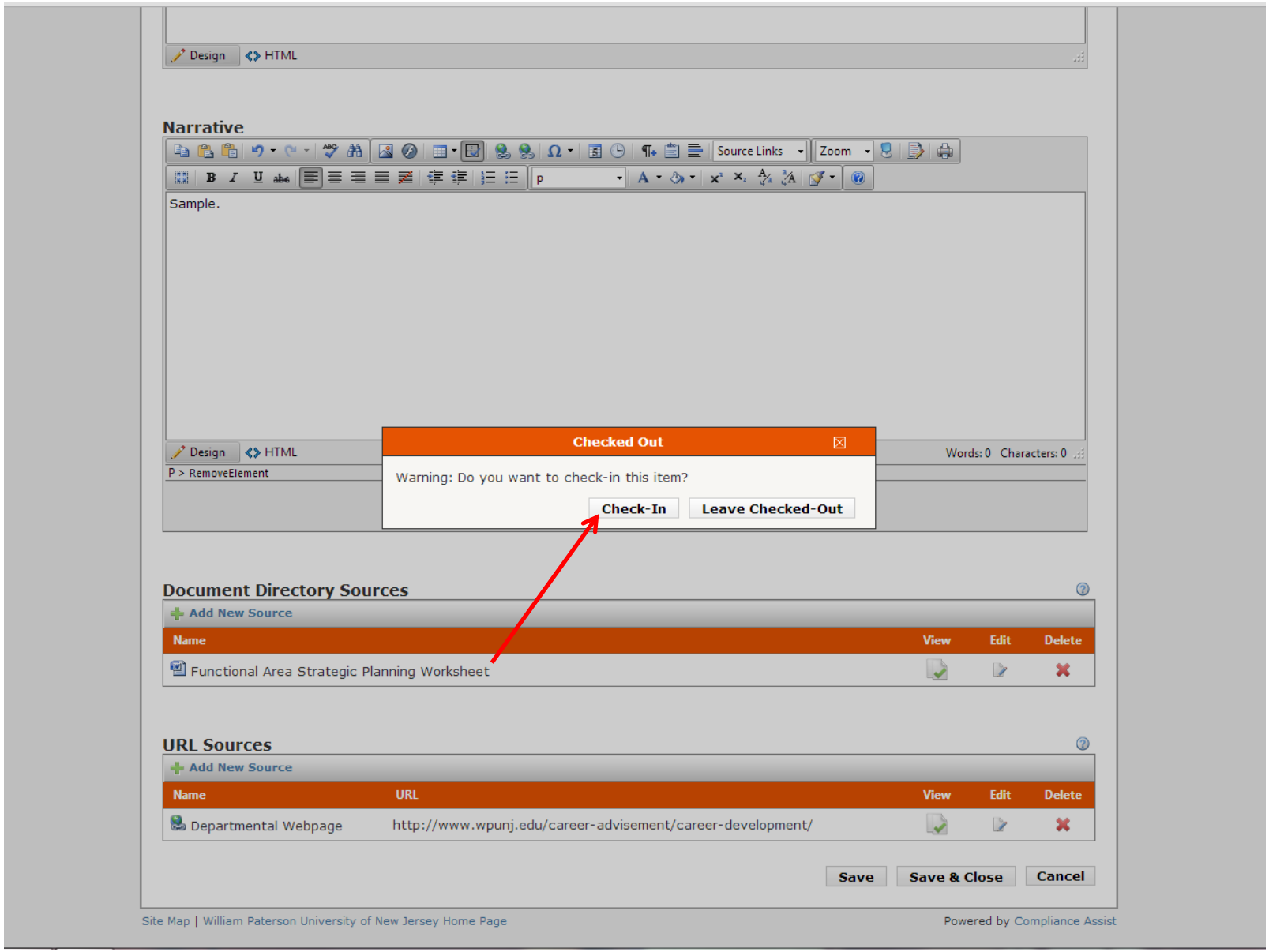
18.Enter the name and the URL Address then click **Add Source**



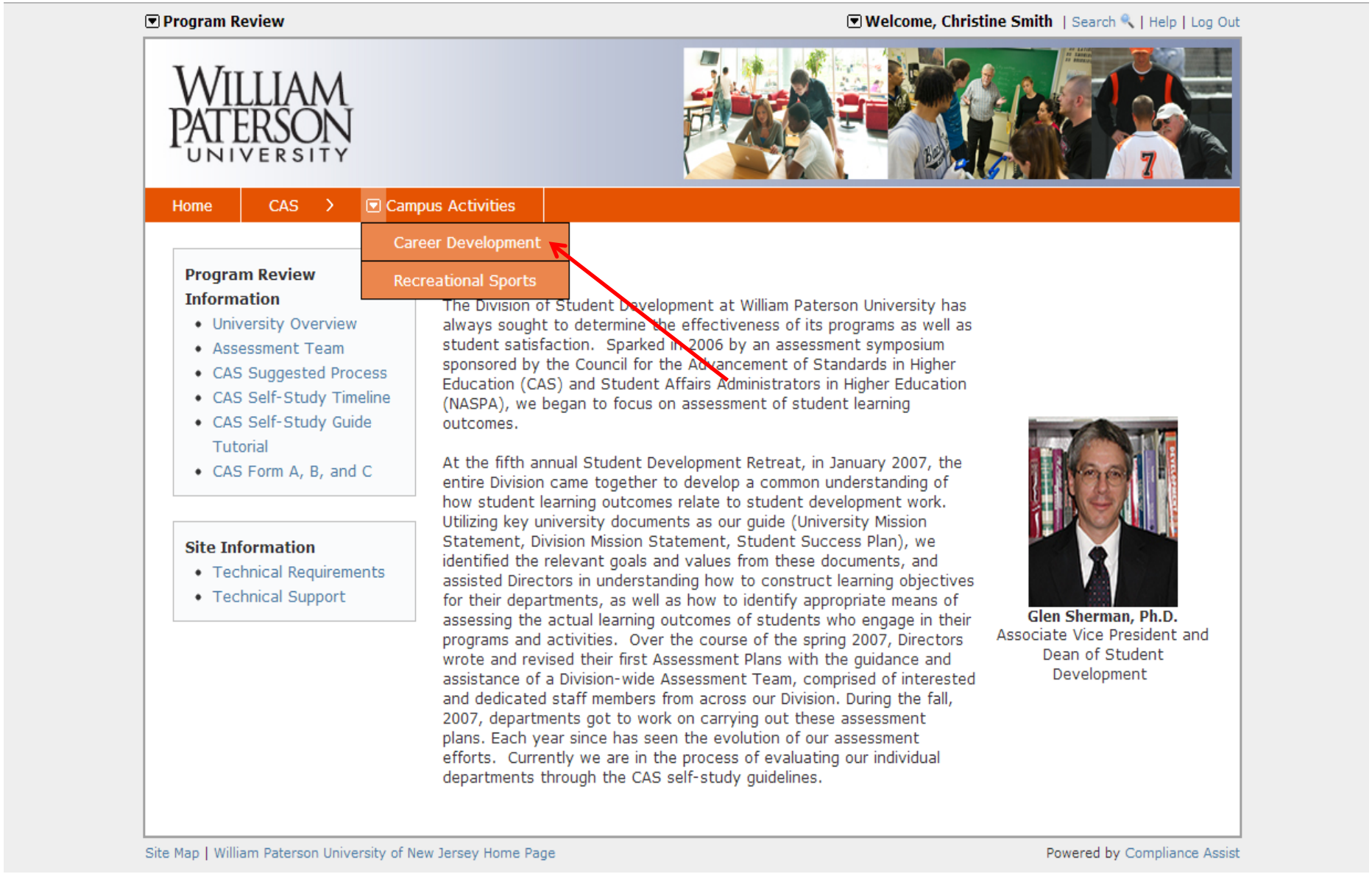
19.Once all sources have been added click **Save & Close**



20. All items must be checked back in when you are finished working with them. Click **Check-In**



21.Click on your **Functional Area** to return to the main self-study page



Repeat steps 12 through 20 until a Narrative has been entered and documents have been linked to each and every standard.