Instructions for Entering Unit Mission Statements & Strategic Planning Worksheets

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td></td>
<td>Mission and Vision</td>
<td>07/01/2012</td>
<td>06/30/2013</td>
<td>Division of Student Development</td>
</tr>
<tr>
<td>Activity</td>
<td>3.02</td>
<td>Ensure students are able to participate in community service projects with surrounding towns and cities</td>
<td>07/01/2012</td>
<td>06/30/2013</td>
<td>William Patterson University</td>
</tr>
<tr>
<td>Activity</td>
<td>3.01</td>
<td>Provide opportunities for students to be critically engaged</td>
<td>07/01/2012</td>
<td>06/30/2013</td>
<td>William Patterson University</td>
</tr>
</tbody>
</table>
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.