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**

![Image of the William Paterson University website showing the Manage Document Directory page with an arrow pointing to the Upload File option.](image-url)
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

*Description*

The primary mission of the Career Service (CS) is to assist students and other designated clients in developing, evaluating, and implementing career, education, and employment plans.
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.