How to Access Your <u>Outcomes & Assessment Plan</u> in <u>Compliance Assist</u>

<u>**Login**</u>

1. **Login** to Compliance Assist from either the **CCCC Portal** *or* go directly to https://cccc.compliance-assist.com/.

2. Login to the **CCCC Portal** using your **CCCC ID** (ex. CCoug968) and **CCCC password.**

3. Choose **Compliance Assist:**
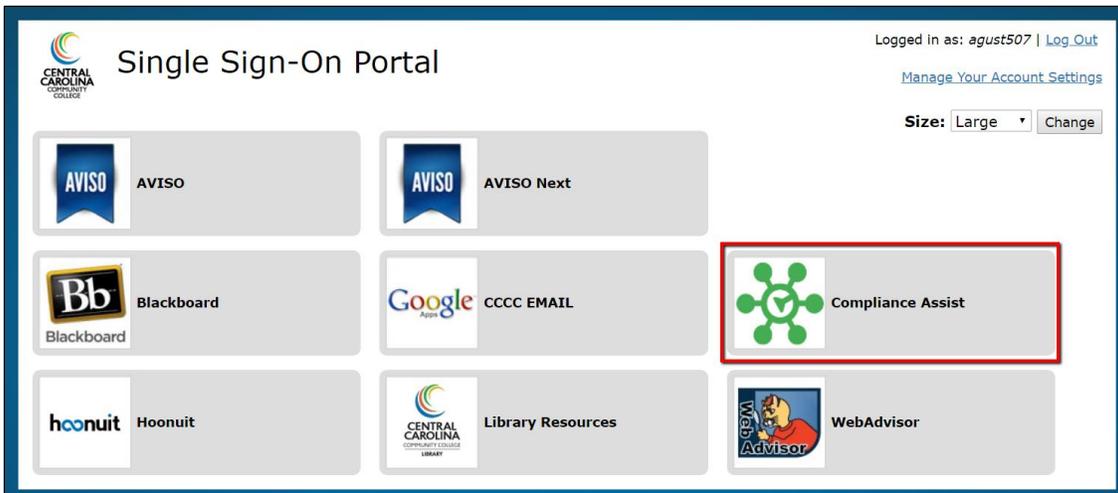
Questions? Contact Amy Gustavson
(919) 718-7257 or agustavson@cccc.edu

4. Click **login** in the upper right corner to link your Portal and Compliance Assist accounts.
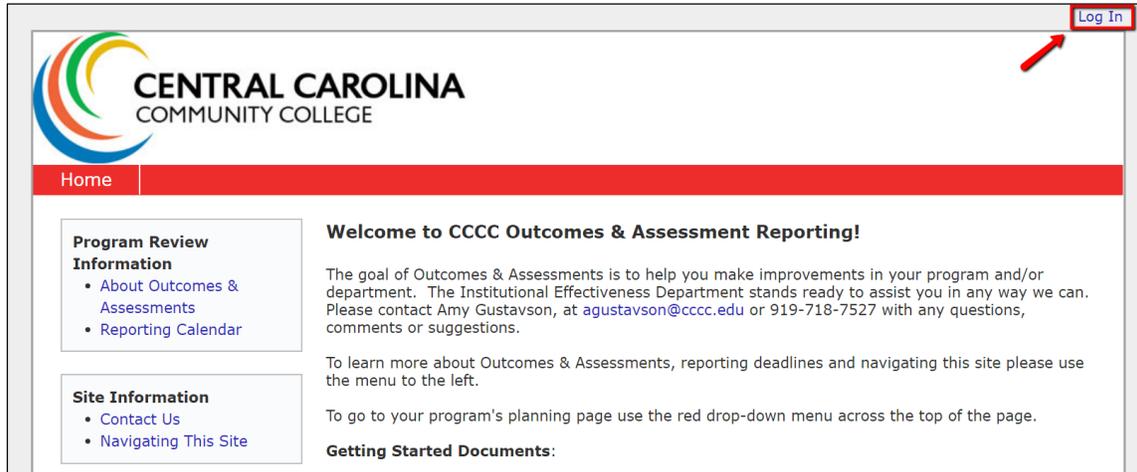
Get Started

1. In the upper left corner, click on "**Program Review**" or "**Accreditation**" from the drop down box.
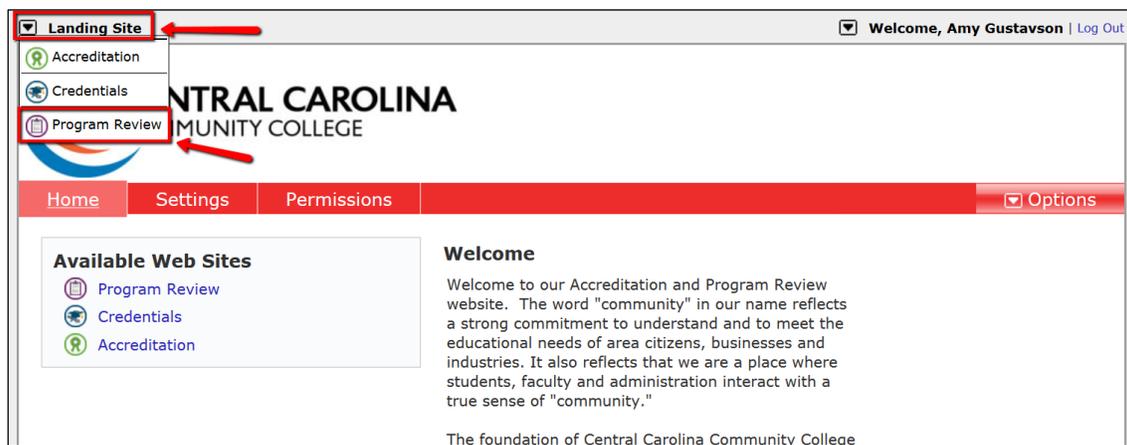
2. On the **red menu bar**, use the **first drop-down box** to select *Instructional Programs* or *Services Areas*.
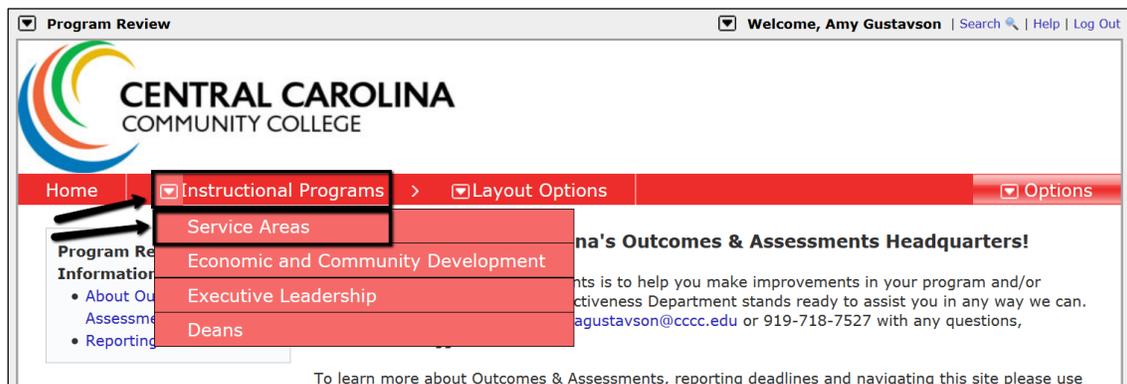
3. On the **red menu bar**, use the **second drop-down box** to select the program(s)/unit(s) that you have access to in Compliance Assist.
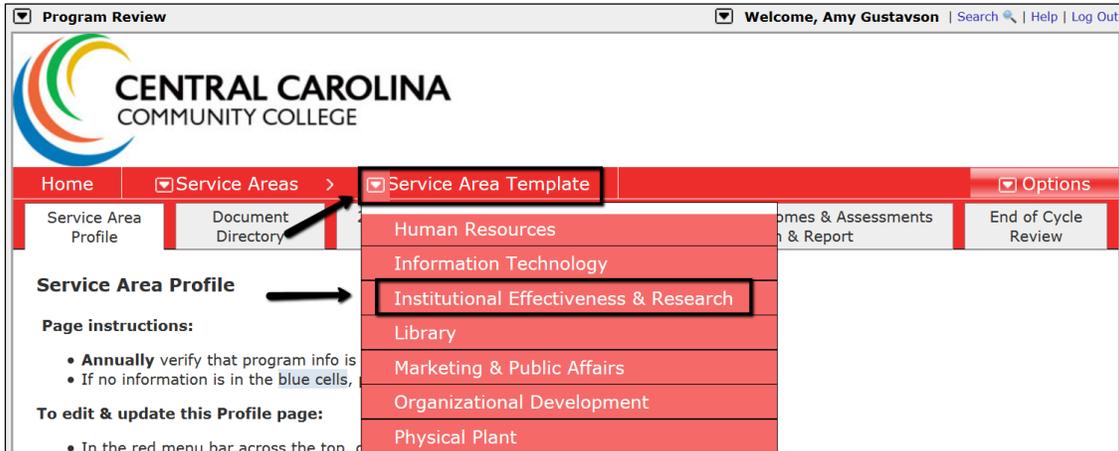
Navigate

1. Under the **red menu bar**, click on the **white tabs** to select different years. Use the **green arrows** to navigate between pages on a tab.
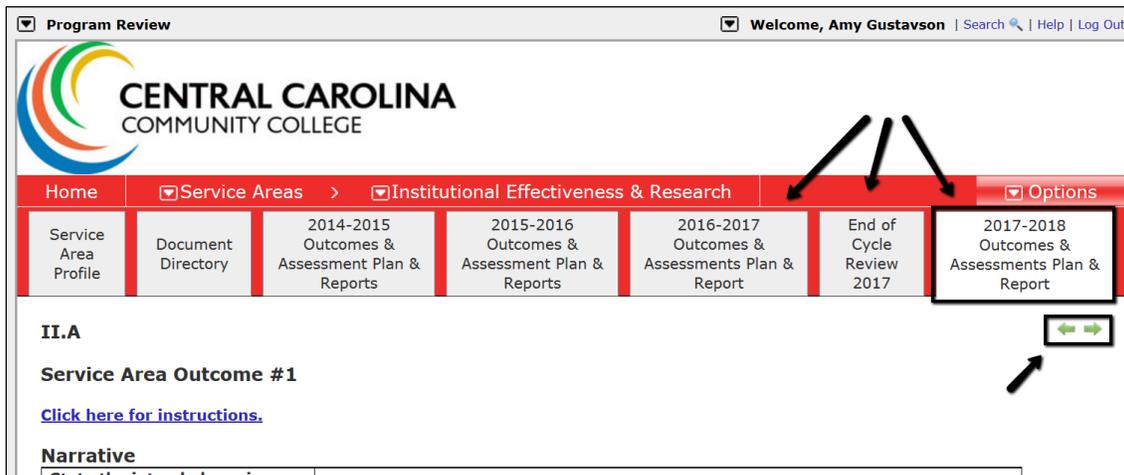
Edit

1. On the **red menu bar**, use the far right drop down-box labeled "**Options**" and select "**Edit Item**" from the drop-down box.

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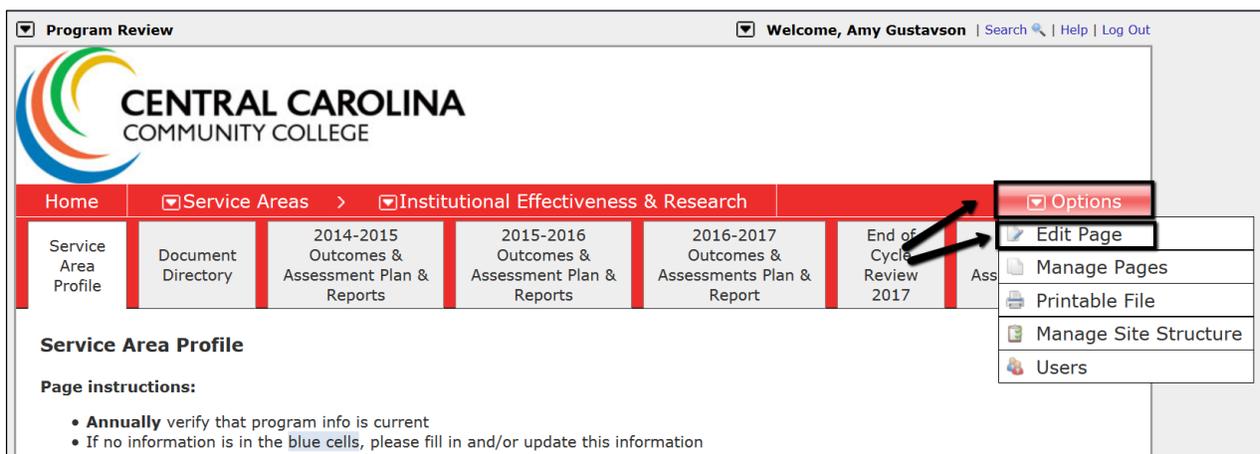
2. Scroll down to the second editable box labeled "**Narrative**" to edit information.

Narrative

State the intended service area outcome:	
State the service area goal upon which the outcome is based:	
State the means of assessing the outcome:	
State the criteria for success (target):	

Present a summary of the assessment data collected:

| 2019-20 | 2018-19 | 2017-18 |

Design   HTML   Words: 83   Characters: 604

TABLE > TBODY > TR > TD > P > STRONG > RemoveElement

3. IMPORTANT: When you're done, go to the **top of the page** and click "**Save & Close**" and then "**Check In**."

Edit Item II.A   Edit   Preview   Activity Log   Permissions

Save   **Save & Close**   Cancel

Number: II.A
Title: Service Area Outcome #1

| Service Area Profile | Document Directory | Outcomes & Assessment Plan & Reports | Outcomes & Assessment Plan & Reports | Outcomes & Assessments Plan & Report | Cycle Review 2017 | Outcomes & Assessments Plan & Report |

Edit Item II.A

Checked Out ☒

Warning: Do you want to check-in this item?

Check-In   **Leave Checked-Out**

Activity Log   Permissions

Save & Close   Cancel

Number: II.A
Title: Service Area Outcome #1