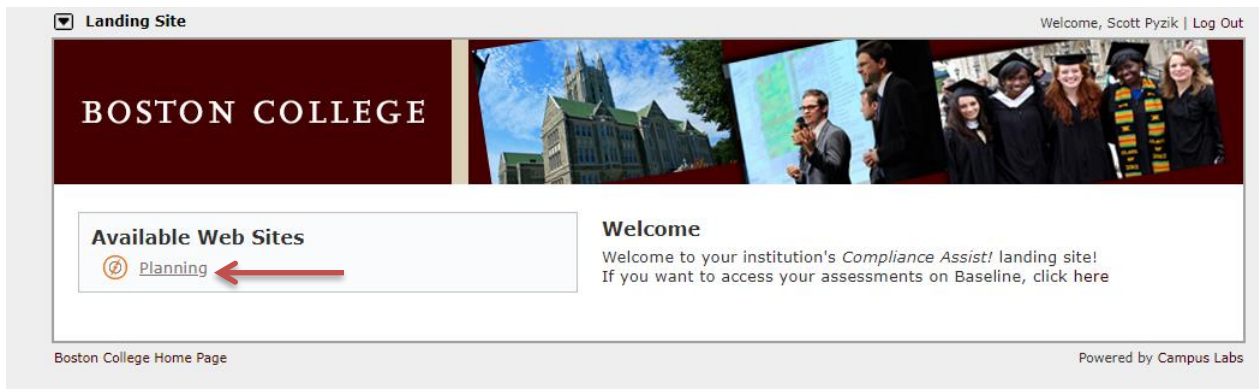


Compliance Assist

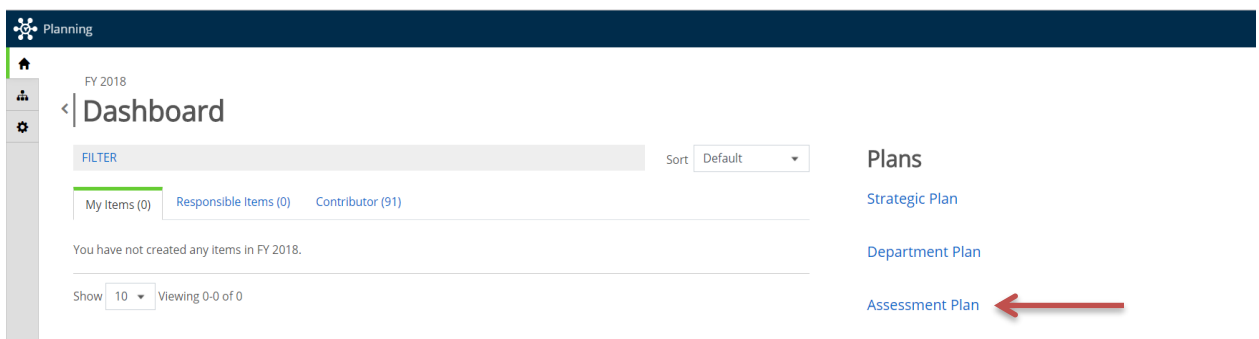
powered by **campuslabs** 

Instructions for Accessing Compliance Assist

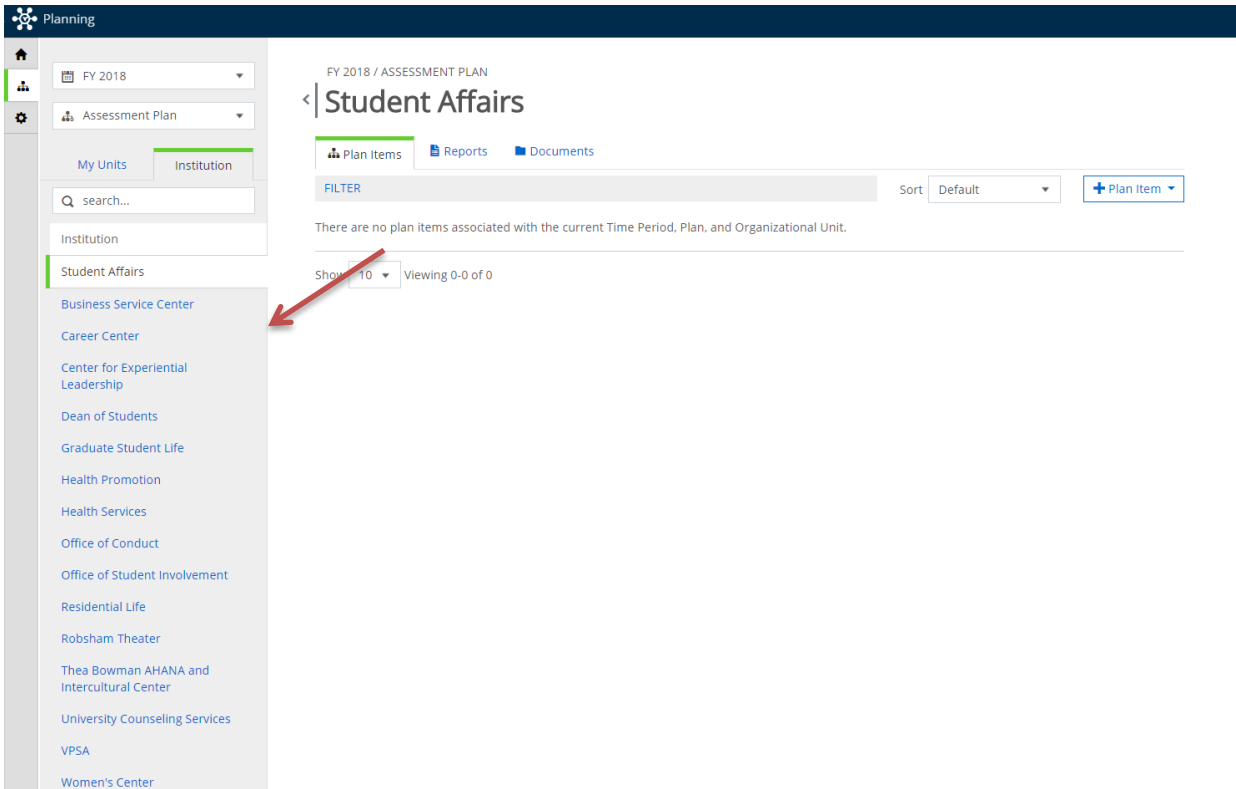
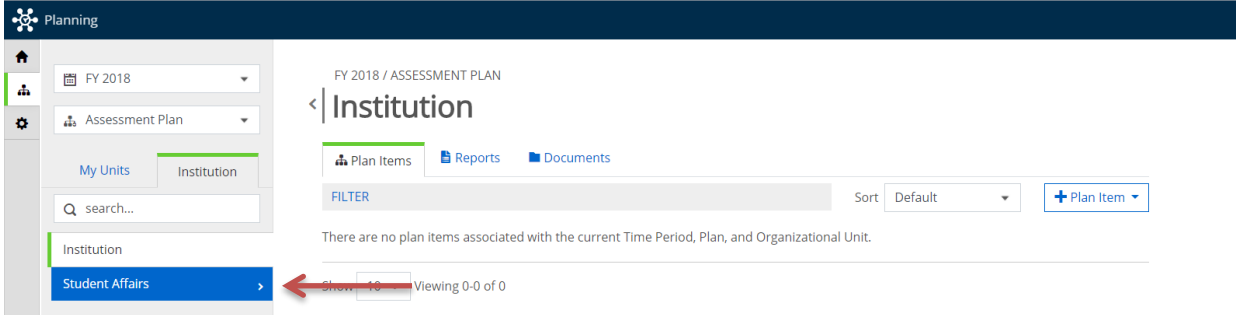
1. In a web browser, open up <https://bc.home.campuslabs.com>.
2. If prompted, enter BC username and password (the same as one's Agora Portal information).
3. From the two options, select "Compliance Assist"; on the new page, under "Available Web Sites," select "Planning."



4. Along the right side tool bar, select "Assessment Plan."



- Once within the "Assessment Plan | Institution" page, select "Student Affairs" from the left-hand side menu. Then select the office/department of interest from the "Organization Tree" (Institution → Student Affairs → *specific office*)



- To upload a new document, click on “+ Plan Item” on the upper, right-hand side of the screen.” To create a new E1A Form, select “NEASC E1A Form”, fill in information, and hit “Done” at the bottom of the opened window. Further editing can be made later. For **assessment plans**, follow the same process but when you click the “+ Plan Item,” choose “assessment plan”. Same goes for **assessment reports**.

The screenshot shows the 'Planning' system interface for 'FY 2018 / ASSESSMENT PLAN' under the 'VPSA' unit. The 'Plan Items' tab is active, showing a list of items:

Item Name	Form Type	Effective Dates
New NEASC E1A Form Item	NEASC E1A Form	6/1/17 - 5/31/18
VPSA - ASAP	Alcohol Screening Events : NEASC E1A Form	6/1/17 - 5/31/18
Office of the Vice President for Student Affairs	Welcome Week 2017: NEASC E1A Form	6/1/17 - 5/31/18

A red arrow points to the '+ Plan Item' button in the top right corner of the main content area.

- To edit an existing form, select the desired form listed under the “Plan Items” tab. Edit accordingly, and click “Done” to save your work at the bottom of the screen.

The screenshot shows the 'Planning' system interface for 'FY 2018 / ASSESSMENT PLAN' under the 'VPSA' unit. The 'Plan Items' tab is active, showing a list of items:

Item Name	Form Type	Effective Dates
VPSA - ASAP	Alcohol Screening Events : NEASC E1A Form	6/1/17 - 5/31/18
Office of the Vice President for Student Affairs	Welcome Week 2017: NEASC E1A Form	6/1/17 - 5/31/18

Red arrows point to the 'FILTER' button and the 'VPSA - ASAP' item in the list.

If you have any further questions regarding Campus Labs' Compliance Assist, don't hesitate to reach out to the Graduate Student for Assessment, Scott Pyzik, at pyziks@bc.edu or 617-552-8719.