University of Alabama Huntsville

Planning User Guide

Go to: https://UAH.compliance-assist.com
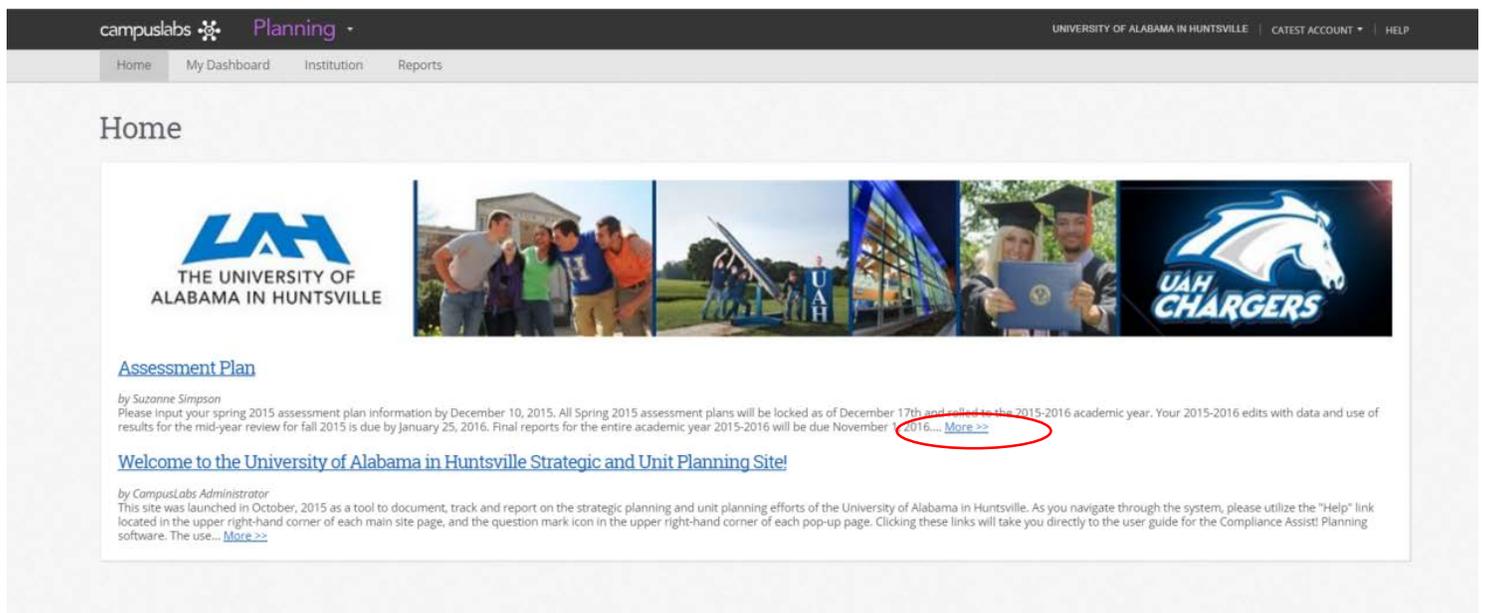
You will need to enter your USERNAME and PASSWORD (Note: You will use your UAH credentials.)

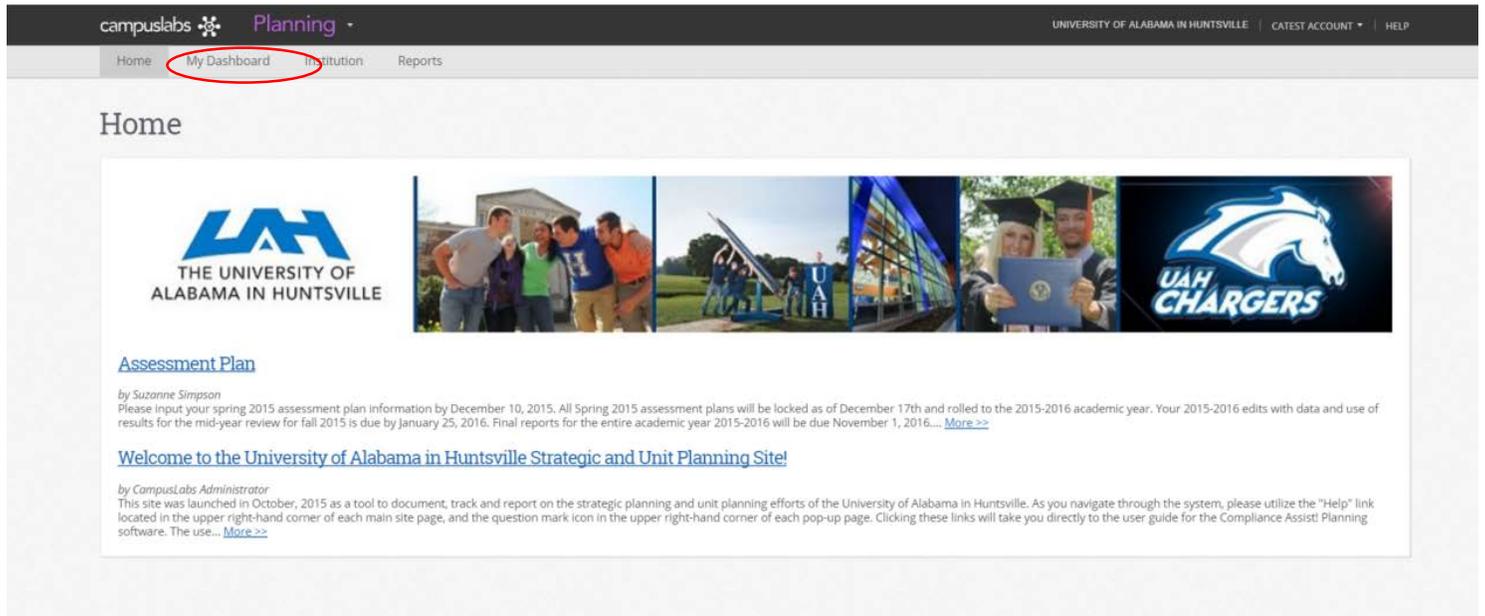You will be directed to the Landing Page. Click on "Planning"
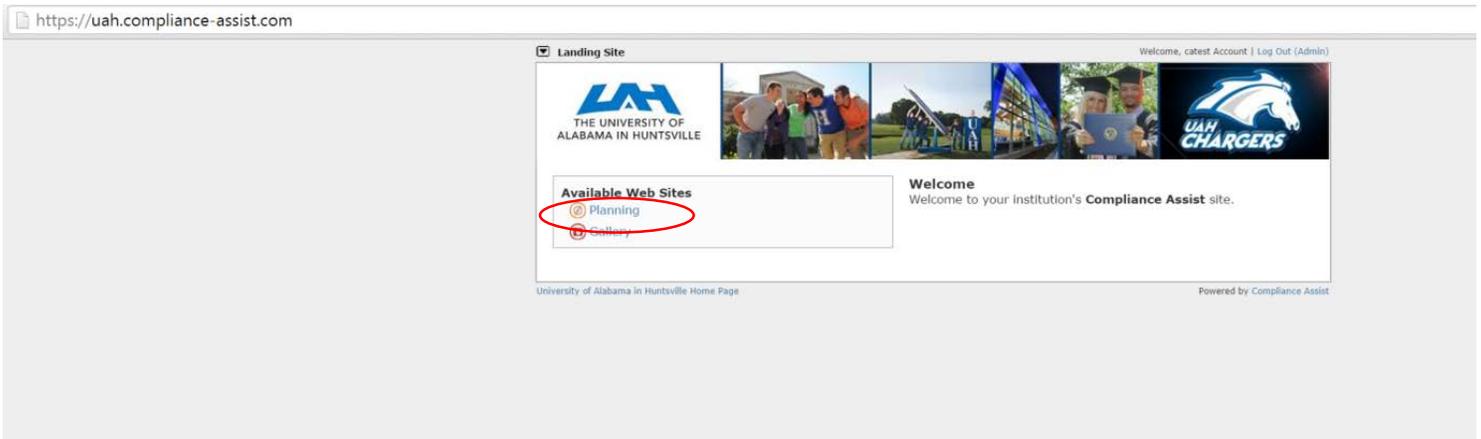
You will be taken to your Planning Home page. Here you will find announcements and updates.

Click "More" to expand an announcement and see full details.

Next, click on "My Dashboard" to get to the Strategic Plan, and Assessment Plans.

"My Dashboard" shows tabs assigned to you, and the program(s) for which you will be entering data. Click on "Edit Filter" to get to the appropriate year/timeframe. Select "Spring Pilot Phase 2015" for this first cycle.
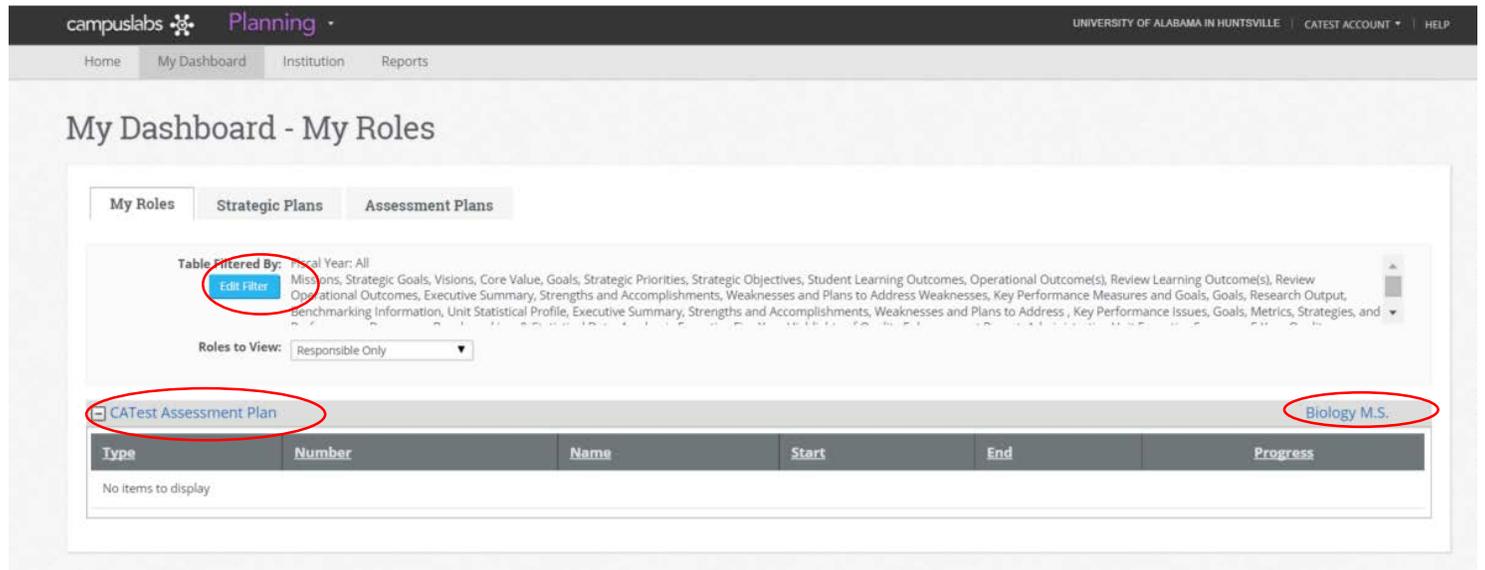
Assessment Plans: To enter your Student Learning or Operation outcome data click on the "Assessment Plans" tab.

Once you have clicked on your specific unit, you will be able to access the outcomes forms by selecting "+ New Item" and then clicking on the appropriate template.

Begin filling out the fields in the template you have selected. You must fill out the top three lines in order to save the template.

 NOTE: if you hover over the "i" bubbles, helpful instructions will appear. The number should be a three digit number with two leading zeros then the 4 digit Academic Year (e.g. 001_sp15).
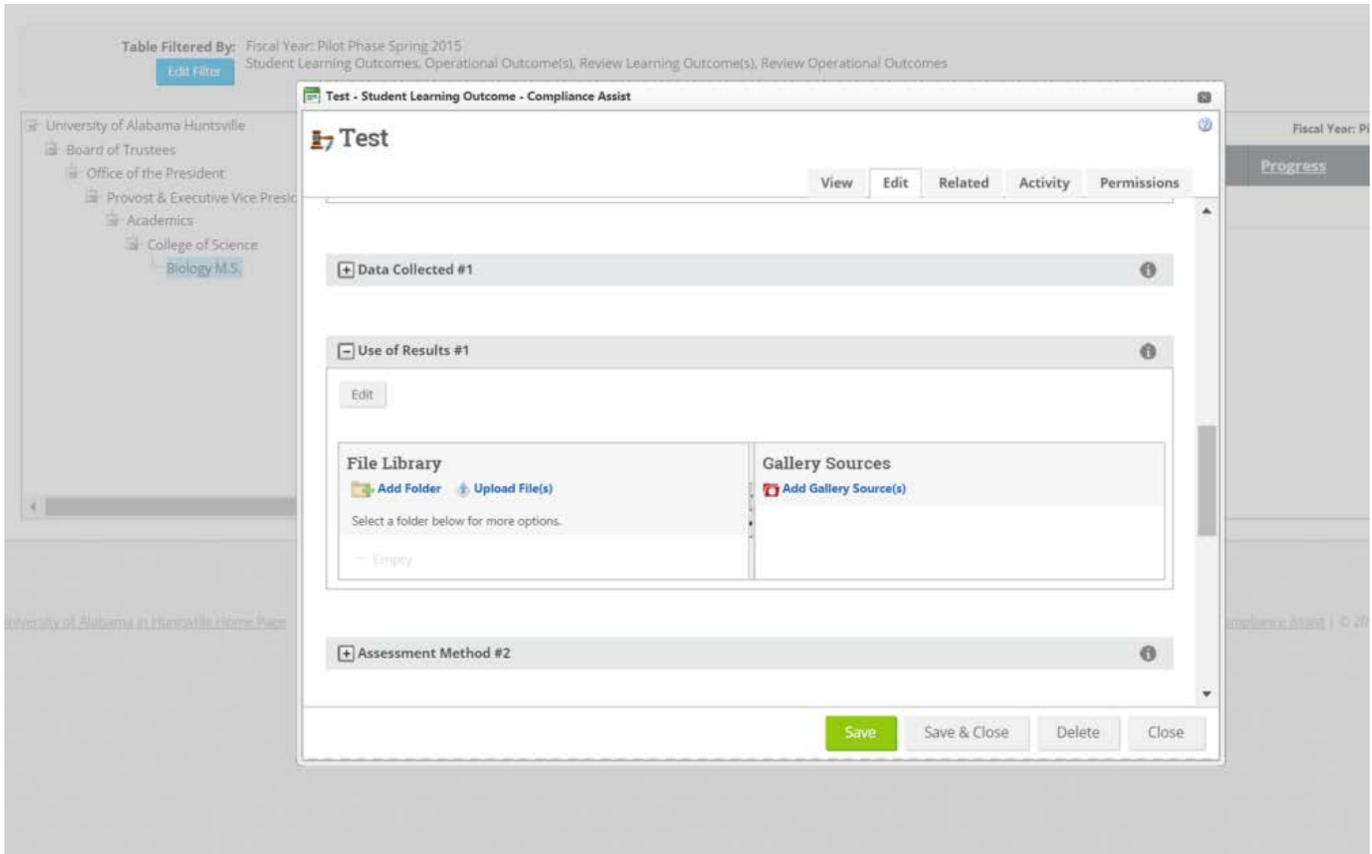
Uploading Files: after you have pressed "Save" within this template you will have the option to attach files and organize them into folders within certain fields.


After clicking "Upload File" the screen below will appear. Click "Select" to browse your computer the file you wish to attach. Then click "Upload File."
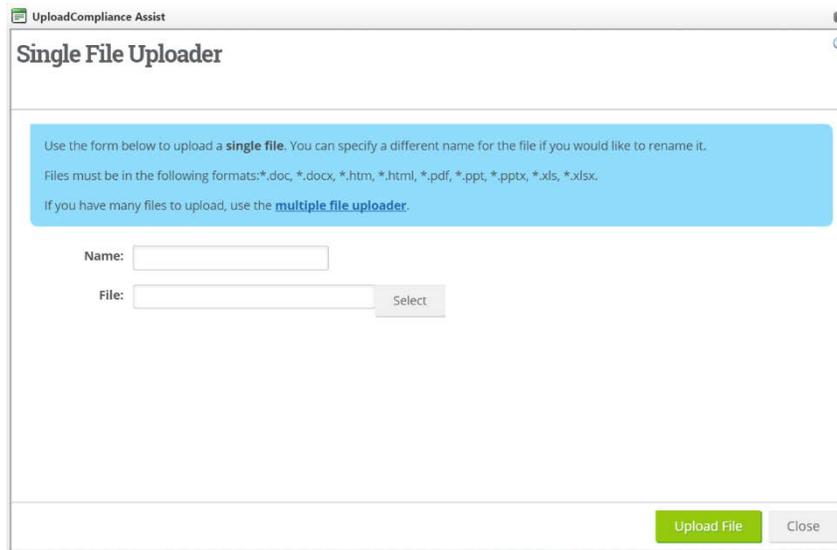
Connecting to the Strategic Plan/Related Items: Once you have saved your template you can connect your outcome to the UAH Strategic Plan. First select the "Related" tab at the top of the template.
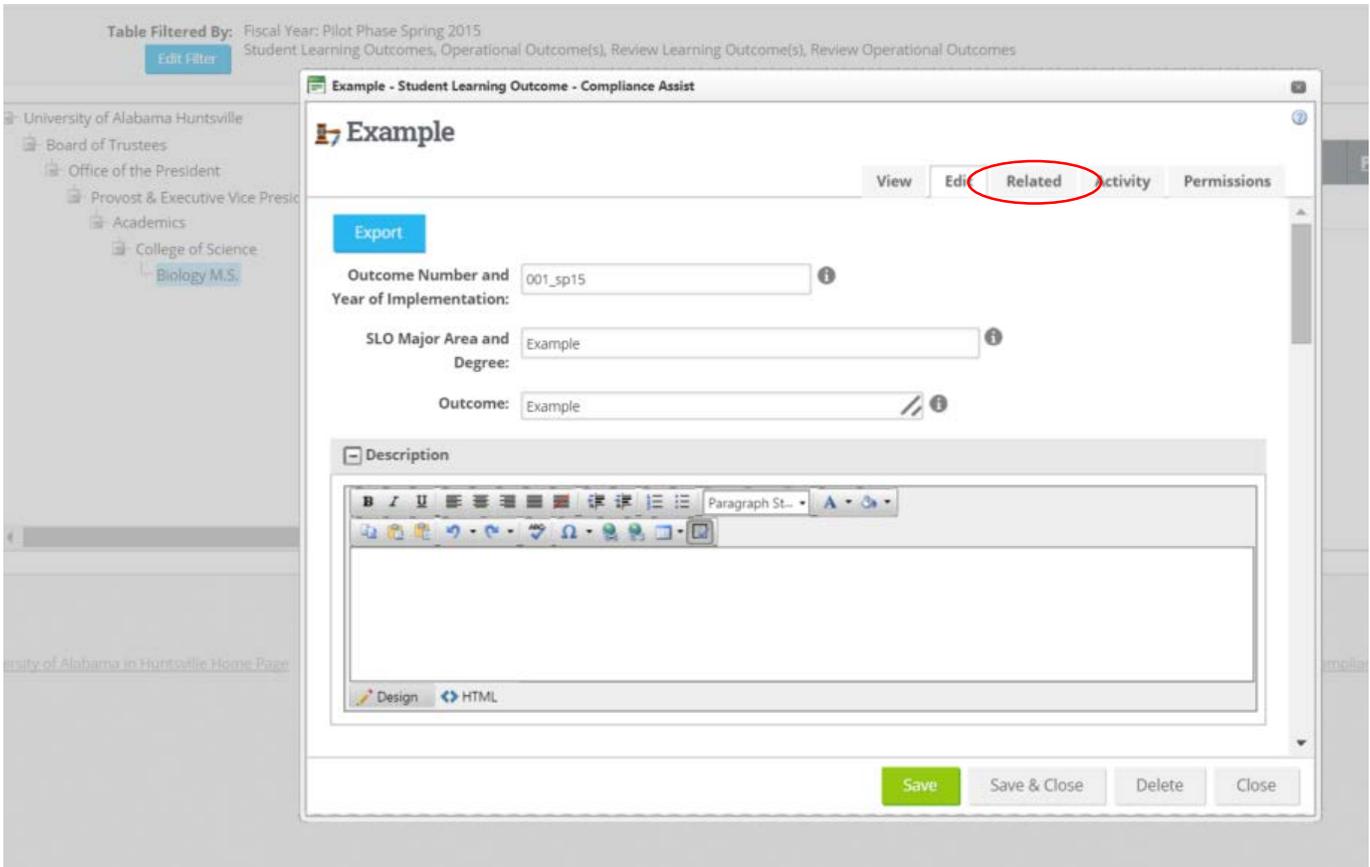
After you click on the "Related" tab, click the green "+ Add" button to select the Strategic Plan item your outcome is supporting.
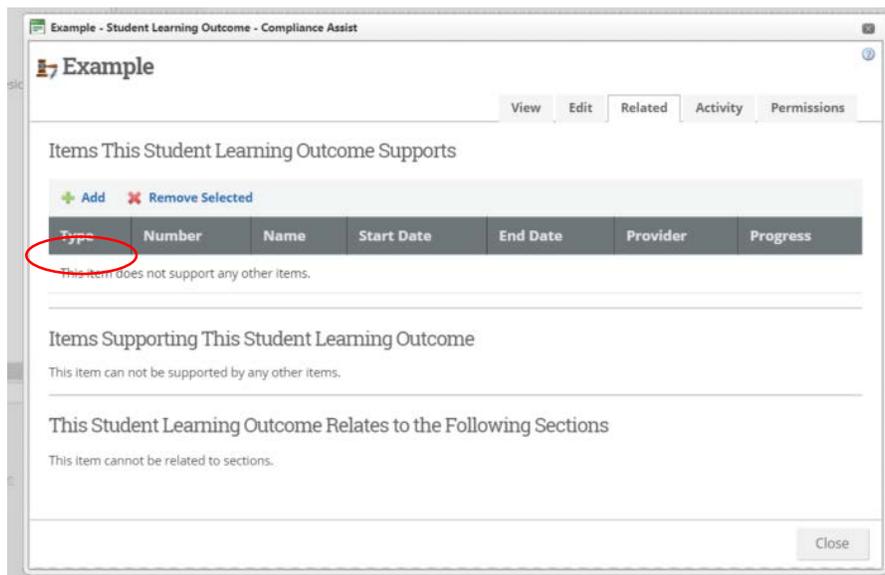
Next, select the "University of Alabama Huntsville" level within the organizational chart. Then click the button next to the appropriate Strategic Plan items. Finally, hit the green "Add" button to complete the process.

After adding the related item you can return to editing your template by clicking the "Edit" tab, or simply hit the "Close" button.