How to Enter Diversity Initiatives in Compliance Assist

*Note: Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.

1. **Logging In:** Enter [https://uncc.campuslabs.com/planning/](https://uncc.campuslabs.com/planning/) or [https://uncc.campuslabs.com](https://uncc.campuslabs.com) and click Planning. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page.

2. Click on “Plans Icon” to get started. See example below.

3. If the correct year is not appearing, click the drop down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter data. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates CY2017/FY2017-2018.
4. Select the **College/Unit Strategic Plan** tab from the drop down tab.

5. From the Organization Tree on the left, click the unit for which you are entering the Diversity Initiatives. You may need to click on the College or Division to expand the tree to access your unit. In this example, Assessment and Accreditation is selected.
6. **To add the diversity initiatives:** Click on “Plan Item” on the right and select diversity initiatives from the drop down menu.

7. **In the Edit Plan Item:** Select progress from the drop-down menu. Do not change the start date or end date. Complete the “Description of Diversity Initiatives” Textbox and select done to complete the plan.