

EPRT Compliance Assist Guide

1. Set the first-time password for your new Netid here: <https://ds.utk.edu/passwords/setup.asp>
2. Go to the program review site <https://utk.compliance-assist.com/program-review>
3. Select **Compliance Assist** from the menu:



4. After setting your initial password following the first step on this page, enter Net ID and password. If you do not have your NetID or experience issues logging in, send an email to Dr. Melissa Brown (dslassessment@utk.edu) or support@campuslabs.com

THE UNIVERSITY OF TENNESSEE KNOXVILLE

What is a UT NetID?
Forgot Your Password?
Need help signing in?
Current service alerts and outage

CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:

NetID:

Password:

LOGIN

5. Once logged in, you will see this screen. Select the name of the department under review.

Program Review

Welcome, Melissa Brown | Search | Help | Log Out

THE UNIVERSITY OF TENNESSEE KNOXVILLE

Home Student Life > Center for Career Development Options

Welcome

The Departmental Program Review is designed to be a collaborative process that will enhance the mission of the Division of Student Life by providing opportunities for departments to assess, share, and improve their impact, services, and quality of work. Each program review is an opportunity for the department to take a comprehensive and critical look at the unit, to clearly state and then evaluate strengths and weaknesses, and to determine future action needed. This process empowers departments within the Division of Student Life to think critically about their work and the impact it is making on the student experience at The University of Tennessee to continuously improve our campus and community.

Program Review Information

- [University Overview](#)
- [Schedule](#)
- [Leadership Team](#)
- [EPRT Site Guide](#)

Site Information

- [Navigating This Site](#)
- [Technical Support](#)

Site Map | University of Tennessee Knoxville Home Page

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6. After reading the Executive Summary, select the link of the standard you would like to open.

The screenshot shows the University of Tennessee Knoxville website. At the top, there is a navigation bar with 'Home', 'Student Life', and 'Center for Career Development'. Below this is a 'Report Overview' section for 'Self-Study Executive Summary'. The page is divided into two main sections: 'I. Mission' and 'II. Program Components'. Under 'II. Program Components', there is a list of standards with green checkmarks indicating compliance: 2.1 - Career Coaching and Counseling, 2.2 - Online and Distance Career Services, 2.3 - Career Information, 2.4 - Employment Services, 2.5 - Graduate School Planning, and 2.6 - Experiential Learning. On the right side, there is a 'Self-Ratings' box with a legend: a green checkmark for 'Compliant', a red X for 'Non-Compliant', and a dash for 'Not Applicable'.

7. After reviewing the material, select “Options” from the right side of the page then select “Edit Item.”

The screenshot shows the University of Tennessee Knoxville website. The page is titled 'Item 2.1' and 'Career Coaching and Counseling'. The text describes the institution's commitment to providing career coaching, advising, and/or counseling to assist students and other designated clients at their career development. Below the text, there is a paragraph stating: 'Career services must help students and other designated clients make career choices based on accurate self-knowledge and information about the options available to them.' On the right side, there is an 'Options' menu that is open, showing several options: 'Edit Item', 'Copy Item', 'Check-In', 'Printable File', 'Manage Site Structure', and 'Users'. An orange arrow points to the 'Options' menu.

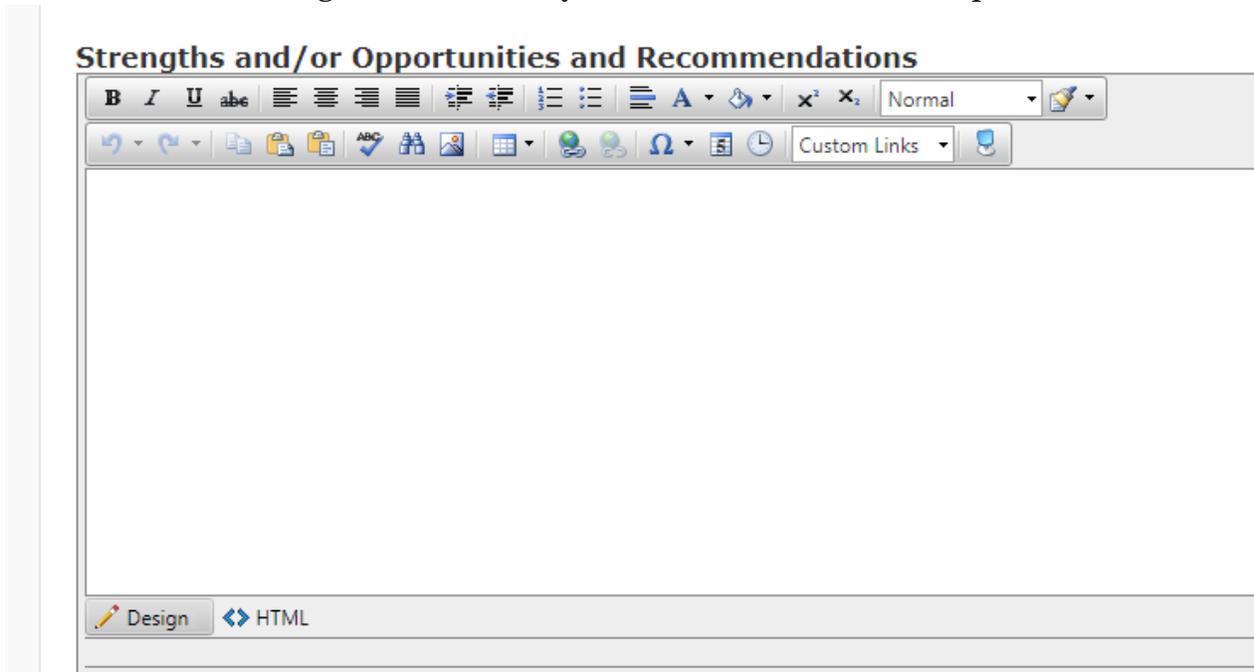
8. When you click the “Edit Item” button, you might see a notification like the one below that asks if you want to “override” someone else’s status of “checked Out.” This means that someone might still be editing this content. It is best to contact the person that has the item checked-out before beginning your work. If you are an external reviewer, you can override all notifications except those by your team members. Always err on the side of caution and ask.

The item "VIII. COLLABORATION AND COMMUNICATION: " is Currently Checked Out

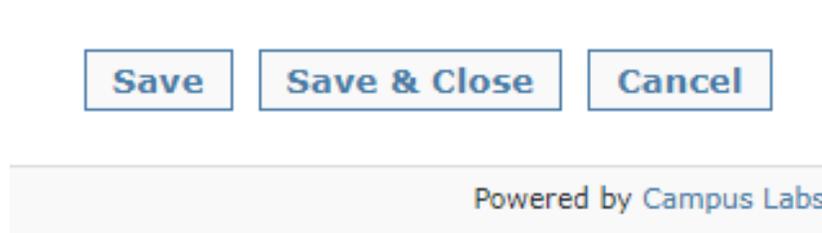
Checked out by:  [Laura Ketola](#)

[Go Back](#) [Override Check-Out](#)

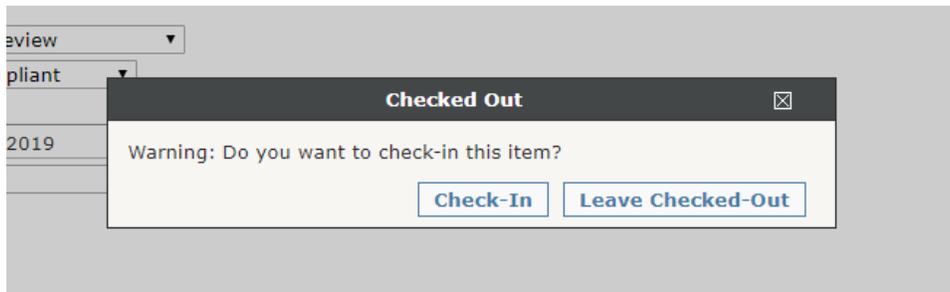
9. Scroll down to the box titled “Strengths and/or Opportunities and Recommendations.” This is where members of the EPRT will record notes while conducting the on-site visit. This section should have final thoughts articulated by the time the final written report is sent to the DASI.



10. After you have finished editing the content, scroll to the bottom of the page and click the “Save & Close” button.



11. When you save your work, the notification below will appear. You must decide if you want to return the item for others to edit by selecting the “Check-In” option, or you will select “Leave Checked-Out” if you are still making changes to the content. This will alert others that they should not edit the content without reaching out for permission to override your Checked-Out item.



If you have any problems navigating the software, contact Dr. Melissa Brown (dslassessment@utk.edu). You may also contact [Campus Labs support \(support@campuslabs.com\)](mailto:support@campuslabs.com).