

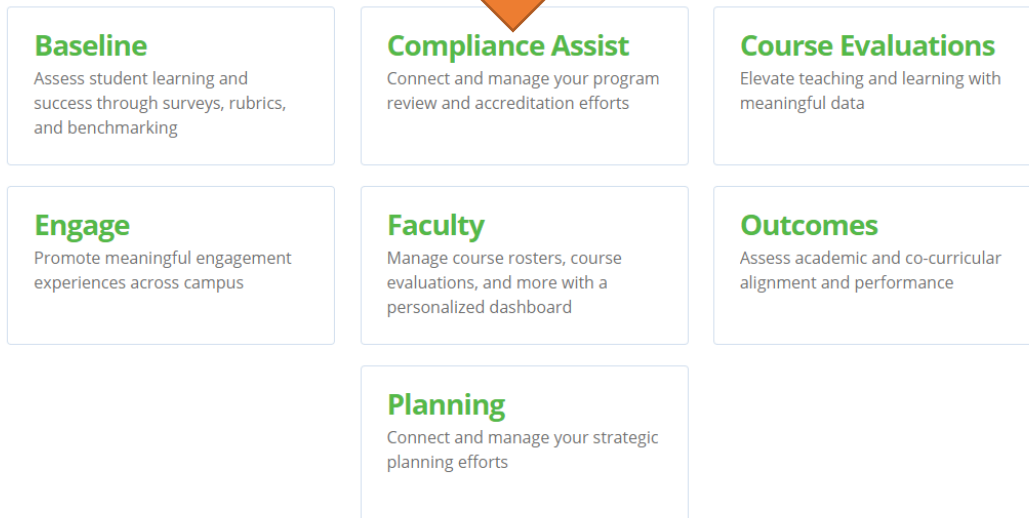


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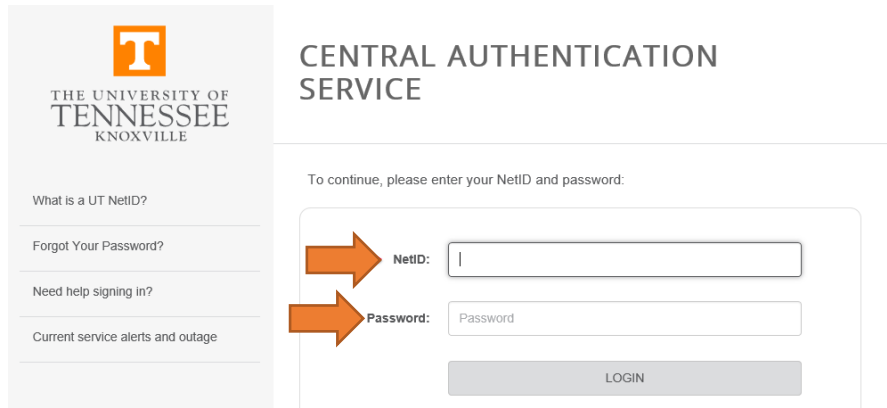
OFFICE OF
STUDENT LIFE ASSESSMENT
AND STRATEGIC INITIATIVES

EPRT Compliance Assist Guide

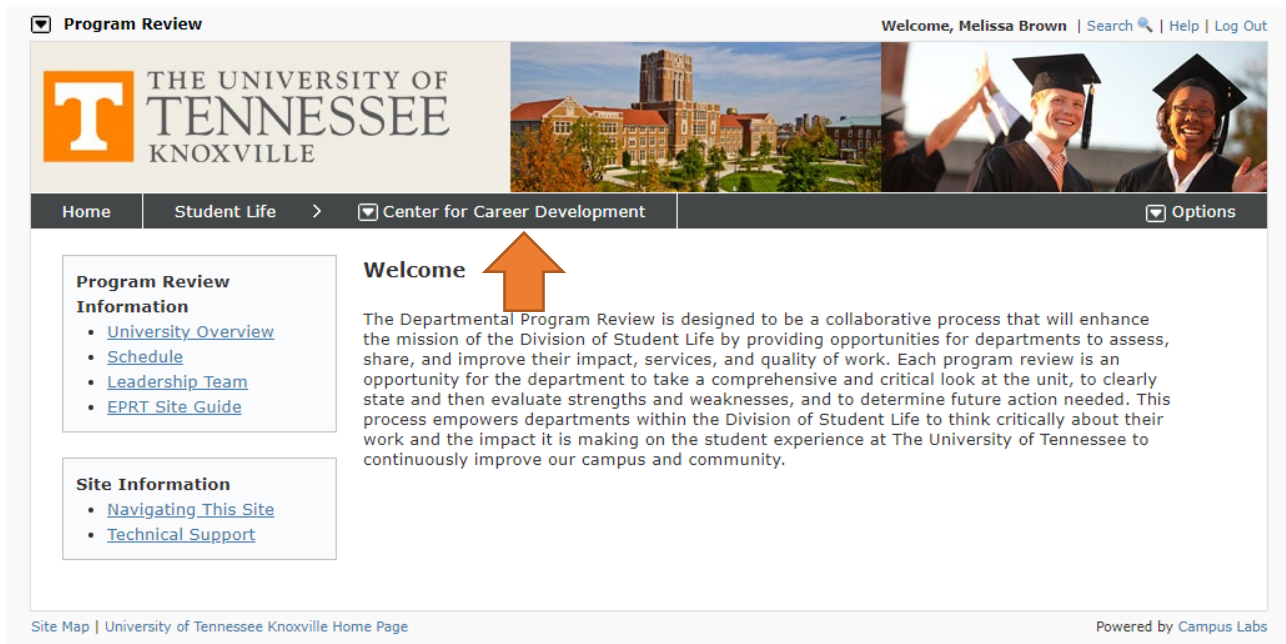
1. Set the first-time password for your new Netid here: <https://ds.utk.edu/passwords/setup.asp>
2. Go to the program review site <https://utk.compliance-assist.com/program-review>
3. Select **Compliance Assist** from the menu:



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



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



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

Program Review Welcome, Melissa Brown | Search | Help | Log Out

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Home | Student Life > Center for Career Development | Options

Program Review 2019 | Document Directory

Report Overview

[Self-Study Executive Summary](#)

I. Mission

II. Program Components

- ✓ [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
- ✓ [2.6](#) - Experiential Learning

Self-Ratings

- ✓ Compliant
- ✗ Non-Compliant
- Not Applicable

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

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Home | Student Life > Center for Career Development | **Options**

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Item 2.1

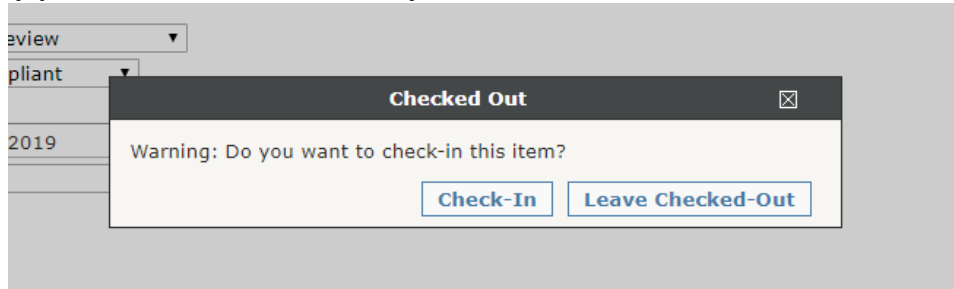
2.1

Career Coaching and Counseling
 The institution must provide career coaching, advising, and/or counseling to assist students and other designated clients at all levels in making their career development.

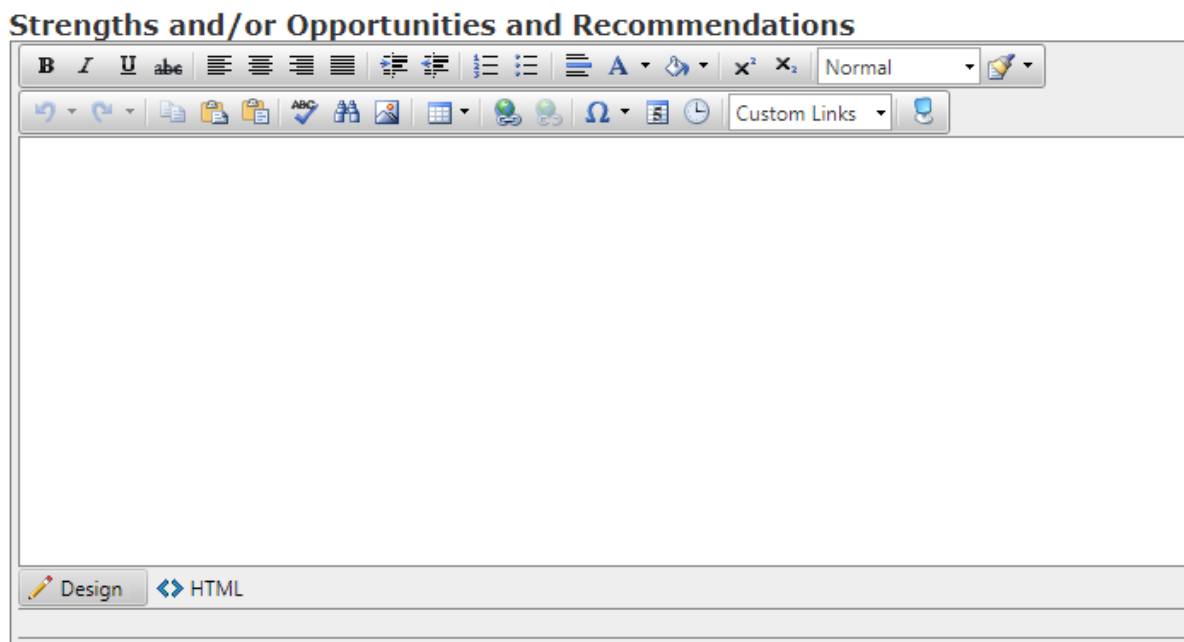
Career services must help students and other designated clients make career choices based on accurate self-knowledge and information about the options available to them.

- Edit Item
- Copy Item
- Check-In
- Printable File
- Manage Site Structure
- Users

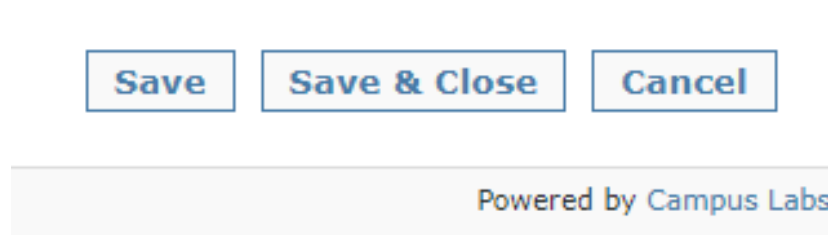
8. When you click the “Edit Item” button, you might see a notification like the one below that asks if you want to “override” someone else’s status of “checked Out.” This means that someone might still be editing this content. It is best to contact the person that has the item checked-out before beginning 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.



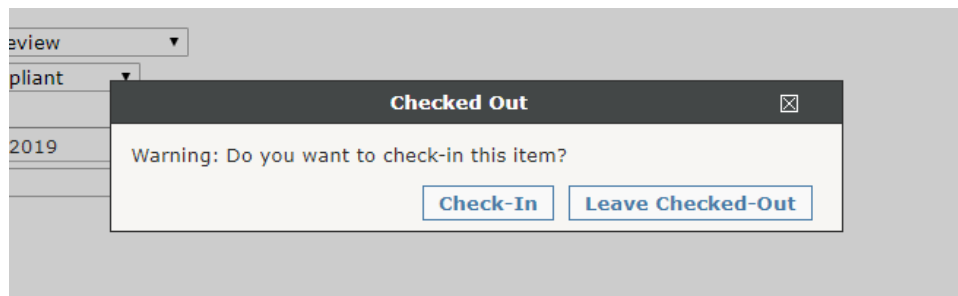
9. Scroll down to the box titled “Strengths and/or Opportunities and Recommendations.” This is where members of the EPRT will record notes while conducting the on-site visit. This section should have final thoughts articulated by the time the final written report is sent to the DASL.



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 (dlassessment@utk.edu). You may also contact [Campus Labs support \(support@campuslabs.com\)](mailto:support@campuslabs.com).