Instructions for Planning Assist
Non-Instructional Departments

1. Enter the following link:
   https://pstcc.compliance-assist.com

2. Enter PSCC credentials to sign in.
3. On the left, select **Planning.**
4. In toolbar at the top of page, click **My Dashboard.**
5. In toolbar names "My Roles", click **Non-Instructional Planning.**
6. On left-had side, you will see a box with the organizational chart. Click **President's Office**, select your division and then select your department. A menu will appear that includes purpose statement, core functions, planned activities, department accomplishments, and trend data.
7. The Purpose Statement has been entered. The Purpose Statement will remain the same for 2015-2020 unless there is a major change in the department.
8. Click on **Core Function 1.** A page will appear which includes the core function and outcome measures (both already entered.) It is **not** necessary to enter any information in the boxes labeled Description or Outcome Measure. It is informational. All numerical data should be entered in your EXCEL spreadsheet. The spreadsheet came from IEAP at the beginning of this process. Each spring you will add new data to the spreadsheet. The spreadsheet will be uploaded in the Trend Data section.
9. Click on drop down box for Data Sources and select all which apply. You are telling us where you got your data that you entered in the spreadsheet for this core function.
10. In the Results textbox, you will briefly enter your findings from an analysis of your data. You may upload any additional information as needed. It is here that you are telling us what you have learned from the data over time.
11. Click on Progress drop-down box and select the appropriate description.
12. Click **Save & Close.**
13. You will repeat this process for each of the Core Functions.

PLANNED ACTIVITIES

14. You will go back to the main page. When there, click on **Planned Activities.** This is the section where you will enter activities for the upcoming year. Caution: Do not list everything you do, you will have to report on it.
15. Click **Edit.** Click **edit** again under Activity 1. Enter planned activity in the textbox. Upload any files you feel are necessary.
16. If you need more than 5 activity boxes, go back to the main page. Under **+New Item**, click Planned Activity. When the page opens, enter Planned Activity 6 in the Title box. Hit **Save & Close** and the new selection will appear.
17. Click on the **Strategic Plan Focus Area** drop-box and select the appropriate indicator.

18. At the bottom of the page, you will see a text box entitled, *Update on Previous Year Activities.* You will need to list all of the activities in the 2014-15 report, and provide an update on what was accomplished in 2015-16. **This section is very important. It is here that we close the loop in the data process.**

DEPARTMENT ACCOMPLISHMENTS

19. Click on **Department Accomplishments** on the main page menu. Then, click **Edit** in the textbox.
20. Enter information in the textbox. This is for any bragging points related to the department.

TREND DATA

21. Click on **Trend Data** on the main page menu. Then, click **Edit** in the textbox. Using the library function, upload the Excel file.
22. Save your work.

You are finished with this year's report.