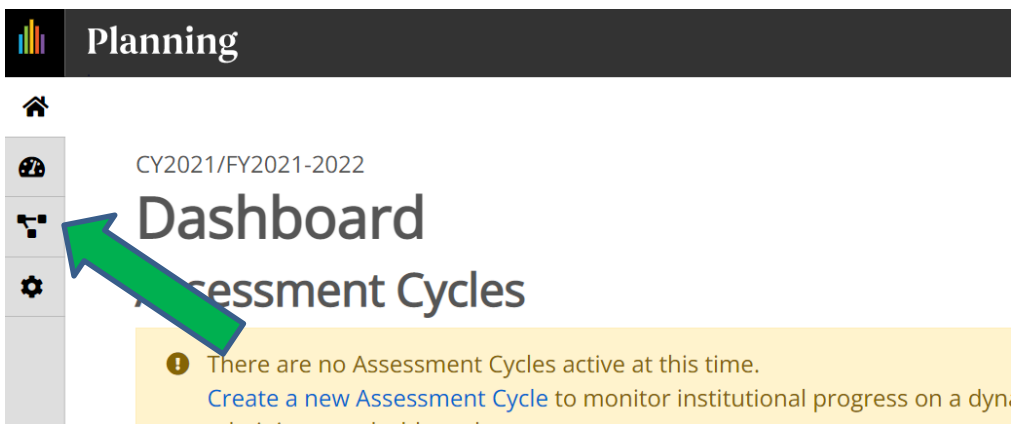


## How to Create New Strategic Plans in Anthology (Compliance Assist)

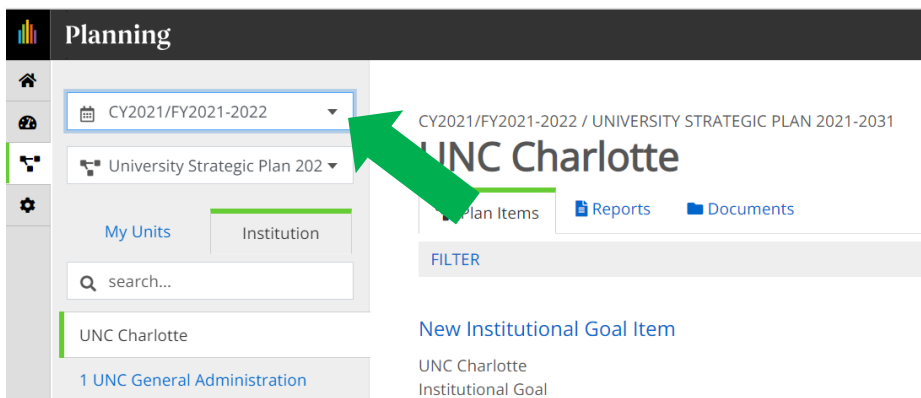
**\*Note:** Any program, department, college, or office within the institution is referenced as a “unit” in the following instructions.

**Logging In:** Enter <https://uncc.campuslabs.com/planning/> or <https://uncc.campuslabs.com> and click Planning. Enter your NinerNET Credentials. After authentication, “Dashboard” should appear on the page. If it does not appear, click on Planning.

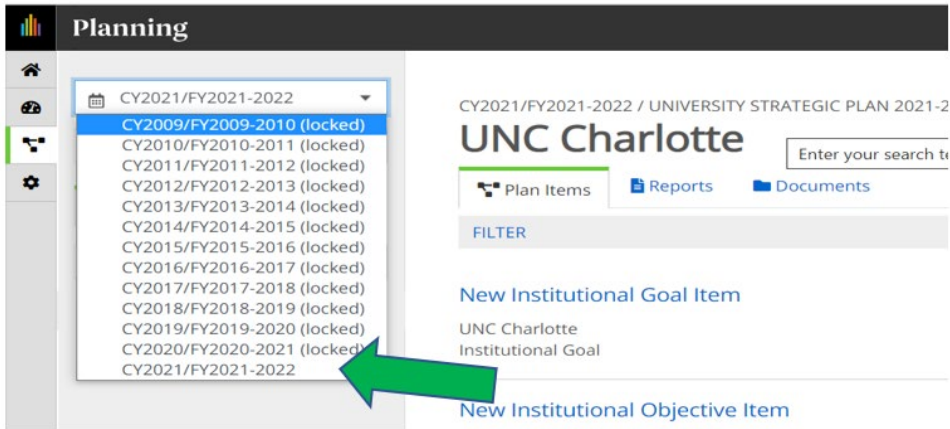
1. Click on  “Plans Icon” to get started. See example below.



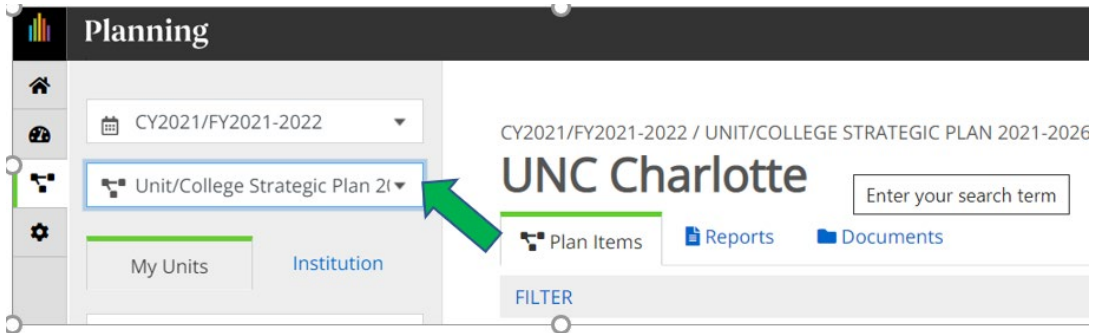
2. If the correct year is not appearing, click the drop-down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on CALENDAR year, “CY” indicates the year in which to enter. If your area operates on FISCAL year, “FY” indicates the year in which data is entered. The example below indicates CY2021/FY2021-2022.



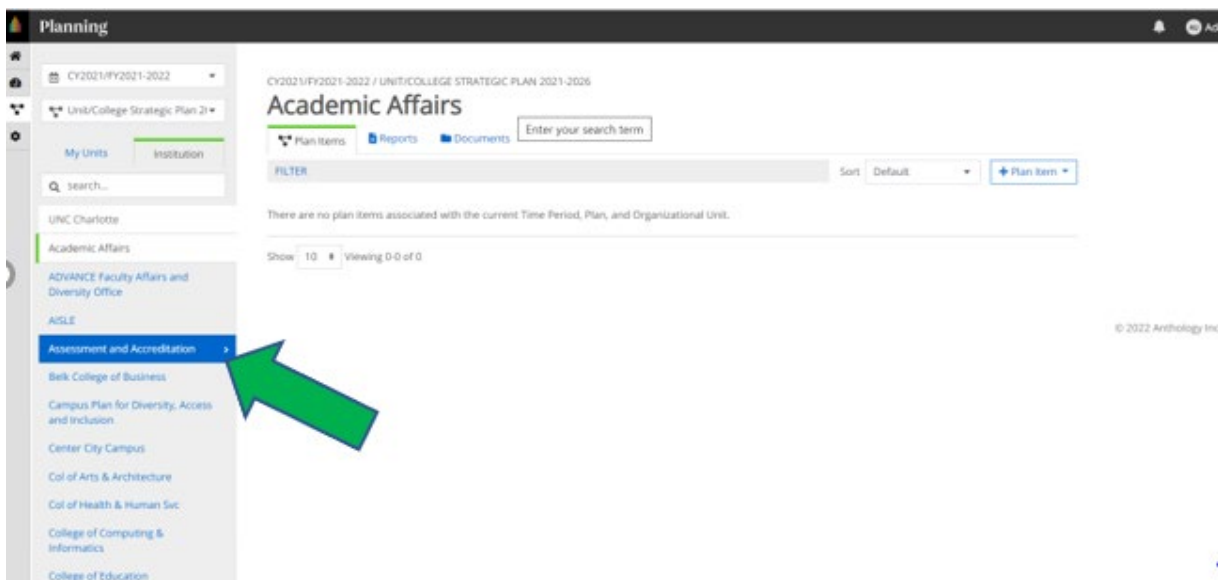
3. The example below displays how the current year can be selected



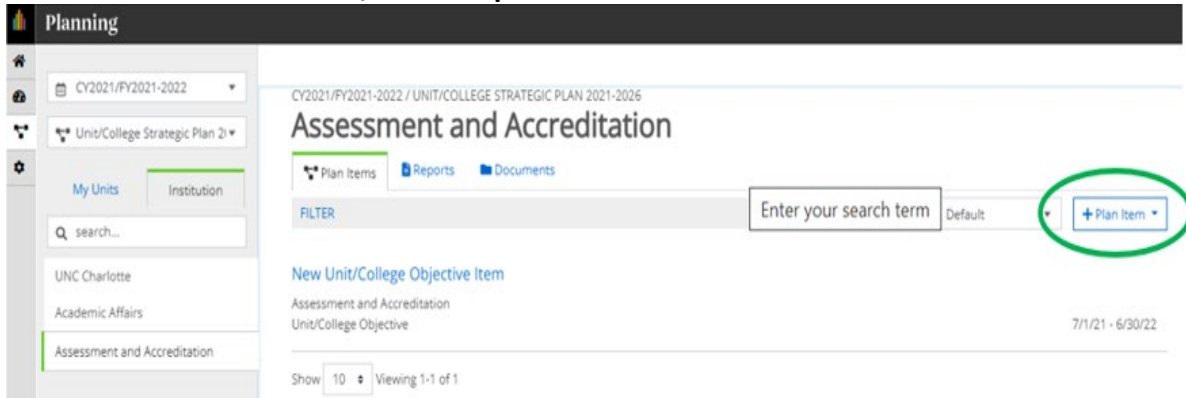
4. Select the College/Unit Strategic Plan tab from the drop down tab.



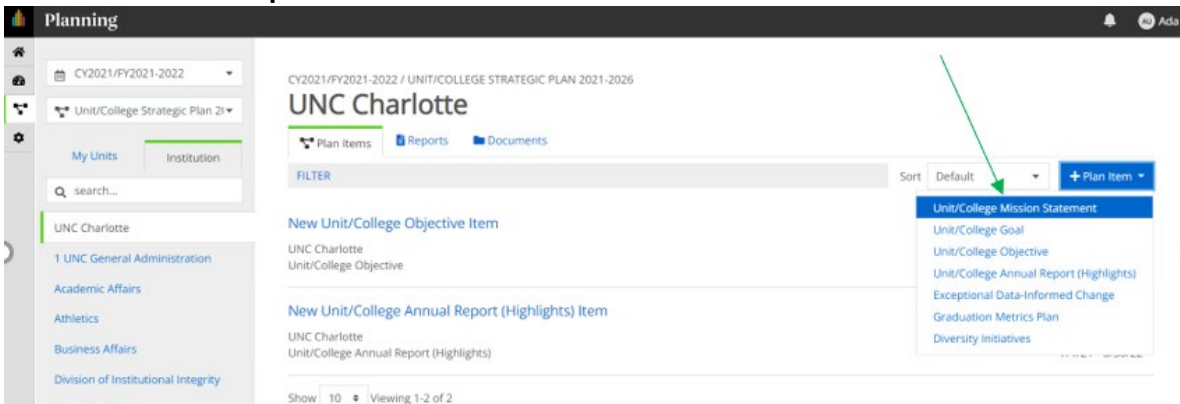
5. Click on the College or Division to expand the organization tree. Select your unit. In this example Assessment and Accreditation is selected.



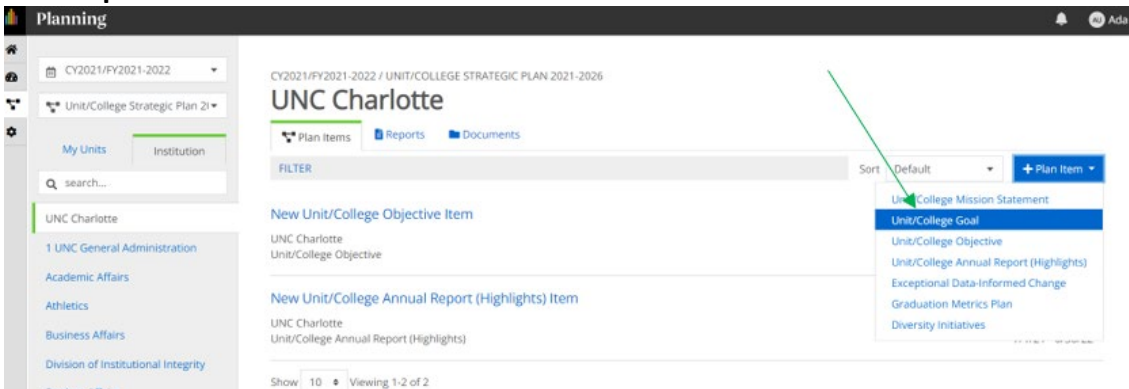
6. In order to add a new item, click the plan item button indicated below.



7. Select the plan item you would like to add and complete all of the text boxes.  
As indicated in the example below, select the unit/college Mission Statement and provide the information requested



8. As indicated in the example below, select the unit/college goals and provide the information requested



9. As indicated in the example below, select the unit/college objectives and provide the information requested

The screenshot displays the 'Planning' system interface for UNC Charlotte. The top navigation bar includes the title 'Planning' and a user profile 'Ada'. The main content area is titled 'CY2021/FY2021-2022 / UNIT/COLLEGE STRATEGIC PLAN 2021-2026' and 'UNC Charlotte'. A dropdown menu is open, showing options: 'Unit/College Mission Statement', 'Unit/College Goal', 'Unit/College Objective' (highlighted with a blue bar and a green arrow), 'Unit/College Annual Report (Highlights)', 'Exceptional Data-Informed Change', 'Graduation Metrics Plan', and 'Diversity Initiatives'. The main content area lists 'New Unit/College Objective Item' and 'New Unit/College Annual Report (Highlights) Item'. The bottom of the page shows 'Show 10' and 'Viewing 1-2 of 2'.