# 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 thefollowing instructions.

Logging In: Enter https://uncc.campuslabs.com/planning/ or https://uncc.campuslabs.comand 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.
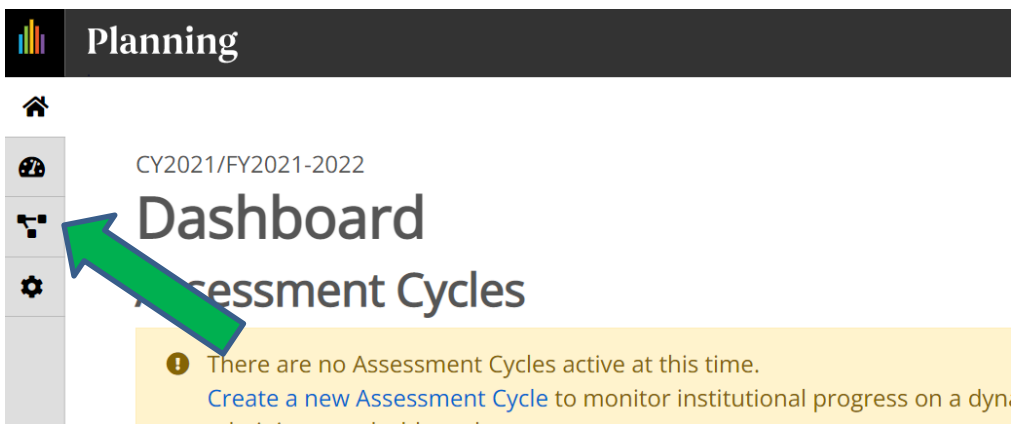
2. **If the correct year is not appearing, click the drop-down tab and change to the desired year. All data is organized by calendar/fiscal year for reporting purposes. If your area operates on <u>CALENDAR</u> year, "CY" indicates the year in which to enter. If your area operates on <u>FISCAL</u> year, "FY" indicates the year in which data isentered. The example below indicates CY2021/FY2021-2022.**
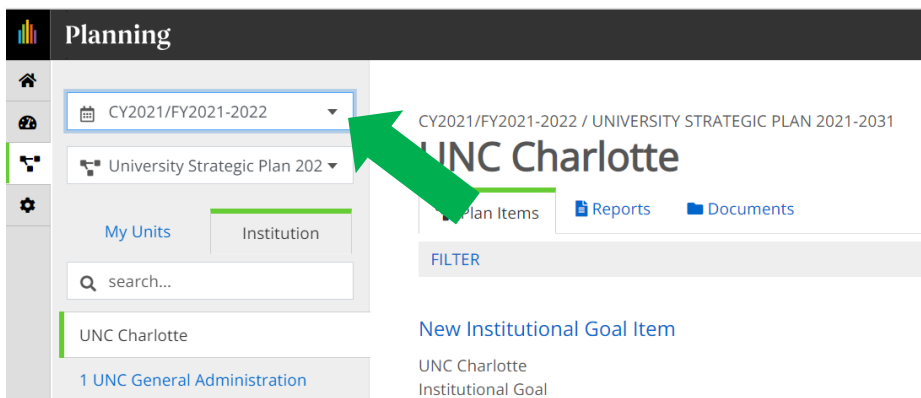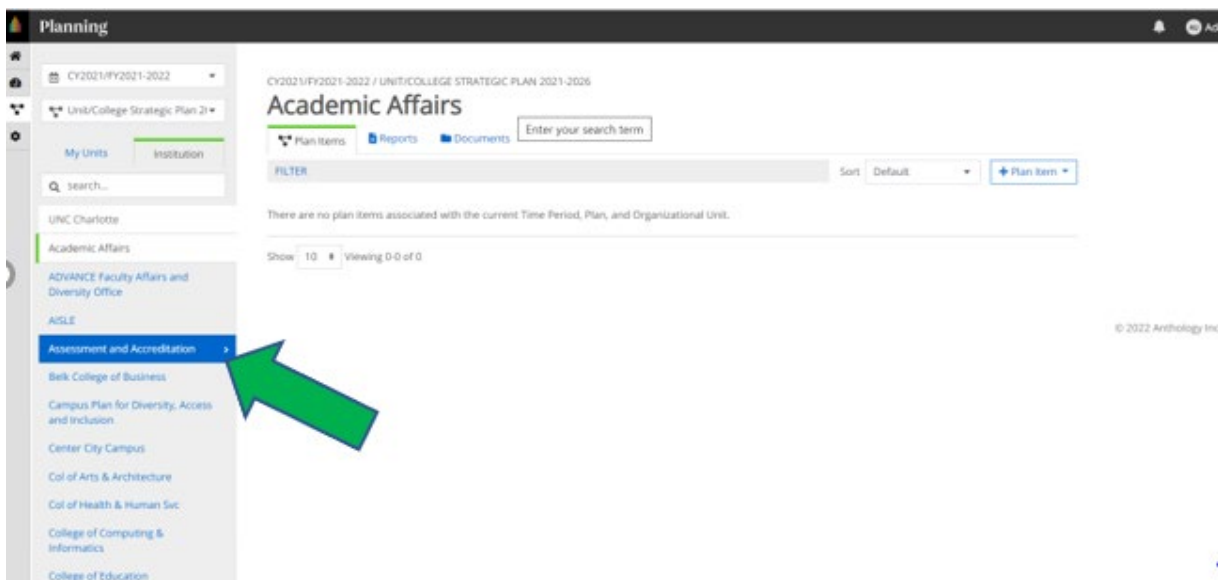
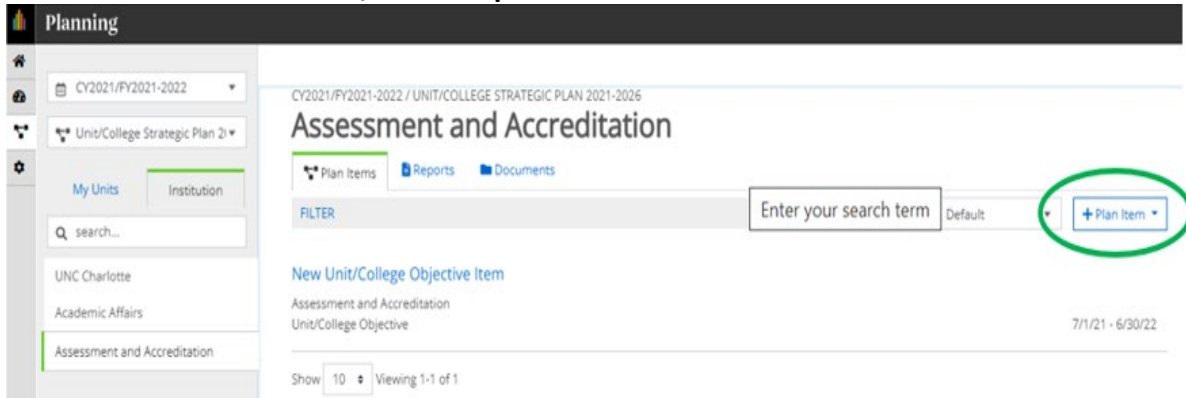3. **The example below displays how the current year can be selected**
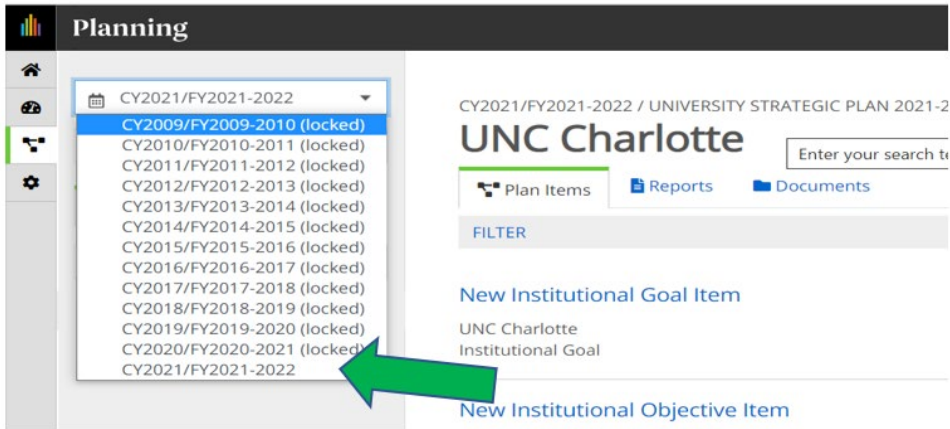
4. **Select the College/Unit Strategic Plan tab from the drop down tab.**
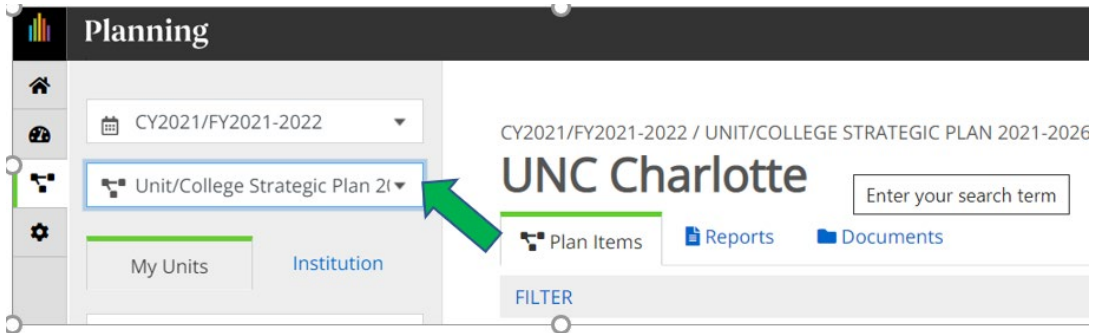
5. **Click on the College or Division to expand the organization tree. Select your unit. In this example Assessment and Accreditation is selected.**

Revised 02/2022

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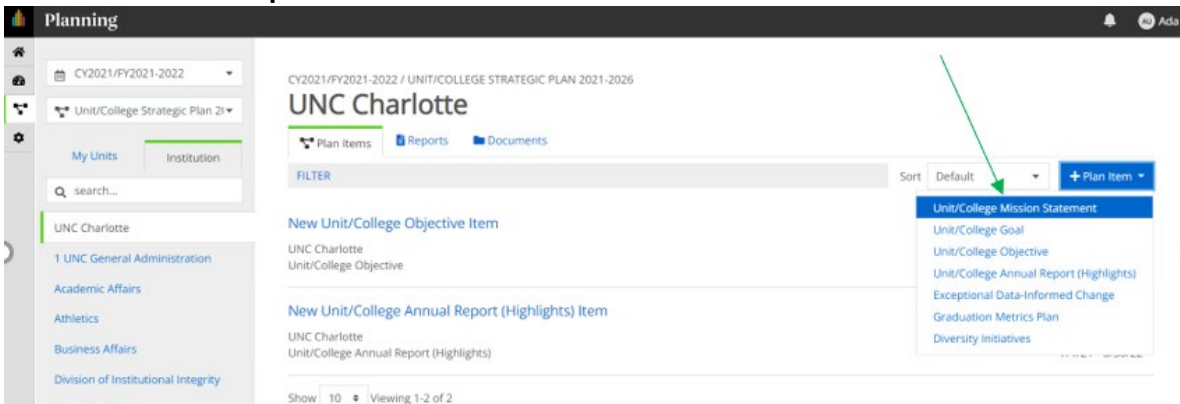
8. **As indicated in the example below, select the unit/college goals and provide the information requested**

Revised 02/2022
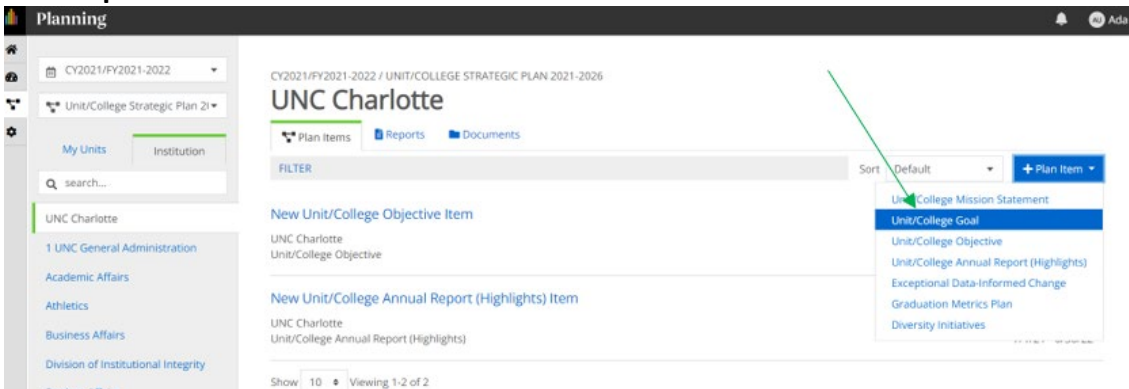
9. **As indicated in the example below, select the unit/college objectives and provide the information requested**