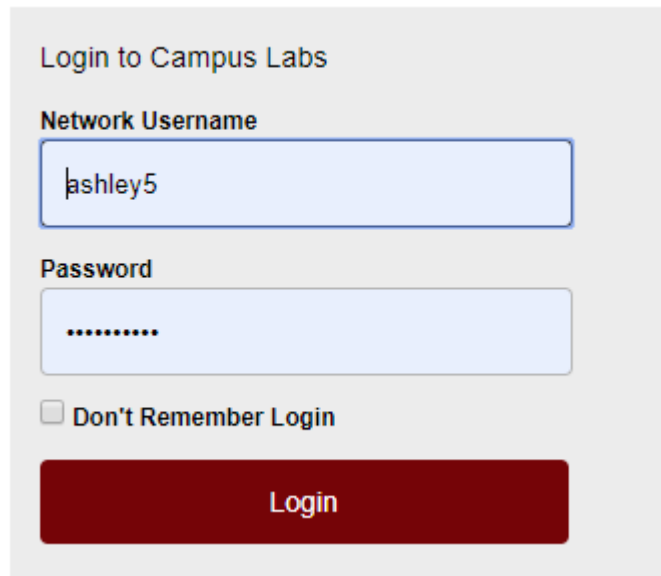# Instructions for adding Alternative Credentials forms or Graduate Teaching Assistant forms to a profile in Compliance Assist

Step One: Login to Compliance Assist using your USC Network ID and Password.

Login to Campus Labs

Network Username

ashley5

Password

••••••••••

☐ Don't Remember Login

Login

The url is **https://sc.complianceassist.com**

You can find this link on the university's SACSCOC website: go.sc.edu/SACSCOC

Step Two: Click the link for "Credentials."

Available Web Sites

Credentials

Accreditation
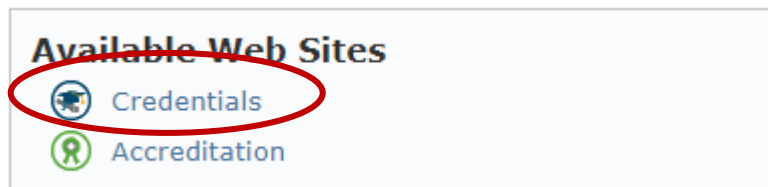
Step Three: View your faculty through the Faculty & Staff Directory. This page is the default homepage.

Your list defaults to alphabetical order. Use the page numbers at the bottom of the screen to navigate.

Click on "Clear Filter" to remove the filter.

You can also search by Filter. Think of these like filters in Excel.   Click on "Any" to select the info you want to see in each category, then click Search.

You can also search by name. Enter a name, then click Search.

Step Four: Open a faculty profile by clicking on the last name.

Last Name ▲	First Name	Position(s)	Primary Teaching Department
AA_ Example	AA_ Example		AA_ Example
	JOHN	Instructor	Palmetto College Columbia

Step Five: Edit the faculty profile by choosing the edit selection (located in the top of the profile).

AA_ Example AA AA_ Example

View | Edit | Courses | Permissions

🖶 Printable File

View | Edit | Courses | Permissions

First Name: AA_ Example
Middle Name: AA
Last Name: AA_ Example
Position(s):
Primary Teaching Department: AA_ Example
Discipline(s):
Attribute:
Status:
Currently Teaching: Yes
Retired: No
HR Manager: University of South Carolina
USC ID: AAAAAAA1
Comments:
School:
Campus:

Education

Degree	Year	Institution	Details	Relevant CourseWork	CIP Codes
No items found for this faculty member.					

Certifications

Details	Start Date	End Date	CIP Codes
No items found for this faculty member.			

Additional Documentation

Type	Details	Start Date	End Date	CIP Codes
No items found for this faculty member.				

Professional Development

Title	Type	Units	Details
No items found for this faculty member.			

Step Six: Add the OIRAA Review Attribute to the profile by clicking the green plus sign beside "OIRAA Review", an option under "Available Category(s)".

***This is incredibly important. Do this every time you make a change. ***

The list is alphabetical, so you'll need to scroll down:

Desired result:

Step Seven: Create a Graduate Coursework or Alternative Credentials entry by clicking on the green plus sign under "Additional Documentation."

Step Eight: Select the type of credentials you plan to add (Alternative Credentials or GTA form) and then click "Upload Files."
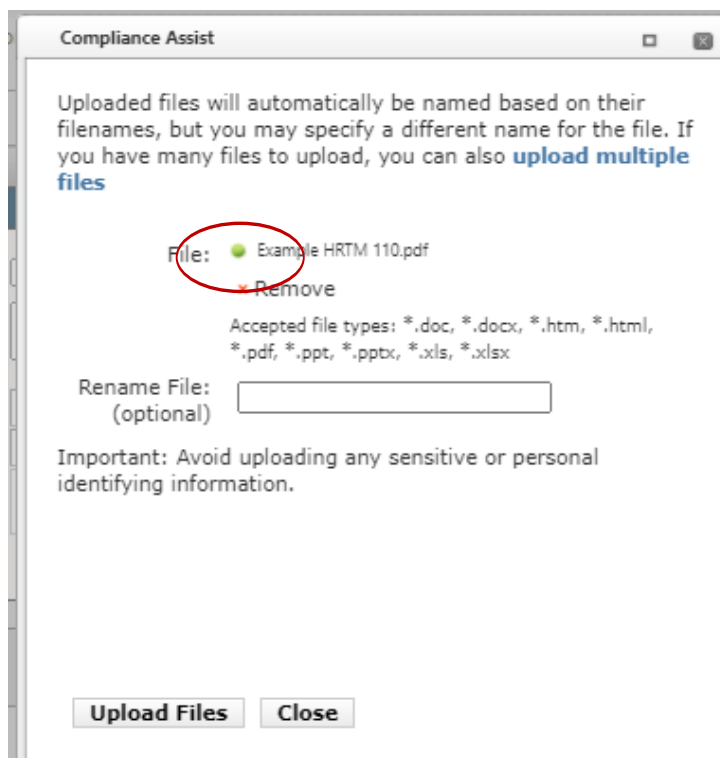
Step Nine: Upload the file to the education record by selecting the file from your computer and then clicking "Upload Files."

Compliance Assist

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file. If you have many files to upload, you can also **upload multiple files**
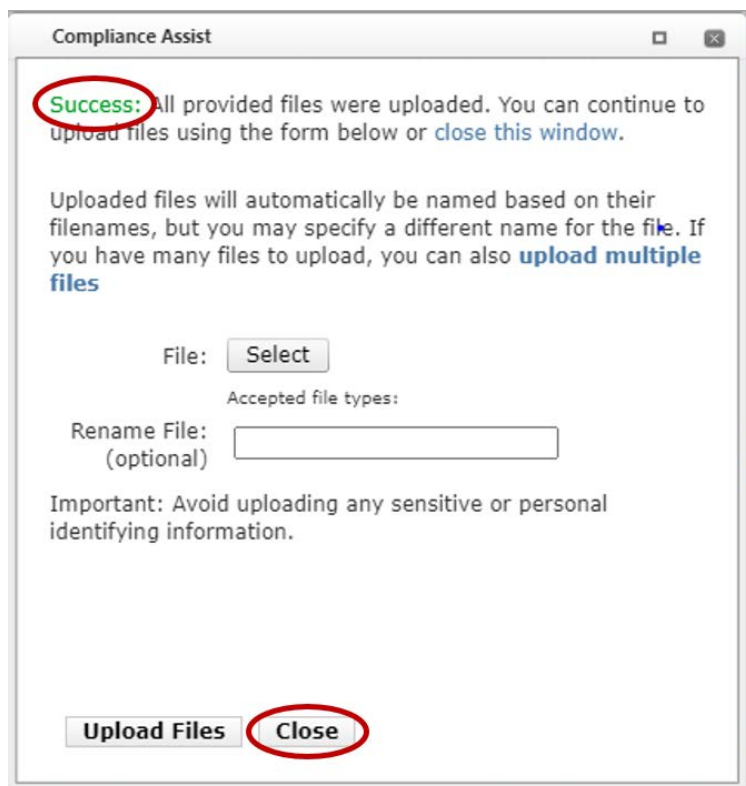
File: ● Example HRTM 110.pdf
        × Remove

Accepted file types: *.doc, *.docx, *.htm, *.html, *.pdf, *.ppt, *.pptx, *.xls, *.xlsx

Rename File:
(optional)

Important: Avoid uploading any sensitive or personal identifying information.

Upload Files   Close

The green dot will appear when the file is ready to upload. You can then click the upload button.

Compliance Assist

Success: All provided files were uploaded. You can continue to upload files using the form below or close this window.

Uploaded files will automatically be named based on their filenames, but you may specify a different name for the file. If you have many files to upload, you can also **upload multiple files**

File: Select

Accepted file types:

Rename File:
(optional)

Important: Avoid uploading any sensitive or personal identifying information.

Upload Files   Close

After you click the upload button, look for the green "Success" text.

You can now close the window.

Step Ten: Ensure the file has uploaded, then create the entry by clicking "Add."

Add any supporting documentation here. It can be attached to the Alternative Credentials Form or a separate

file. Transcripts for graduate students should be added in the Education section.

Step Eleven: Save and Close the profile by clicking the "Save & Close" button on the top right hand
side of the window.