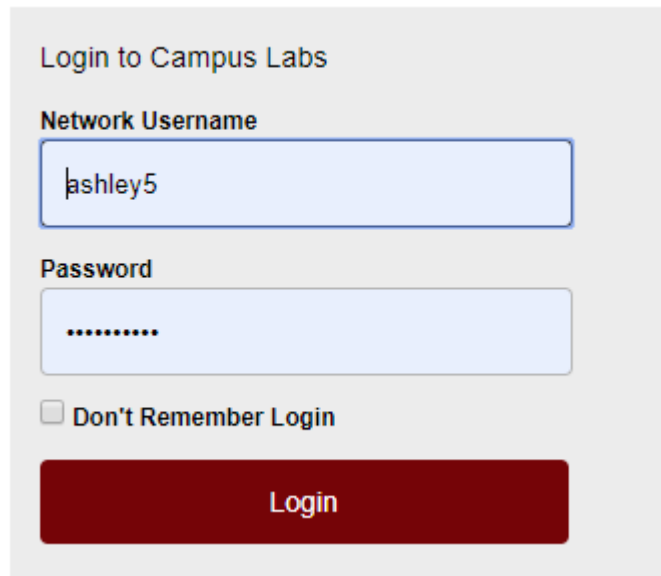


Instructions for adding Alternative Credentials forms or Graduate Teaching Assistant forms to a profile in Compliance Assist

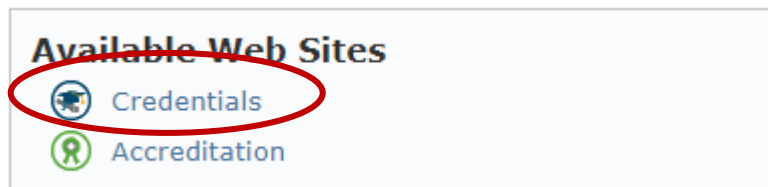
Step One: Login to Compliance Assist using your USC Network ID and Password.



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."



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

The screenshot shows the University of South Carolina Faculty & Staff Directory homepage. At the top, there is a header with the university logo and name. Below the header, there is a navigation bar with tabs for Faculty & Staff, Courses, Reports, and Administration. The Faculty & Staff tab is selected. Below the navigation bar, there is a section for Filter & Search, with a sub-tab for List by Department. The main content area is titled Faculty & Staff Directory and includes an Export All button. There are two search sections: Search by Filter and Search by Name. The Search by Filter section has several dropdown menus for Primary Teaching Department, Position(s), Status, Currently Teaching, Education, Certifications, Additional Documentation, and Attribute, all set to Any. There are Clear Filter and Search buttons. The Search by Name section has a text input field and a Search button. Below the search sections, there is a table with columns for Last Name, First Name, Position(s), and Primary Teaching Department. The table shows one row with example data: AA_ Example, AA_ Example, AA_ Example.

The screenshot shows the pagination controls at the bottom of the directory list. It includes a set of navigation buttons (Previous, First, 1, 2, 3, 4, 5, 6, Next, Last) and a Page size dropdown menu set to 50.

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

The screenshot shows the Search by Filter section. The Primary Teaching Department dropdown is set to Any and is circled in red. The Clear Filter button is also circled in red. The Search button is circled in red. The other dropdowns (Position(s), Status, Currently Teaching, Education, Certifications, Additional Documentation, Attribute) are all set to Any.

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.

The screenshot shows the Primary Teaching Department dropdown menu. It lists various departments with checkboxes next to them. The checkbox for Anthropology is checked, while all others are unchecked.


The screenshot shows the Search by Name section. It has a text input field with the placeholder text Search and a Search button.

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

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](#)

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:

View **Edit** **Courses** **Permissions**

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 screenshot shows a profile page for 'AA_Example'. The 'Attributes' section has two columns: 'Included Category(s)' and 'Available Category(s)'. The 'Available Category(s)' list is circled in red and contains the following items: '***Do not use this***', 'Dual Appointment', 'Dual Managing Department', 'Graduate Student', and 'OIRAA Review'.

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

This close-up shows the 'Available Category(s)' list with the following items: 'Multiple Campus', 'Multiple Teaching Departments in Same College', 'OIRAA Review' (circled in red), and 'Program Coordinator'.

Desired result:

The screenshot shows the 'Attributes' section with 'OIRAA Review' added to the 'Included Category(s)' list. A red oval highlights the 'OIRAA Review' entry, and a red 'X' icon is visible next to it.

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

HR Manager: ☐ No
USC ID:
Comments:

Design HTML

School:
Campus:

Education
[+ Add](#)

Degree	Year	Institution	Details	Relevant CourseWork	CIP Codes
Master's (Professional/Integrative) Example Transcript (MBA)	2015	University of South Carolina Columbia	Business Administration (MBA)		
Doctorate (Academic) Example Graduate Coursework Form (MGMT) Example Transcript (PhD)	2018	University of South Carolina Columbia	Accounting (PhD)		

Certifications
[+ Add](#)

Details	Start Date
No items found for this faculty member.	

Additional Documentation
[+ Add](#)

Type	Details
No items found for this faculty member.	

Professional Development
[+ Add](#)

Title	Type	Units	Start Date	End Date
No items found for this faculty member.				

Documents

Additional Documentation

[+ Add](#)

Type	Details
No items found for this faculty member.	

Step Eight: Select the type of credentials you plan to add (Alternative Credentials or GTA form) and then click "Upload Files."

Additional Documentation

Experience:
Type:
Details:
Start Date:
End Date:
Attachments:

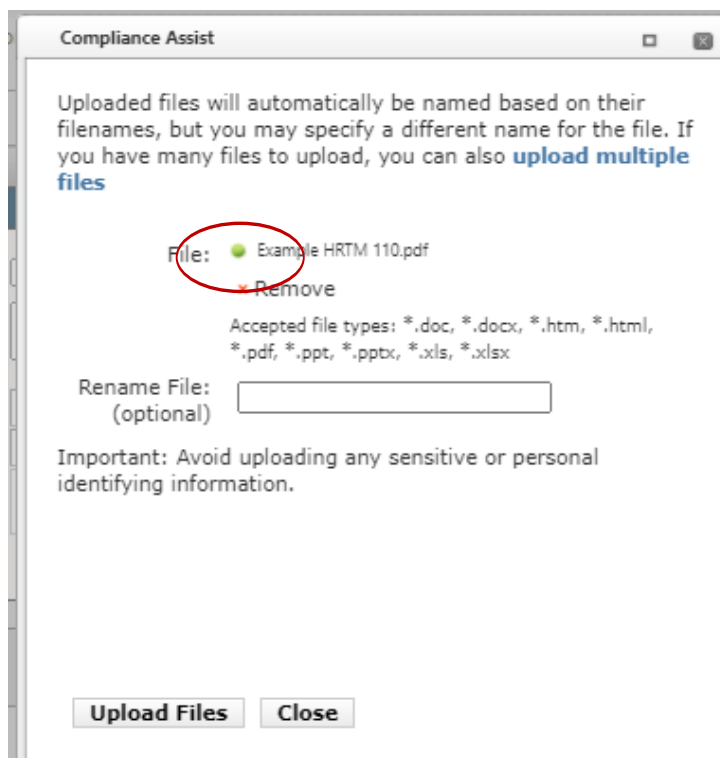
CIP Codes
No CIP codes have been assigned to this item.
[Edit CIP Codes](#)

Alternative Credentials
Graduate Teaching Assistant

Upload Files

Add **Cancel**

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](#)

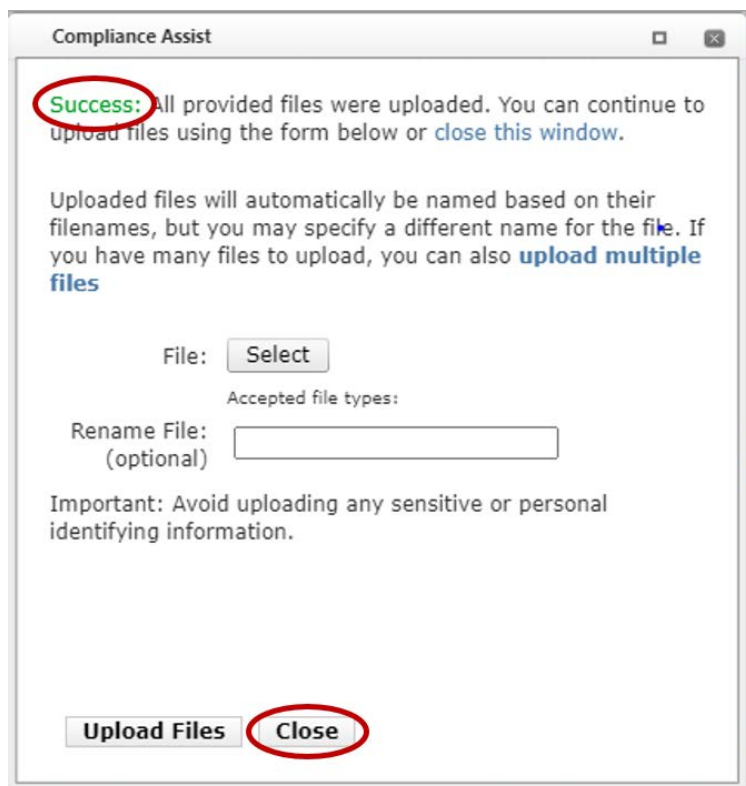
File: ● Example HRTM 110.pdf
[Remove](#)

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

Rename File: (optional)

Important: Avoid uploading any sensitive or personal identifying information.

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:

Accepted file types:

Rename File: (optional)

Important: Avoid uploading any sensitive or personal identifying information.

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.”

Additional Documentation

Experience Type: **Alternative Credentials**

Details: **HRTM 110**

Start Date: **mm/dd/yy**

End Date: **mm/dd/yy**

Attachments: **Upload Files** **Example HRTM 110**

CIP Codes
No CIP codes have been assigned to this item.
[Edit CIP Codes](#)

Add **Cancel**

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.

AA_ Example AA_ Example

View **Edit** **Courses** **Permissions**

Save **Save & Close** **Delete** **Cancel**

First Name: **AA_ Example**

Middle Name: **AA**

Last Name: **AA_ Example**

Position(s): **Assistant Professor**

Primary Teaching Department: **AA_ Example**

Discipline(s):

Included Discipline(s)
There are no items selected.

Available Discipline(s)
+ Adapted Physical Education
+ College of Arts & Sciences
+ Fort Jackson
+ Indian Land
+ Information, PhD

Attribute:

Included Category(s)
There are no items selected.

Available Category(s)
+ ***Do not use this***

View **Edit** **Courses** **Permissions**

Save **Save & Close** **Delete** **Cancel**