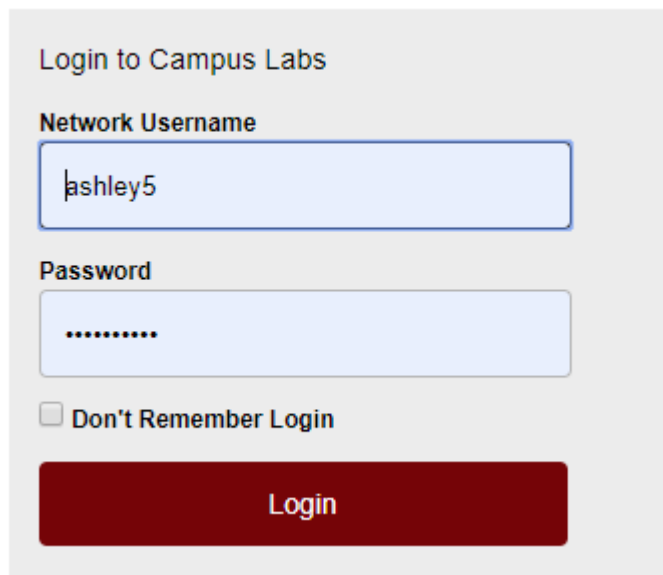


# Instructions for adding Education (transcripts) to a profile in Compliance Assist

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



Login to Campus Labs

Network Username

ashley5

Password

.....

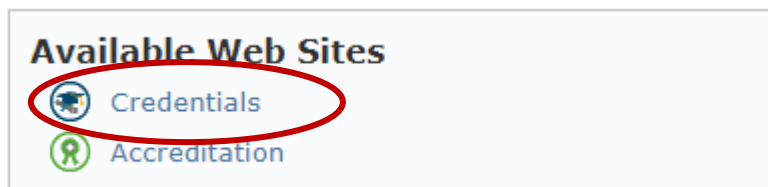
☐ Don't Remember Login

Login

The url is <https://sc.complianceassist.com>

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

Credentials

Welcome, Brittany Ashley | Help | Log Out

UNIVERSITY OF SOUTH CAROLINA



Faculty & Staff

Courses

Reports

Administration

Filter & Search

List by Department

Faculty & Staff Directory

Export All

Search by Filter:

Primary Teaching Department: Any

Position(s): Any

Status: Any

Currently Teaching: Any

Clear Filter

Education: Any

Certifications: Any

Additional Documentation: Any

Attribute: Any

Search

Search by Name

Search

Search

Last Name	First Name	Position(s)	Primary Teaching Department
AA_ Example	AA_ Example		AA_ Example

1

2

3

4

5

6

Page size: 50

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

Search by Filter:

Primary Teaching Department: Any

Position(s): Any

Status: Any

Currently Teaching: Any

Clear Filter

Education: Any

Certifications: Any

Additional Documentation: Any

Attribute: Any

Search

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.

Primary Teaching Department

☐ AA\_ Example

☐ Accounting

☐ Aerospace Studies

☐ African American Studies

☐ American Sign Language

☐ Anesthesiology

☒ Anthropology

☐ Arabic

☐ Army ROTC

☐ Art Education

Search by Name

Search


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

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

 AA\_ Example AA AA\_ Example

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: AAAAAA1

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

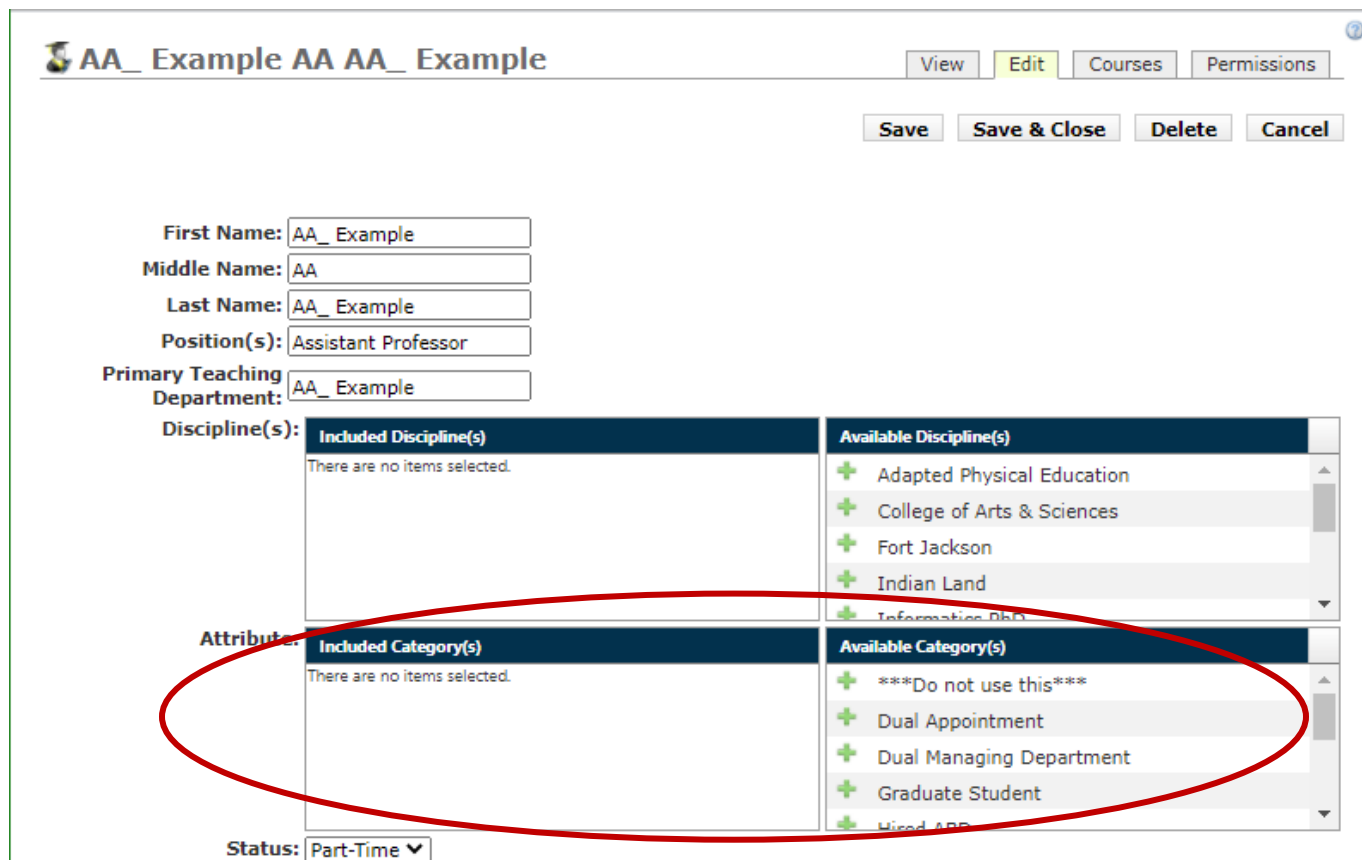
Type	Details	Start Date	End Date	CIP Codes
No items found for this faculty member.				

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.\*\*\***



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):

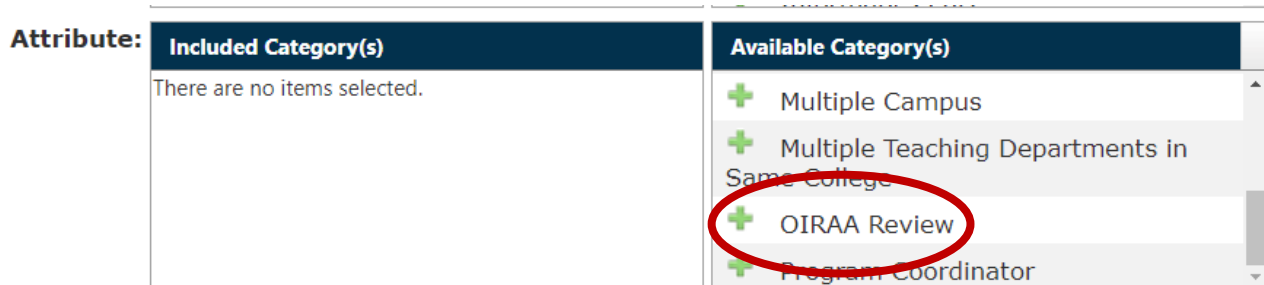
Included Discipline(s)	Available Discipline(s)
There are no items selected.	<ul style="list-style-type: none"><li>+ Adapted Physical Education</li><li>+ College of Arts &amp; Sciences</li><li>+ Fort Jackson</li><li>+ Indian Land</li><li>+ Information PhD</li></ul>

Attribute:

Included Category(s)	Available Category(s)
There are no items selected.	<ul style="list-style-type: none"><li>+ ***Do not use this***</li><li>+ Dual Appointment</li><li>+ Dual Managing Department</li><li>+ Graduate Student</li><li>+ Hired ABD</li></ul>

Status: Part-Time

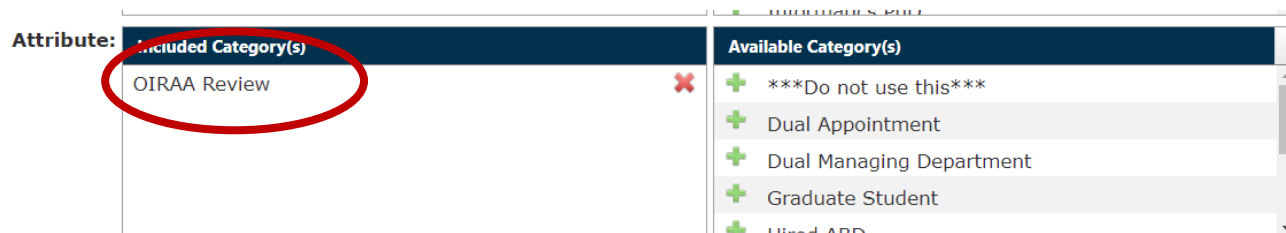
The list is alphabetical, so you'll need to scroll down:



Attribute:

Included Category(s)	Available Category(s)
There are no items selected.	<ul style="list-style-type: none"><li>+ Multiple Campus</li><li>+ Multiple Teaching Departments in Same College</li><li>+ OIRAA Review</li><li>+ Program Coordinator</li></ul>

Desired result:



Attribute:

Included Category(s)	Available Category(s)
OIRAA Review	<ul style="list-style-type: none"><li>+ ***Do not use this***</li><li>+ Dual Appointment</li><li>+ Dual Managing Department</li><li>+ Graduate Student</li><li>+ Hired ABD</li></ul>

**Step Seven:** Create a new Education entry by clicking on the green plus sign under "Education."

The screenshot shows a faculty profile form. At the top, there are input fields for First Name (AA\_Example), Middle Name (AA), Last Name (AA\_Example), Position(s), and Primary Teaching Department (AA\_Example). Below these are two columns of dropdown menus for Discipline(s) and Attribute(s). The Discipline(s) column has an 'Included Discipline(s)' section with the text 'There are no items selected.' and an 'Available Discipline(s)' section with a list of disciplines: Adapted Physical Education, College of Arts & Sciences, Fort Jackson, Indian Land, and Information, Ph.D. The Attribute(s) column has an 'Included Category(s)' section with the text 'There are no items selected.' and an 'Available Category(s)' section with a list of categories: \*\*\*Do not use this\*\*\*, Dual Appointment, Dual Managing Department, Graduate Student, and Mixed APD. Below these are radio buttons for 'Currently Teaching' (Yes/No) and 'Retired' (Yes/No). There are also fields for 'HR Manager' (University of South Carolina), 'USC ID' (AAAAAAA1), and a 'Comments' text area. At the bottom, there are fields for 'School' and 'Campus'. On the right side, there is a preview of the 'Education' section, which shows a table with columns 'Degree' and 'Year'. The table is empty, and the text 'No items found for this faculty member.' is displayed. Below the preview, there is a 'Certifications' section. At the bottom left, there is a table with columns 'Degree', 'Year', 'Institution', 'Details', 'Relevant CourseWork', and 'CIP Codes'. The table is empty, and the text 'No items found for this faculty member.' is displayed. Below the table, there is a 'Certifications' section. Red circles highlight the green plus sign and 'Add' button for the 'Education' section and the 'Add' button for the 'Certifications' section.

First Name: AA\_Example  
Middle Name: AA  
Last Name: AA\_Example  
Position(s):  
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, Ph.D.

Attribute(s):  
Included Category(s): There are no items selected.  
Available Category(s):  
+ \*\*\*Do not use this\*\*\*  
+ Dual Appointment  
+ Dual Managing Department  
+ Graduate Student  
+ Mixed APD

Status: ☐ Yes ☐ No  
Currently Teaching: ☒ Yes ☐ No  
Retired: ☐ Yes ☒ No

HR Manager: University of South Carolina  
USC ID: AAAAAA1  
Comments:  
Design HTML

School:  
Campus:

**Education**  
+ Add  
Degree Year  
No items found for this faculty member.

**Certifications**  
+ Add

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

**Certifications**  
+ Add

**Step Eight:** Select the degree type and begin the process of adding the transcript (must be official transcript) by choosing "Upload File."

The screenshot shows the 'Education' form. The 'Degree' dropdown menu is highlighted with a red circle. Below it are fields for 'Year', 'Institution', 'Details', 'Relevant CourseWork', and 'Attachments'. The 'Attachments' field has a button labeled 'Upload Files', which is also highlighted with a red circle. On the right side, there is a 'CIP Codes' section with the text 'No CIP codes have been assigned to this item.' and a link 'Edit CIP Codes'. At the bottom right, there are 'Add' and 'Cancel' buttons.

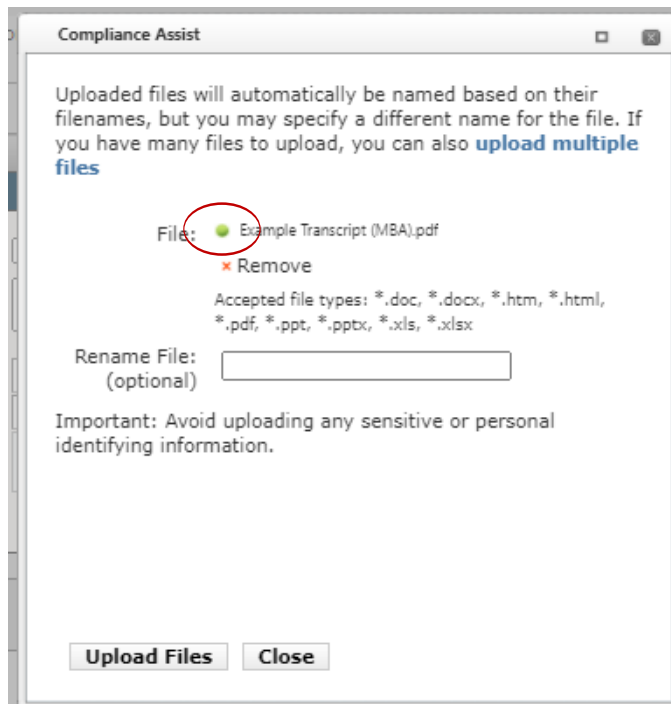
**Education**

Degree:   
Year:   
Institution:   
Details:   
Relevant CourseWork:   
Attachments:  Upload Files

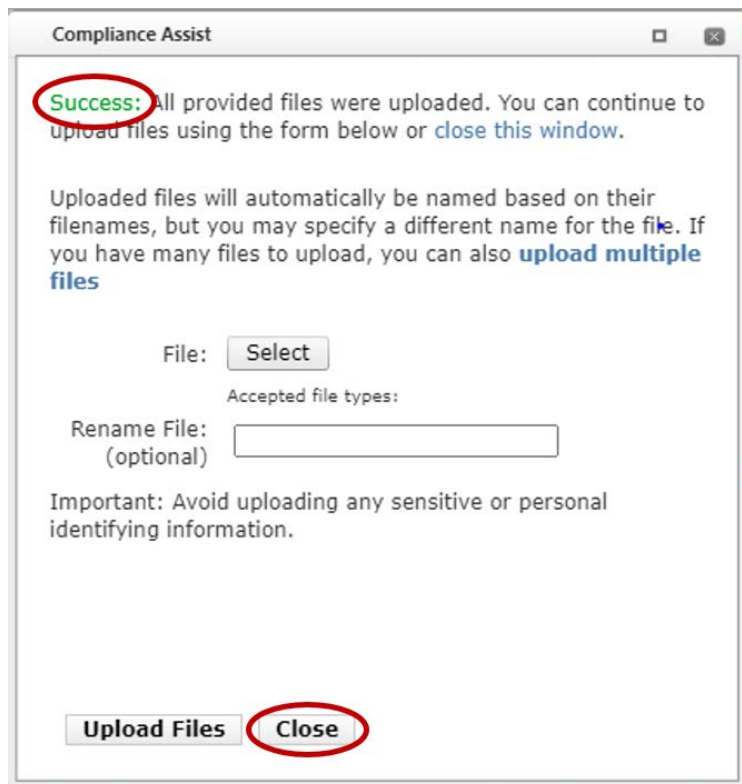
**CIP Codes**  
No CIP codes have been assigned to this item.  
Edit CIP Codes

Add Cancel

**Step Nine:** Upload the file to the education record by selecting the file from your computer and then clicking "Upload Files."



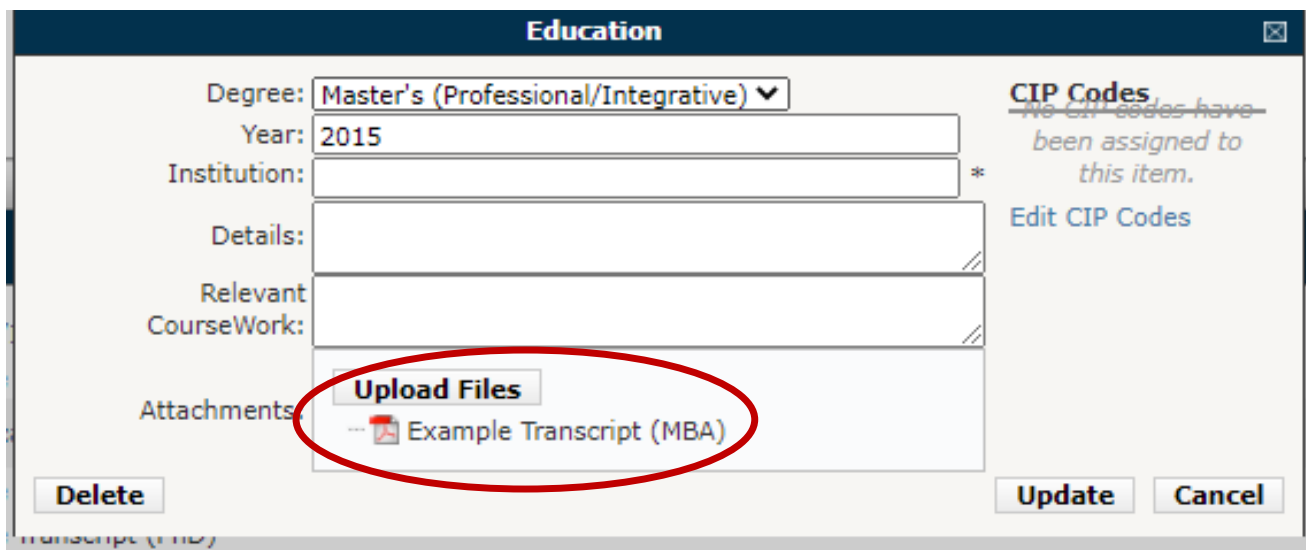
The green dot will appear when the file is ready to upload. You can then click the upload button.



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

You can now close the window.

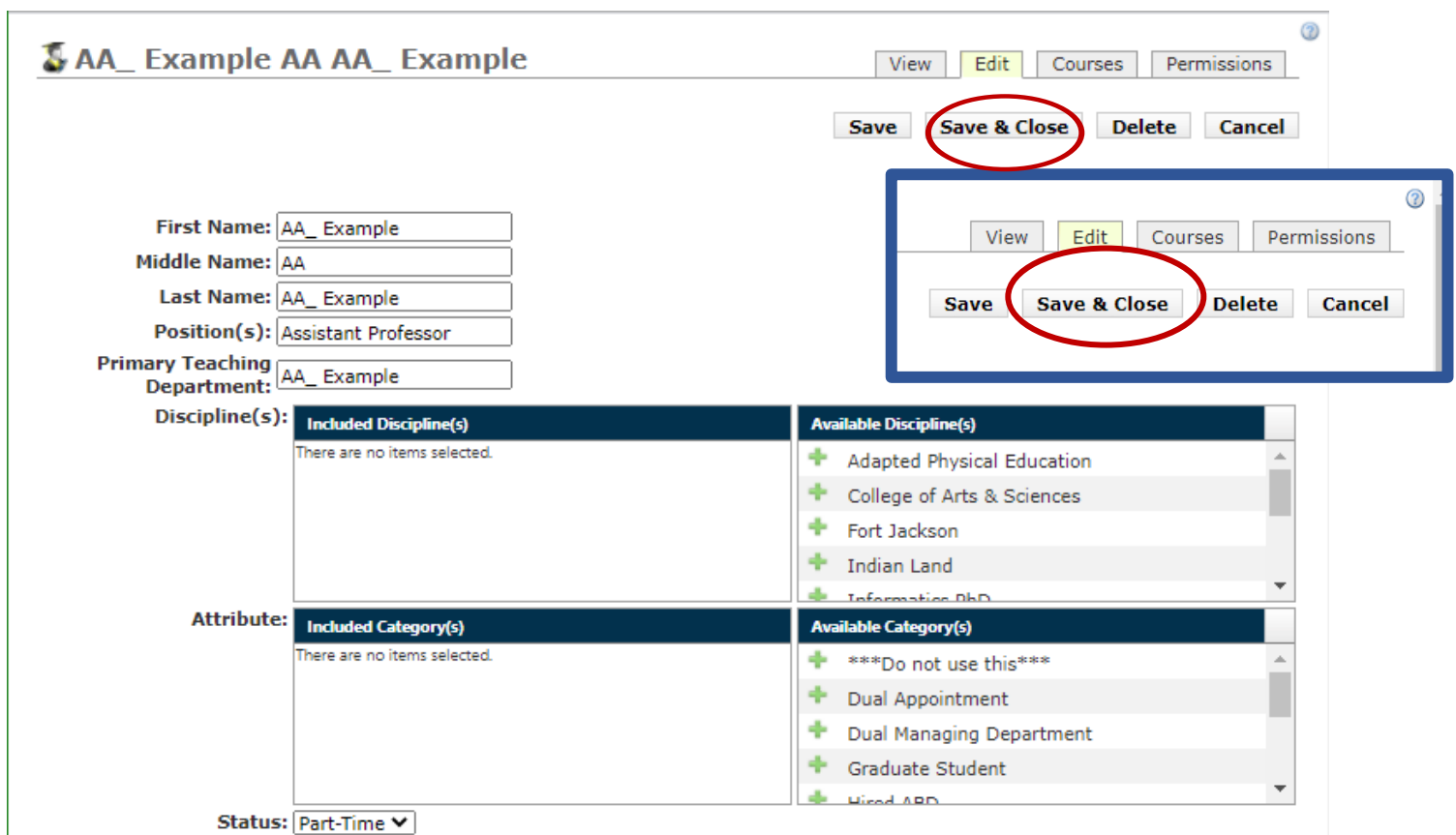
**Step Ten:** Ensure the file has uploaded, then create the entry “Add.”



The image shows a window titled "Education". It contains several input fields: "Degree:" with a dropdown menu showing "Master's (Professional/Integrative)", "Year:" with "2015", "Institution:" (empty), "Details:" (empty), "Relevant CourseWork:" (empty), and "Attachments:" (empty). Below the "Attachments:" field, there is a red circle around the "Upload Files" button and a file icon next to the text "Example Transcript (MBA)". To the right of the form, there is a section titled "CIP Codes" with the text "No CIP codes have been assigned to this item." and a link "Edit CIP Codes". At the bottom of the window, there are buttons for "Delete", "Update", and "Cancel".

If you have any graduate coursework forms, you'll want to add them here and type the courses in the box labeled "relevant coursework."

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



The image shows a profile form for "AA\_ Example". The form has a header with the name "AA\_ Example" and a toolbar with buttons "View", "Edit", "Courses", and "Permissions". Below the header, there are buttons "Save", "Save & Close", "Delete", and "Cancel". The "Save & Close" button is circled in red. The form contains several input fields: "First Name:" (AA\_ Example), "Middle Name:" (AA), "Last Name:" (AA\_ Example), "Position(s):" (Assistant Professor), "Primary Teaching Department:" (AA\_ Example), "Discipline(s):" (empty), "Attribute:" (empty), and "Status:" (Part-Time). Below the "Discipline(s)" and "Attribute:" fields, there are two tables. The first table is titled "Included Discipline(s)" and "Available Discipline(s)". The second table is titled "Included Category(s)" and "Available Category(s)".

Included Discipline(s)	Available Discipline(s)
There are no items selected.	<ul style="list-style-type: none"><li>+ Adapted Physical Education</li><li>+ College of Arts &amp; Sciences</li><li>+ Fort Jackson</li><li>+ Indian Land</li><li>+ Information Systems</li></ul>

Included Category(s)	Available Category(s)
There are no items selected.	<ul style="list-style-type: none"><li>+ ****Do not use this****</li><li>+ Dual Appointment</li><li>+ Dual Managing Department</li><li>+ Graduate Student</li><li>+ Mixed App.</li></ul>