CampusLabs Compliance Assist® Quick Reference

Log-in Instructions

Follow the link to access CampusLabs Compliance Assist® – [https://mesacc.compliance-assist.com/](https://mesacc.compliance-assist.com/)

Username: MEID
Password: MEID Password

Account set-up/maintenance – If you have forgot or need to change your password, please visit: [https://memo3.maricopa.edu/usertool.html](https://memo3.maricopa.edu/usertool.html).

Browser/Platform Compatibility – The recommended browser for CampusLabs Compliance Assist® is Google Chrome in both the Mac and Windows platforms. Firefox and Internet Explorer 9 can work, but will not be optimal. Safari IS NOT recommended.

Getting Started

**Interface Tabs** – The tabs can be used to navigate to the different system options. By default, you will be brought to the Home Tab.

**Announcements** – On the Home Tab you will find Announcements about the Budget & Planning Process.

**MyDashboard** – The Dashboard is where you can build Department Plans, view resource documents and view/assign planning roles.

**Institution** – Review shared Institutional Planning Items by Department.

**Reports** – Create and run reports like Department Plans. **Note:** Some reports will be pre-loaded.

**Help** – Access the CampusLabs Compliance Assist® HelpCenter for FAQs, tutorials, etc.

**Log-Out/User Settings** – Access your user settings options. **Note:** Always log-out on public computers.

2/7/14 (H. Agria) 1  
MCC Center for Teaching & Learning
MyDashboard

My Roles Tab

Filtering the Fiscal Year (FY)
From this tab you can Filter your role as a planner by Fiscal Year (FY). It is important to set this option first to make sure you are working in the correct plan.

Follow these steps to set your Filter:
1. From the My Roles Tab click the blue Edit Filter button.
2. From the drop-down menu select the appropriate FY to work on. Note: Refer to the Budget & Planning Cycle for details.
3. Select OK. Note: This Filter option is browser specific and might have to be set-up again if you access the tool from a different computer or with a different browser.

Assigned Items
Also from the My Roles Tab you will be able to view the Department Planner. This functions as a task list allowing you to view and manage any assigned planning items.

Assigned planning items might include:
- Vision and Mission Statements
- Department Initiatives
- Reports

Strategic Plans Tab
This tab includes MCC’s Strategic Priorities AND Vision, Mission and Values statements. These are here as a reference and later will be used to relate your department initiatives to.

To view these resources:
1. From the Strategic Plans Tab select College.
2. A list of links will appear.
3. Click on each link name respectively to review the information.

Tip: Click on the “Speech Bubble” icon for details on what to enter into each content area throughout the Department Plans interface.

Department Plans Tab
This is where you will spend most of your planning time in CampusLabs Compliance Assist®.

From this area you will:
- Share your Department Vision and Mission
- Create Department Planning Initiatives
- Build Mid-Year and Year-End Reports
- Make Budget Requests

Department Mission & Vision
Add your Department Vision and Mission to the system to include it in your planning process.

1. Navigate to your Department Planning window by selecting the following from the left-panel organizational structure: College > Division (Academic Affairs, Student Affairs, etc.) > Your Department.
2. Click New Item and from the menu select Department Vision and Mission.
3. In the window enter the initiative number, title and description.

4. Enter the Related Needs. Click the Edit option, enter the information and select Update.

5. From the drop-down menu choose the Informed Improvement (ii) step that the initiative is currently in.

6. Provide supporting information that describes your Informed Improvement (ii) process related to the initiative. Click the Edit option, enter the information and select Update.

7. Enter the FY dates and the current progress from the drop-down menu.

Note: To edit your Department Initiative, from the Department Planning window click the link to the initiative entry and select the Edit tab from the menu. Enter your edits.

Relating Initiatives
As part of the planning process ALL Department Initiatives MUST be related to a specific Strategic Priority (Priorities).

To relate your initiative follow these steps:
1. From the Department Planning window click the link to the initiative entry and select the Edit tab from the menu.

2. In the relate window below the title “Items This Department Initiative Support”, select Add.

3. From the left-panel organizational structure select College.

Department Initiatives
Add your Department Initiatives to the system to include it in your planning process.

1. Navigate to your Department Planning window by selecting the following from the left-panel organizational structure: College > Division (Academic Affairs, Student Affairs, etc.) > Your Department.

2. Click New Item and from the menu select Department Initiative.
4. From the list place a check mark in the box next to the Strategic Priority (Priorities) that the Department Initiative relates to.  

5. Select Add. 


Note: To remove a related item click it on the list and choose Remove Selected.

### Reports Tab

In the Reports area you can run set reports (created by the system administrator) or add a custom report. To access the Reports area, from the tab menu select Reports.

**Running a Set Report**

1. Select the Department Tab from the menu. 

2. Navigate to your Department Reports window by selecting from the left-panel organizational structure: College > Division (Academic Affairs, Student Affairs, etc.) > Your Department.

3. On the list, find the report you want to run, e.g. 2015-2015 Department Plans.

### Creating a Custom Report

You can create custom reports that include data types of your choice from the planning system.

Follow these steps to create a custom report:

1. Select the Department Tab from the menu. 

2. Navigate to your Department Reports window.

3. Select Add Report from the upper-right side of the Reports Window.

4. Carefully follow the prompts to set the parameters of your report and select Next to move through each part of the report set-up.

5. Select Create and Run.

### User Settings

Access User Settings by clicking on your name in the upper-right. Settings include an option to edit rich text items in-place or in new window.

### Help

CampusLabs Compliance Assist® HelpCenter: [http://casupport.campuslabs.com/home](http://casupport.campuslabs.com/home)

Office of Research & Planning: [http://www.mesacc.edu/about/office-research-planning](http://www.mesacc.edu/about/office-research-planning)

Canvas Planning & Budget Course: [http://tinyurl.com/MCCBPCourse](http://tinyurl.com/MCCBPCourse)