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Section 1: Logging In

Note: We recommend using the Google Chrome browser before accessing the Compliance Assist! Program Review System. (The CA! software will time out after approximately one hour, if left idle. If software times out while using Mozilla Firefox or Microsoft Explorer you will need to close out all open windows before you can re-access the CA! software. This is not true with Google Chrome.) If you do not already have Chrome on your computer, you can download it at (http://www.google.com/chrome/).

In order to access Compliance Assist! you will need to visit the Program Review web page at https://humboldt.compliance-assist.com/program-review/. You can logon with just your HSU username (i.e. “abc123”) and HSU password, and each time the system will remember you. You can log on from on or off campus. This can also be accessed from the IR webpage at http://www.humboldt.edu/irp/PREP.html where you will also find the most recent handbook guides.

![Authentication Required](image)

After successfully entering your login information, you will be given access to the Program Review Site. From the Program Review site, you will need to select Planning on the upper left hand side pull down menu.
1.1: Home Page

By selecting Planning, you will be taken into the budget augmentation side of the planning process.
By selecting “My dashboard” you will be able to enter your budget requests.

Section 2: Budget Requests

1.2: Budget Requests

To add a budget request, link on the tab “Budget Requests”
You will need to find your program on the left hand side drop down boxes. If you are an academic program, you would click on Academic Programs and Undergraduate Studies. Then you would click on your appropriate College and then Department. Budget requests can only be made at the departmental level by the Department Chair, or other designated person responsible for budgets in other offices in Academic Affairs.

1.3: Adding a New Budget Request

Click on the “+ New Item” to add a budget request.
A new window called “+ Add New Budget Request” will pop up.

You will give your new budget request a title. What are you requesting? Use it in your title, for instance: “New Faculty Member”, “Student Assistant” or “New Office Space.” The Fiscal dates are defaulted to next fiscal year, as this augment request is for next year.

Is this a “One Time Augment” request, or a request to your “Base Budget”? Check the appropriate box. If this is a staff/faculty request, how many FTE are you requesting? For two new faculty, it would be 2 FTE. The progress tab will be filled in later.

Now Save & Close your work.
To finish your budget request, click on the item you wish to request from the list.
You will see a window like this open.

You will need to click on the “Edit” tab. Then you will see “+ Add New Budget Request.” Click on it.
The new window will allow you to put in a description of your request and the amount your requesting. Check and make sure the Fiscal Year is correct. You can select from the following choices in the Budget Account drop down box:

- Equipment
- Faculty Benefits
- Faculty Salaries
- MPP (Administrator) Benefits
- MPP (Administrator) Salaries
- Other Operating Expenditures
- Staff Benefits
- Staff Salaries
- Student Worker Salaries
- Travel
New Budget Request

- Description:
- Amount:
- Fiscal Year: FY 2012
- Budget Account: Select
- Attachments: Upload Files

Press Save when you are done!
You should see it in your budget request list.

You are done!!