**Directory of Off-Campus Instructional Locations Step-by-Step Instructions:**

Institutions need to thoroughly review all pre-loaded information for accuracy.

1. If your institution does not have any off-campus instructional locations, please make sure your form says ‘No’. If it does continue to Step 7.



1. If your institution has off-campus instructional locations, to review the information click inside the location name text box. The box will expand to show the additional fields.





1. If updates need to be made, click the ‘Make Changes’ button.

 

1. To edit the information, click inside the location name text box. The box will expand to show the additional fields.





1. Make updates to the location name, address, location type, # of courses offered, # of registrations, and the location status as needed, when complete you may collapse the location information box by clicking the gray dash button.
2. You cannot delete/remove a location from your form. To indicate that instruction is no longer taking place at a location please mark Location Status as inactive.
3. To add a new location, click the green ‘Add New Location’ button towards the bottom right hand corner of the screen.



1. When complete, click the blue ‘Save’ button at the bottom of the screen.



1. Once saved, click the Attestation box, and then click ‘Submit’

