Annual Reporting
Instructions for Requesting Department Access

These initial set up instructions for the Annual Assessment Report application will only need to be done once and will not have to be repeated from year to year.

NOTE: Please do not use the My Applications at the top of the page. This icon is NOT active for this application.

Step 1: Select your department

Upon initial entry into the AR application, select your department/s from the listing of “Available Departments”

Click on the arrows to select and then Save

Step 2: Wait for confirmation email

Once you have saved your selected department, an email gets auto-sent to OIR where your access will be created and you will be sent a confirmation email. Once you receive a confirmation email, you will have access to view the template.