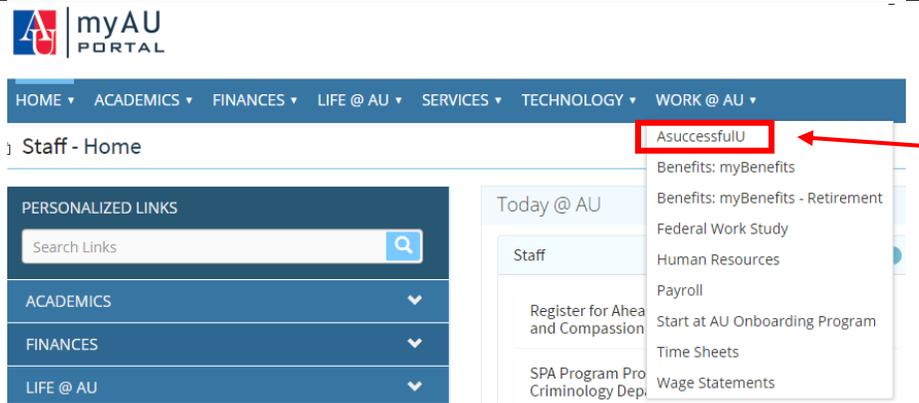
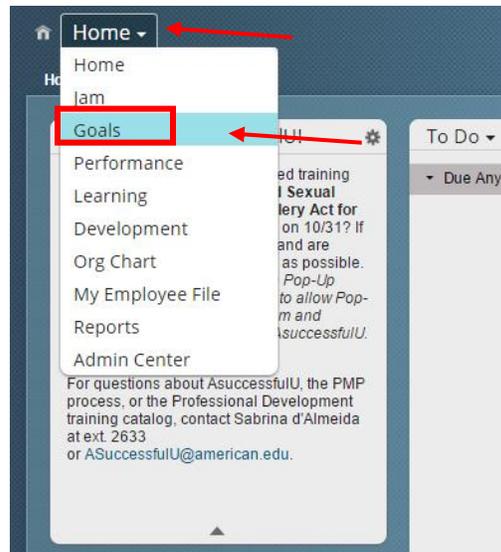


How to enter Goals and add Progress Notes in AsuccessfulU

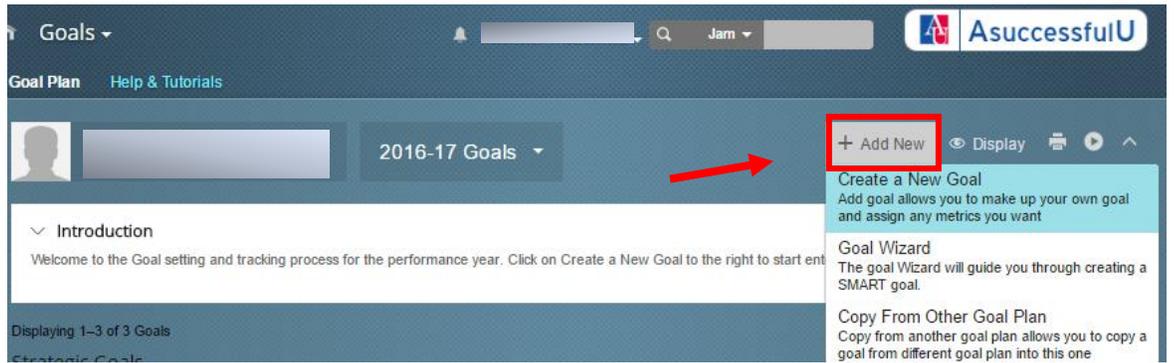
Log into AsuccessfulU via Work@AU tab in the portal.



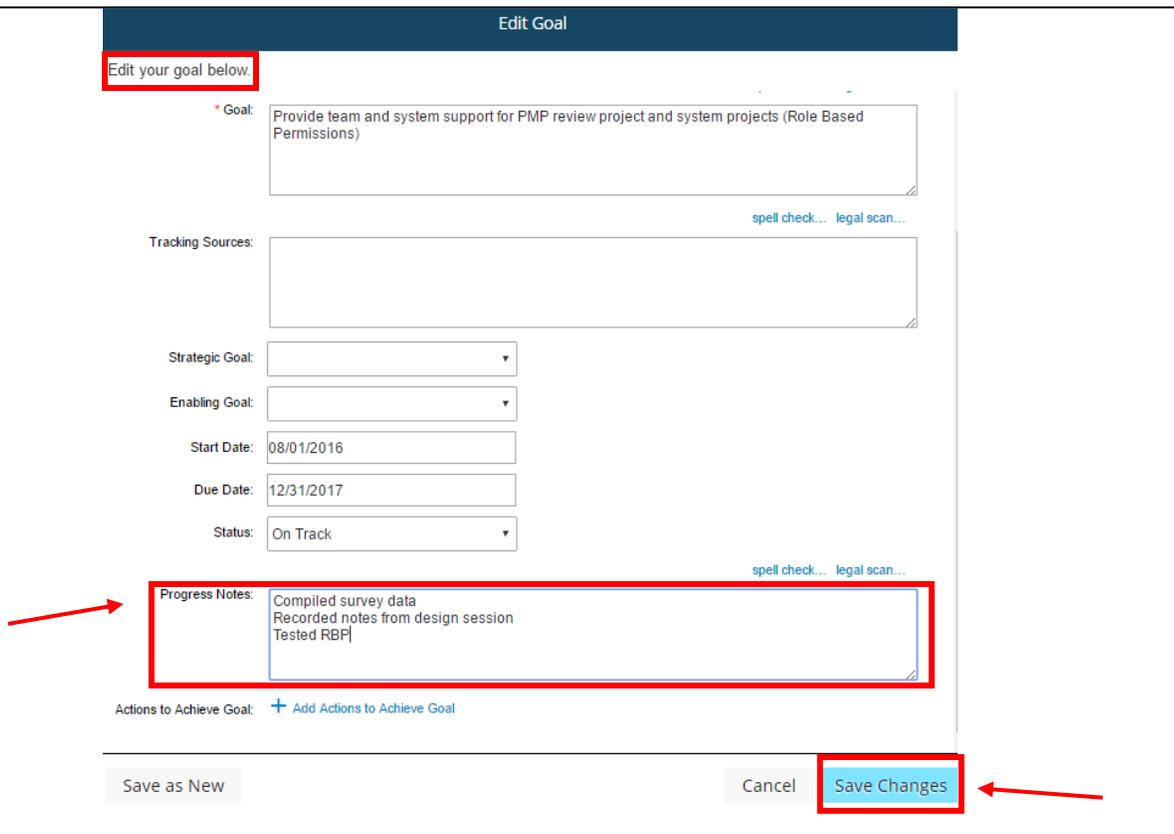
Click on the Home dropdown menu in the left corner to navigate to your Goals.



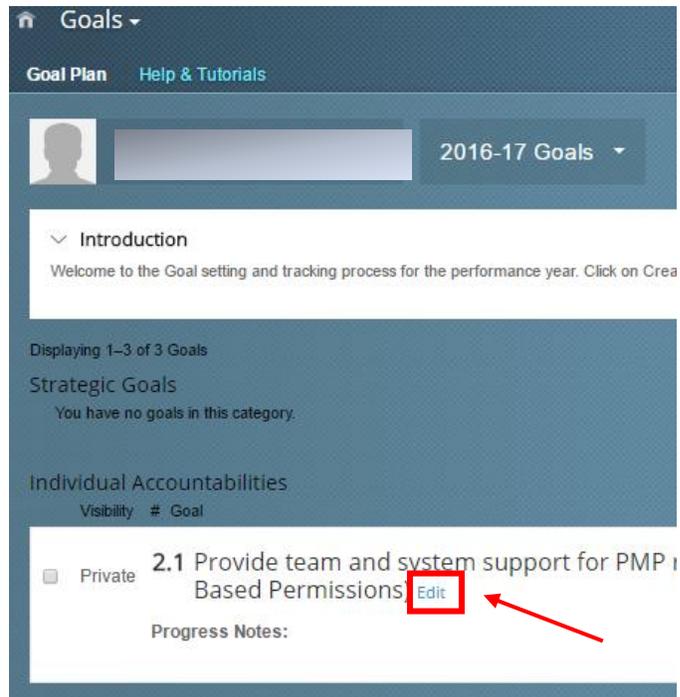
Click Add New on the right side of your Goal Plan. From here, you can create a new goal, use the goal wizard to guide you or copy goals from previous years.



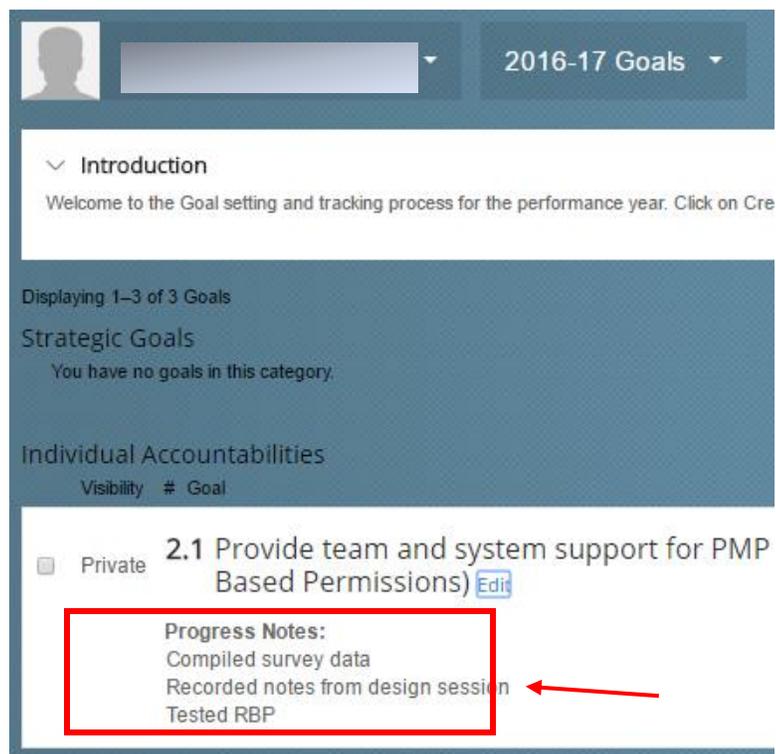
Enter or update your goals in this window. You can also enter Progress Notes to capture your status on your goals. Do not forget to save your changes!



Once your goals are entered, you can update at anytime by selecting "Edit" next to the goal.



Progress Notes will appear below each goal and will appear on your Year-end form.



Please email AsuccessfulU@american.edu with any questions.