Compliance Database Instructions

1. Access the Compliance Database via <https://compliancedatabase.gcsu.edu>
2. Log in using Unify/PAWS credentials
3. To add a Compliance Item
	1. Click on the Add Compliance Item on the ribbon at the top of the page
	2. Complete the Compliance Title item
	3. Check the appropriate Compliance Group (s)
	4. Indicate the due date of the Compliance item – month, date, and year
	5. Complete the Compliance and Risk Description box
	6. Indicate the appropriate law, regulation, or policy type
	7. Completion Information
		1. Status
			1. Indicate the status of the Compliance item as incomplete
	8. Complete the Responsible Party’s Contact Information
		1. Contact Name
		2. Email address – reminders will be submitted to the email address provided
		3. Phone number
		4. Department
	9. Save the item
4. To close a Compliance Item
	1. Indicate the reports submitted
		1. Comments can be added for reports that were submitted
	2. Completion Information
		1. Status
			1. Indicate the status of the Compliance item as complete
		2. Complete the completed by with the individual that completed the Compliance item
		3. Indicate the completion date of the Compliance item – month, date, and year
	3. Scheduling information
		1. Indicate if the Compliance item should be repeated. If any item is chosen other than N/A, the item will be scheduled based on the due date provided.
			1. Options
				1. N/A
				2. 3 months
				3. 6 months
				4. 1 year
	4. Save the item

A Compliance Matrix by Month is included on the top ribbon of the Compliance Database. The matrix provides a listing of items due by month for various reports.

Reminder notices are distributed at established intervals. The established intervals are:

* 30 days prior to item due date
* 2 weeks prior to item due date
* 1 week prior to item due date
* 1 day prior to item due date