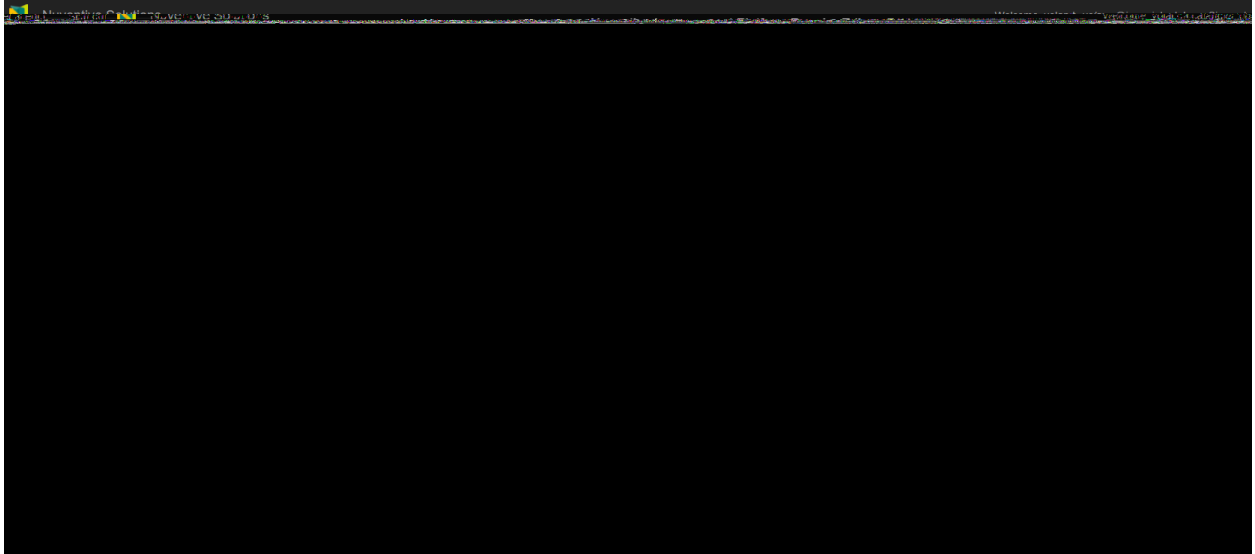


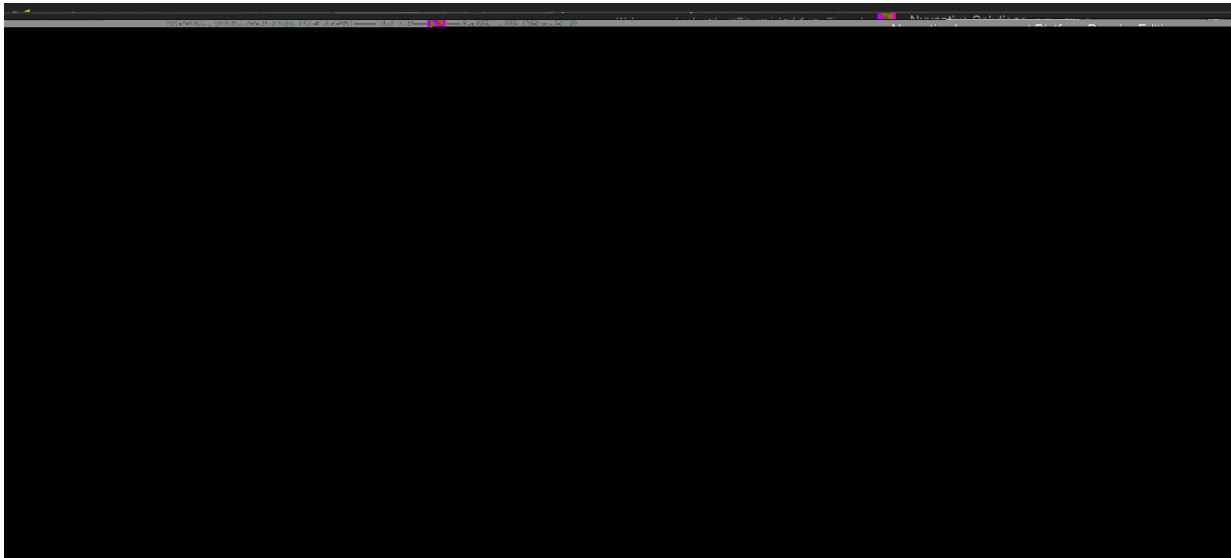
**Dean and VP Approval Guide on Nuventive (2021)**

1. Log-in to Nuventive by using IVC's single sign-on: <https://sso.imperial.edu>, use your IVC email and password, and click on Nuventive.

2. Click on the tab on the far-left side to access the program review information. Then click on the Dean/VP Approval Bar.



4. Two tabs will appear. One for Dean Approval/Feedback and one for VP Approval Feedback. Depending on your role, you will enter the information on the screen.



5. On the right side, you have access to three different reports: 1. Service Area Outcomes Assessment, 2. Program Review Report, and 3. Budget Enhancement Request. Make sure to click on the top right side to expand or lessen the screen size.



8. The deadline for *VP review is due by January 15, 2021.*

