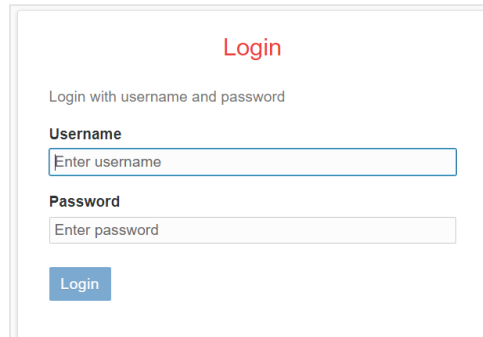

Instructions to Upload Self-Study on YAMS

Step 1: Go to <https://york.cuny.edu/yams>

Step 2: Use your York College username and password to login, e.g. "Jdoe" for Jane Doe



Step 3: To upload a self-study for an academic department, click "AAC" OR, to upload a self-study for an Administrative, Educational, and Student Support Unit, click "AESS"

<p>AAC</p> <p>Academic Program Assessment - AAC (Academic Assessment Committee)</p>	<p>AESS</p> <p>Administrative, Educational, and Student Support Unit Assessment</p>
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Step 4: On the following page, select a Program or an AESS unit

Departments	Programs	Division	Unit
Behavioral Sciences	Political Science (BA)	Academic Affairs	Academic Advisement Center

Step 5: Scroll down on the next page under the heading *Academic Program Review Self-Study Repository* for academic programs and for an AESS unit, *Periodic Unit Review Self-Study Repository*. Click on "+ add self-study file".

Academic Program Review Self-Study Repository

[2019 Self-Study - Behavioral Sciences](#) ✎ ☰

[2013 Self-Study - Behavioral Sciences](#) ✎ ☰

[+ add Self-Study File](#)

Periodic Unit Review Self-Study Repository

[+ add Self-Study File](#)

Step 6: Select "Year of Completion" and "Choose File" to upload the self-study and click "Save".

Add Program Review Self-Study ×

Program Review Self-Study

Year of Completion •

The APR for a given year only needs to be uploaded for one program and it will appear for all programs within the department.

Upload Attachment •

 No file chosen

Add Periodic Unit Review Self-Study ×

Periodic Unit Review Self-Study

Year of Completion •

Please select the year of completion.

Upload Attachment •

 No file chosen

The document uploaded will appear on the main program/unit page under the heading *Academic Program Review Repository (academic program)* or *Periodic Unit Review Self-Study Repository (AESS unit)*. The state of the document, once saved, is private which means it can only be viewed by the department/unit.

Note for academic programs: While the self-study or APR is by department, the repository in YAMS is organized by program - once the document is uploaded under ONE program within the department, it appears under all programs within that department (you only need to upload the document once for it to appear with all associated programs). For example, the APR for Behavioral Sciences can be uploaded to Political Science and will appear for Sociology and Psychology too.