How to Create a Self-Study in the Program Review Portal
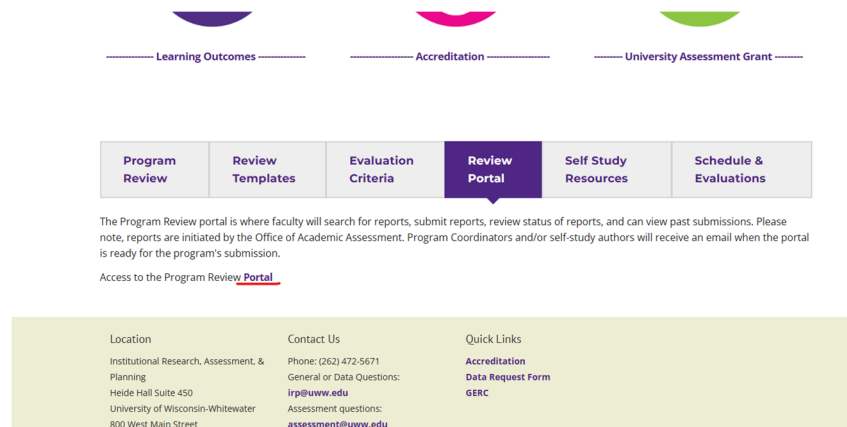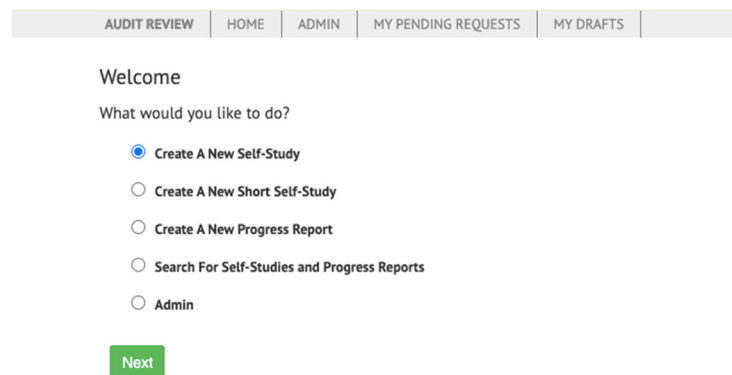
1. Go to the Institutional Research, Assessment, and Planning website: https://www.uww.edu/irap/assessment#reviewportal

2. Scroll down to 'Review Portal' and click 'Portal'

3. Log into the portal using your campus login

4. After logging in, you'll see this screen:

5. Select 'Create A New Self-Study' then 'Next'

6. You must fill out 'Review Year, Degree Level, Program, and Self-Study Author'

a. Review Year – academic year of your Program Review (e.g., 2020-21)
b. Degree Level – Graduate, Undergraduate, or Accredited
c. Program – Program title
d. Self-Study Author – Type in the author's name and select the correct name from the drop down (make sure the name matches the email address of the author to verify you are selecting the correct name)

New Self-Study

Review Year	2025-26
Degree Level	Undergraduate
Program	Biology Majors, Minors (BA, BS, BSI
Self-Study Author	

[Back] [Save Draft] [Submit]

| Location | Tools and Resources | Links |

7. **Submit**.
8. The new self-study will open. The self-study author listed in the above step will also receive an email with a direct link to the self-study.
   a. If you are unable to access or edit the self-study you created, please reach out to the assessment team: assessment@uww.edu. **Do not create another new self-study**.
9. You can begin to fill out the self-study and add supporting attachments. We recommend creating the self-study on a word document and then copying and pasting the information into the portal.