

## ENTERING RESULTS FOR CENTERS AND DEANS OFFICES

1. Log into <https://solutions.nuventive.com/>
2. Click “**Sign In**” located in the top, right corner of the screen. Use your FIU AD credentials to log in.
3. Click on the drop-down arrow near the top, right-side of the screen. Find your Center or Admin Site by typing in its name then clicking on it.
4. Click on the ☰ icon located in the top, left area of the screen under the “Nuventive Solutions” logo.
5. Click on “**Unit Assessment**” Then click “**Plans & Results.**”
6. Each Admin/Center Outcome appears on a white “card”. You can double click on the outcome or you can click on the three-dot icon located to the right of the outcome name and select “**Open.**”
7. Click the “**Results & Analysis**” tab.
  - a. If entering data for a new year, click the green + icon located near the right side of the screen.
  - b. If adding or editing data for a previous year, scroll down and double click the desired year or you can click on the three-dot icon located to the right and select “**Open.**”
8. Input data by clicking the text line below each field. **Reporting Period, Results Date, Criterion Status, Results, and Analysis sections.**
  - a. If reporting for a reporting period ending in an **odd** year (e.g.: 2022-2023, 2024-2025) you are required to input information in the Results, Analysis and Use of Results sections.
  - b. If reporting for a reporting period ending in an **even** year (e.g., 2023-24, 2025-26) you are required to input information in the Results section **only**.
9. Once all data is entered, click the “**Save**” icon in the top, right of the screen. Then click “**Close**”.
10. To move on to the next outcome, click the drop-down arrow located under the “Save” button and select the next outcome to add data.
11. Repeat steps 7-10, as needed.

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### NEED ADDITIONAL ASSISTANCE?

- Watch video tutorial
- Refer to the extended Nuventive Improvement User Guide
- Email us at [assess@fiu.edu](mailto:assess@fiu.edu)
- Join our live support hours Monday-Thursdays [10-11:00am](#) and [2-3:00pm](#).