Entering Library Activities

APL nextED is a secure, easy-to-use online database for storing information about faculty achievements such as teaching, research and publications, service, and engagement. Faculty are encouraged to enter their activities frequently and as they occur.

**STEP 1: Login**

Login to APL directly at
[http://app.aplnexted.com/login/valdosta](http://app.aplnexted.com/login/valdosta)

OR

Log in to APL from the VSU homepage:
Select MyVSU link
Select Faculty Portal
Log in to the Success Portal using your Active Directory/BlazeVIEW username and password.
Click Log In

Click on the APL nextED link to be redirected to the APL home screen.
STEP 2: Enter New Scholarship and Service Activities

Select **Activity** from the left menu, then **Activity Tracking**

Select **Add Activity**

**Activity Tracking For: 2019/2020**

Select a type from: Activities in Support of Mission, Administrative Appointment, Advising, Awards, Board Membership, Compliance, Consulting, Dean, Goals, Grants, IP Generation, **Librarian**, License, Media, Other, Other Teaching/Instruction, Professional Development, Professional Organization Membership, Scholarship, Service, Student Interactions.

**Choose An Activity Type**

- **Type:**
  - Activities in Support of Mission

**Hint:** To see your activities from prior years, change the Academic Year in the upper right.
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Important: Make sure you enter a **Start Date** and **End Date** for all activity entries.

For questions about entering activities, contact Dr. Michael Black at apl [at] valdosta.edu. This handout is posted online at [http://www.valdosta.edu/administration/sacs/faculty-credentials.php](http://www.valdosta.edu/administration/sacs/faculty-credentials.php)