



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

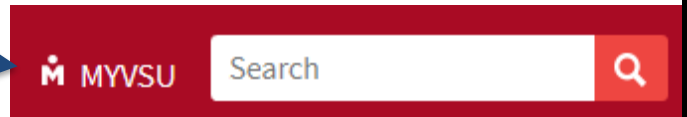
Login to **APL** directly at <http://app.aplnexted.com/login/valdosta>

OR

Log in to **APL** from the VSU homepage:

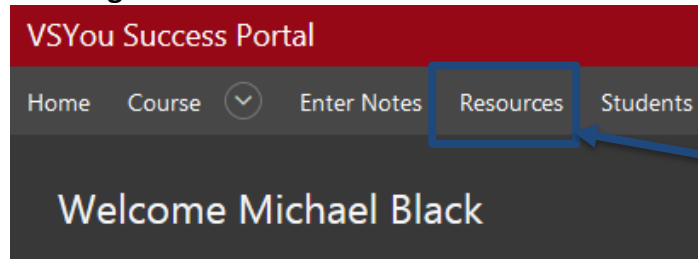
Select **MyVSU** link

Select **Faculty Portal**

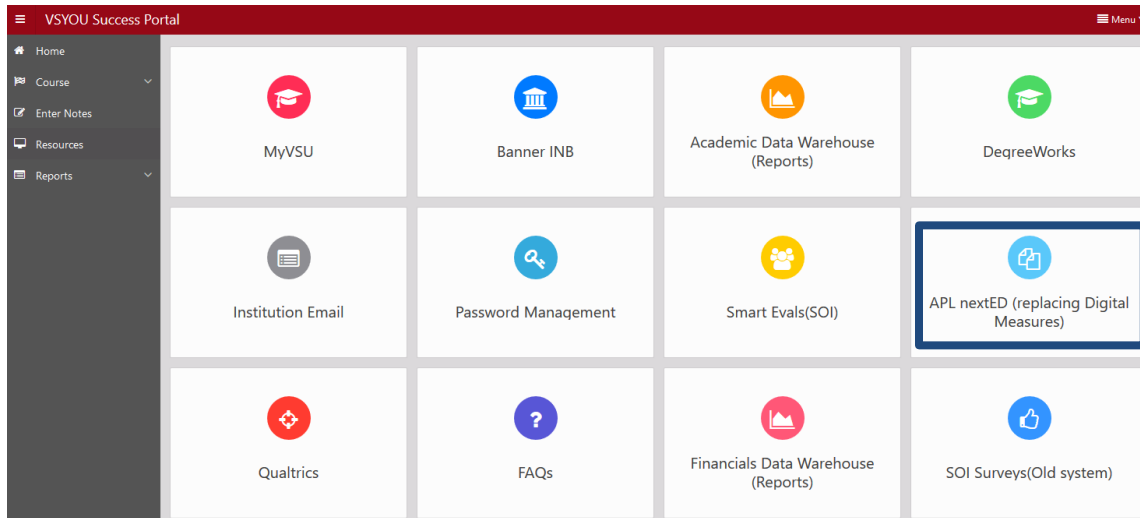


Log in to the Success Portal using your Active Directory/BlazeVIEW username and password.

Click **Log In**



Select the **Resources** tab



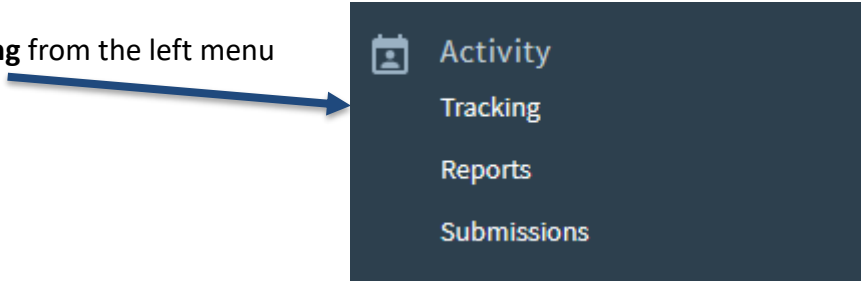
Click on the **APL nextED** link to be redirected to the APL home screen.



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STEP 2: Enter Librarian-Specific Accomplishments

Select **Tracking** from the left menu



Select **+ Add New** next to Librarian

Your Activities Progress

Hours	Type	
0	Professional Development(1)	View All + Add New
TOTAL	0	

1 Results | 10 | < 1 >

Other Activities

Hours	Type	
0	IP Generation	+ Add New
0	Librarian	+ Add New



Entering Library Activities

Activity Details

Title Of Activity *

Enter Title

Sub Type

Change as needed

Choose Academic Year

Enter start and end dates

Start Date *

End Date

of Hours

 Not Required

Dollars

 Not Required

Activity Status

Not Required

External Link

Not Required

Provider

Not Required

Contributor(s)

Not Required

Description

Enter specific accomplishments

File Upload

Choose file
Or
Drag and Drop

For questions about

entering activities, contact Dr. Michael Black at [apl \[at\] valdosta.edu](mailto:apl@valdosta.edu). This handout is posted online at <http://www.valdosta.edu/administration/sacs/faculty-credentials.php>