Entering Course Reassignments
for Department Heads, Associate Deans, or Academic Affairs Staff

Department Heads or Associate Deans: Enter course reassignments which are recurring as part of a faculty’s member job duties.
Academic Affairs Staff: Enter course reassignment after the Provost and VPAA approves the application.

**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 tile to be redirected to the APL home screen.
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**STEP 2: Switch to Administrative View**
in left menu, select **Switch to Admin**

**STEP 3: Access Courses Menu**

- select **Courses**
  - then **Course Release/Re-Assignment**

select **Add Course Release/Re-Assignment** button

scroll to the appropriate faculty member and click **+Select**
STEP 4: Enter Reason for Release, Credit Hours, and Comments

Make sure to enter the term in the Comments box as well.

**An entry will need to be made every academic year for faculty; standing reassignments do not roll over.

For questions about entering course reassignments, 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)