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. Selected university employees can search for records directly related to institutional business.

**STEP 1: Login to APL**

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

OR

Log in to APL from the Success Portal ([https://successportal.valdosta.edu/](https://successportal.valdosta.edu/)).

Select the Resources tab

Click on the APL nextED tile to be redirected to the APL dashboard.

**STEP 2: Switch to the Administrative Role**

from the left Profile menu, select **Switch To Admin**
How to Search in APL
for employees with administrative roles

STEP 3: Search Keywords

in left menu, select Faculty, then Search Faculty

enter a keyword in search box and click Search Faculty

click View to access the instructor’s profile

Contact Dr. Michael Black at apl [at] valdosta.edu with questions. This handout is posted online at http://www.valdosta.edu/administration/sacs/faculty-credentials.php