

# Update Progress in Goal Form

1. Click on the “Comprehensive Goal #1 (or 2-3) and Updates” link and click “Check Out”.

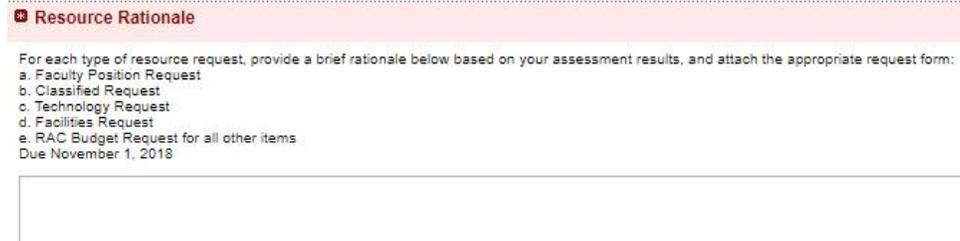
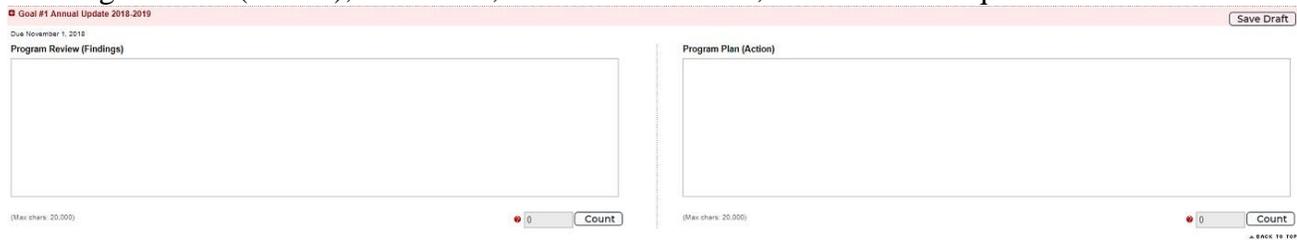


2. Click on “Edit” or “View/ Edit Your Responses”.



You have already started completing the form. [View/Edit Your Responses](#)

3. Enter your data and narrative for the Annual Update section including Program Review (Findings), Program Plan (Action), Resources, Resource Rationale, and Indicate Requested Areas



4. Click “Save and Return” (Located at top and bottom right of the form).



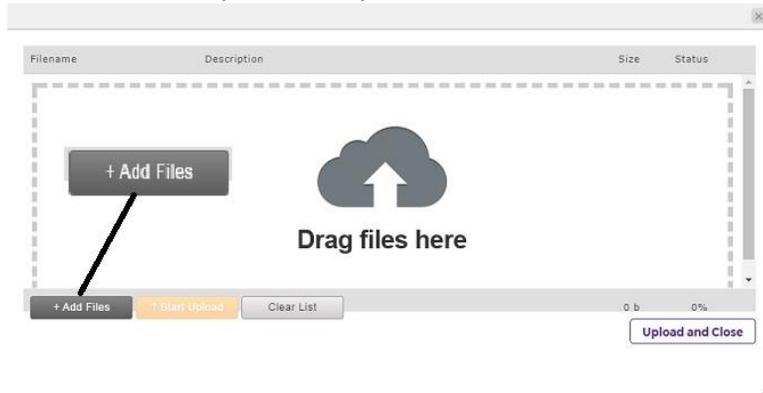
5. Attach supporting documents.  
6. Click the attachment link at the bottom of the page.



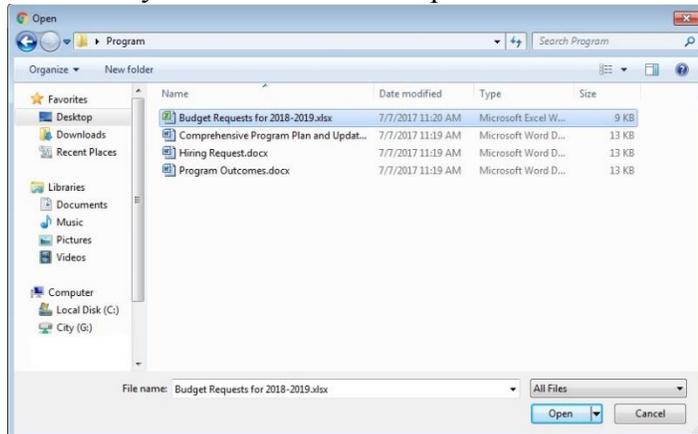
7. Click the link “Upload from Computer”.



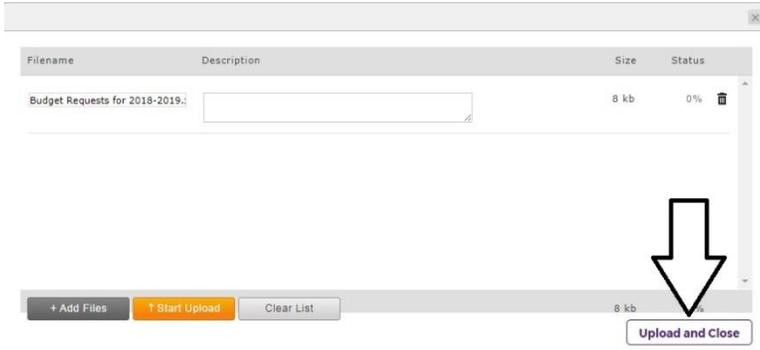
8. Click on link, lower left, “+Add Files”.



9. Select your files and click “Open”.



10. Click “Upload and Close”.



10. Click Check In

