How to Access and Print the Program Review Data Sheet

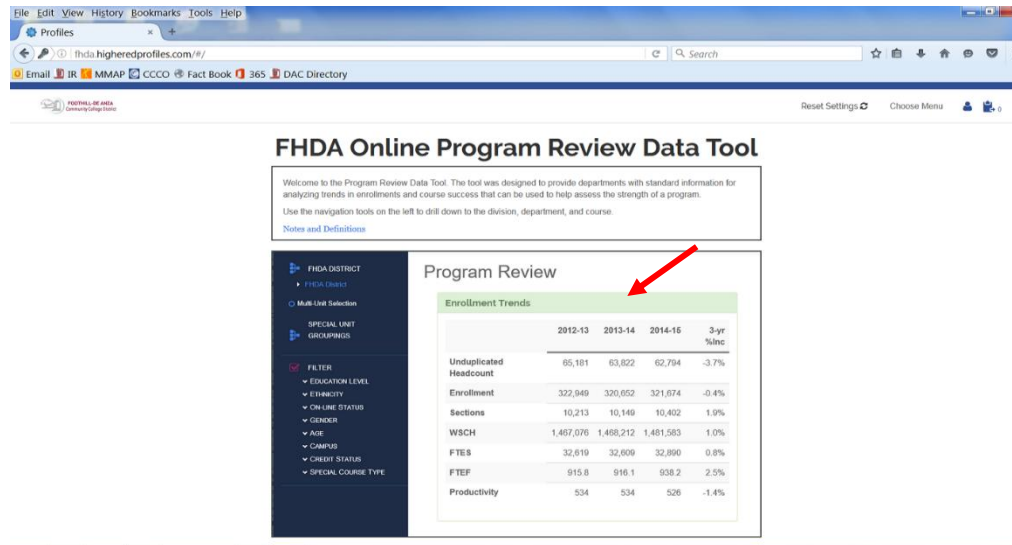**Step One: Logging in**

- Webpage: http://fhda.higheredprofiles.com/#/login
- Login: deanzapr@fhda.edu
- Password: Email newellmallory@fhda.edu for the password and/or to set up a training on how to use the tool.
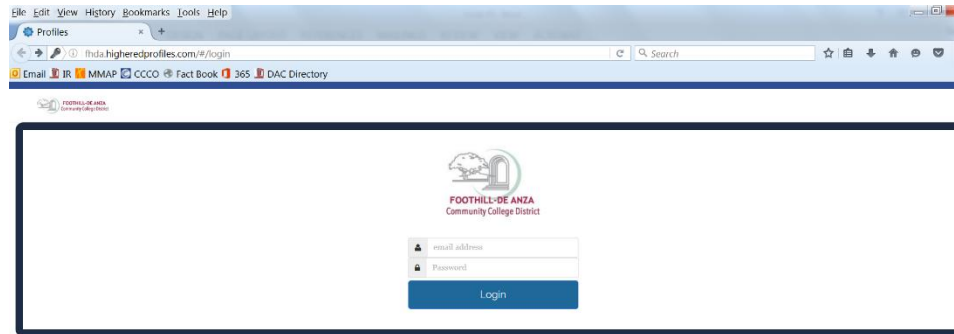
Step Two: Selecting the Program Review Tool

- Click on the picture of the Program Review Data Sheet

Step Three: Selecting De Anza College

- Click on the tree on the left to select only De Anza College
- Expand the tree to show all divisions

Step Four: Selecting Your Division

- Select your division
- Expand the carrot to the left of your division to display the departments
    - o In this example, Social Sciences is expanded to display all departments within the division

Step Five: Selecting Your Department

- Select your department

Step Six: Printing the PDF

- Click on the PDF icon on the top right hand corner, this will automatically generate a PDF for you which is your program review data sheet

Step Seven: Print out the PDF

- The PDF of your department's program review data sheet will display, you may now print it out to use to complete your Annual Program Review