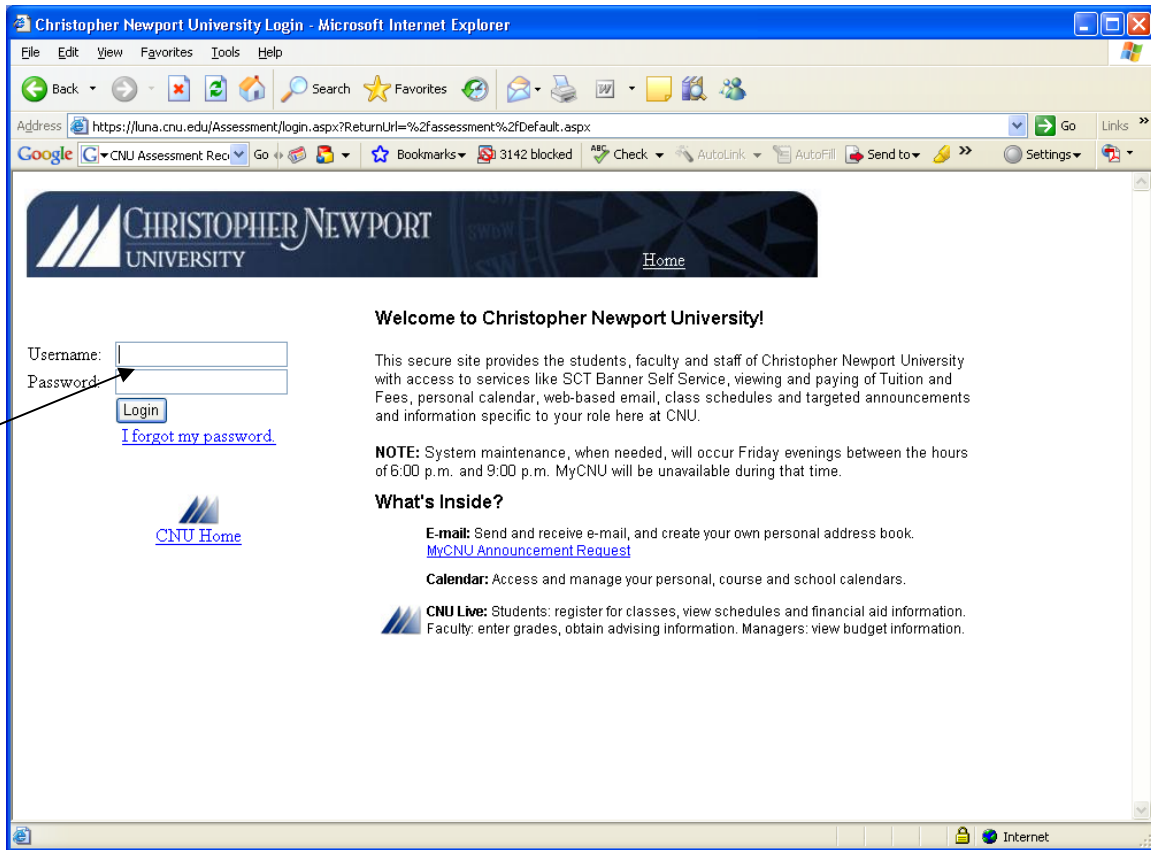


## Directions for Accessing and Using Web-Based Assessment Tracking System for Assessment Record 2007-2008

1. Go to this Link: <https://luna.cnu.edu/assessment>

Enter your username (usually 7 or 8 digits) and password. Click on the Login button. They are the ones you use to access your CNU e-mail account from MYCNU. If you have problems logging on please contact Keston Fulcher at [keston.fulcher@cnu.edu](mailto:keston.fulcher@cnu.edu)



Christopher Newport University Login - Microsoft Internet Explorer

Address: <https://luna.cnu.edu/Assessment/login.aspx?ReturnUrl=%2fassessment%2fDefault.aspx>

**CHRISTOPHER NEWPORT UNIVERSITY** [Home](#)

Username:   
Password:   
  
[I forgot my password.](#)

[CNU Home](#)

**Welcome to Christopher Newport University!**

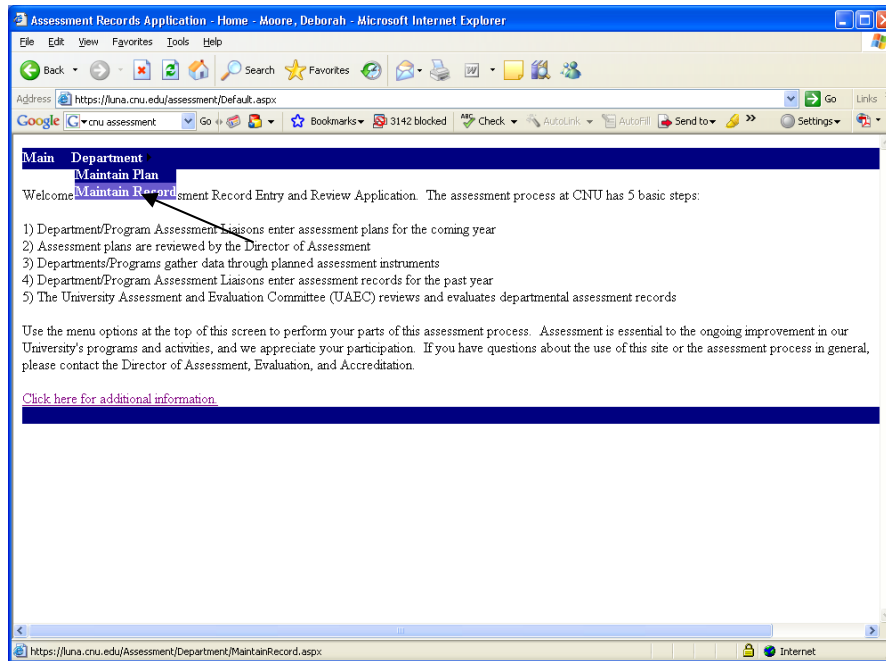
This secure site provides the students, faculty and staff of Christopher Newport University with access to services like SCT Banner Self Service, viewing and paying of Tuition and Fees, personal calendar, web-based email, class schedules and targeted announcements and information specific to your role here at CNU.

**NOTE:** System maintenance, when needed, will occur Friday evenings between the hours of 6:00 p.m. and 9:00 p.m. MyCNU will be unavailable during that time.

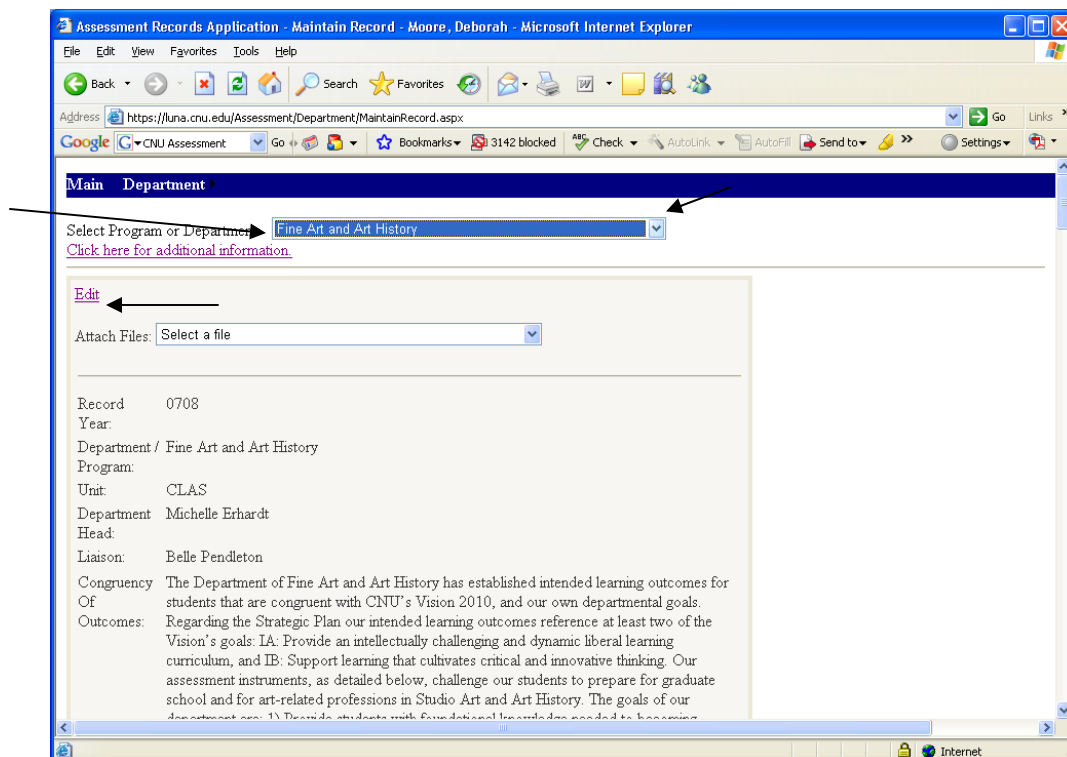
**What's Inside?**

- E-mail:** Send and receive e-mail, and create your own personal address book.  
[MyCNU Announcement Request](#)
- Calendar:** Access and manage your personal, course and school calendars.
- CNU Live:** Students: register for classes, view schedules and financial aid information. Faculty: enter grades, obtain advising information. Managers: view budget information.

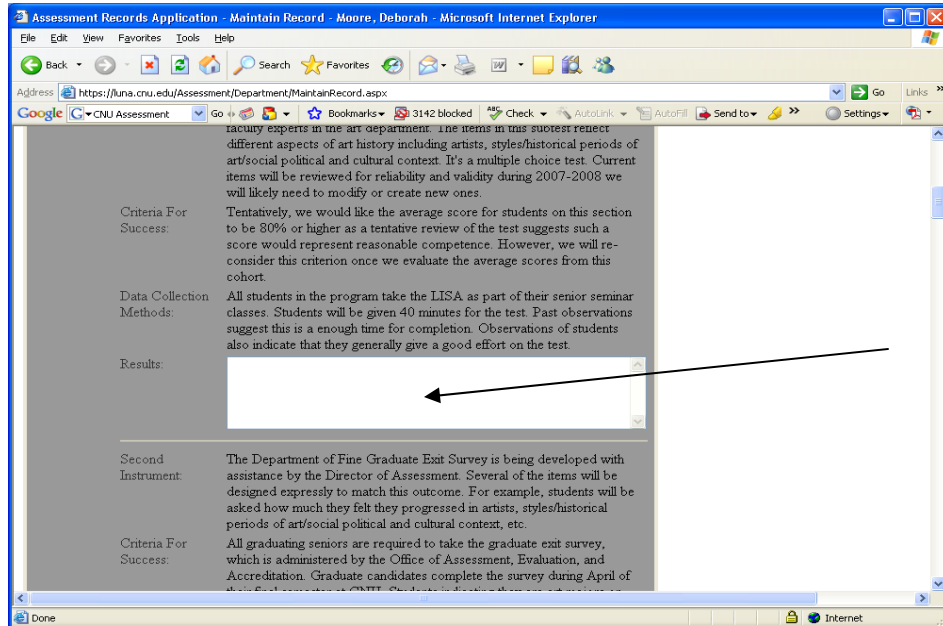
2. If your login is successful, you will see the following screen. Move the mouse over *Department*. You will be given two options: *Maintain Plan* and *Maintain Record*. Select *Maintain Record*.



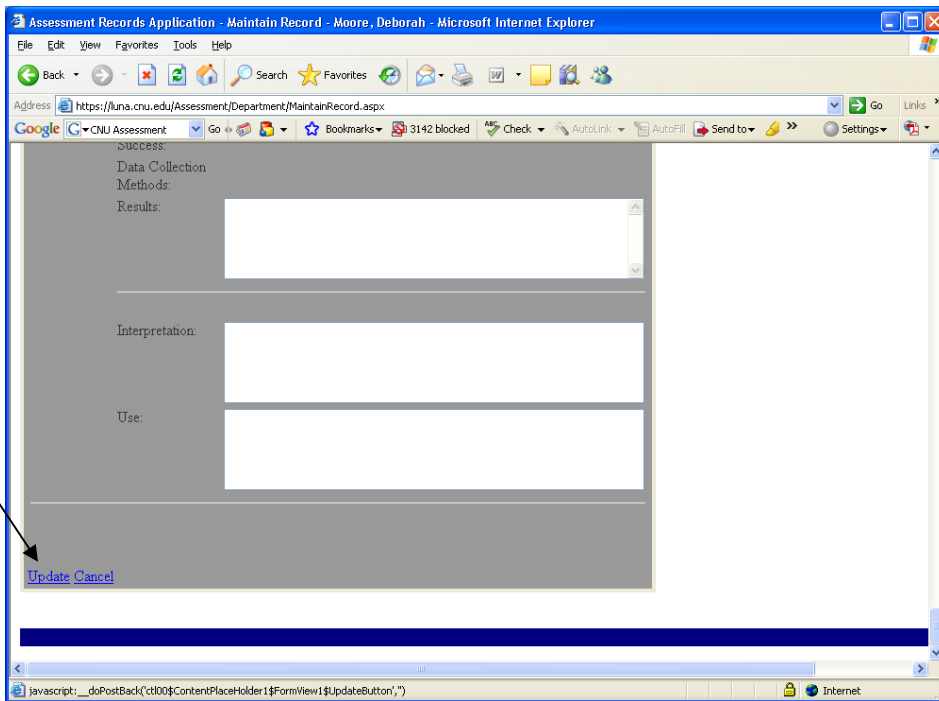
3. Select your program or department's name from the pull-down menu. Then click on *Edit*.



- When scrolling down you will notice that you can now edit the “results,” “interpretation,” and “use of results” sections.



- Fill out the rest of the form. **Click on *Update*, which is at the bottom of the page, every five minutes** or so to ensure your work is saved frequently. When you are finished make sure you update one last time then just close out of the window.



6. If you would like to add a document (e.g., perhaps with a table or graph) to your Assessment Record, click on “Update” then click on “Upload a New File” at the top of the page.

