How to SPU...

1. Click the **START** button, and then select **RUN**
2. Type `\\limelight\spu`
3. Double-click the database with your SPU contact name on it

The SPU database will open

4. To enter data click **SPU Level**
5. Click **Data Entry**
6. Click **Add New Goal** – this will give you a blank record to work with. If you don’t click on Add New Goal, you may overwrite one of your goals.

7. Under “**Strategic Initiative,**” indicate whether your goal is related to “**Access,**” “**Success,**” or “**Efficiency.**”

8. Choose your **SPU Code** from the drop down list.

9. Type in your **Goal Number.** You will need to type “01” instead of “1”.

10. Type in a **Goal Title.** If you don’t, you will get an error: Null value is not allowed.

11. Type in the **Goal Narrative.** Address what, how, & when.

12. Instructional departments will choose from the selection in the **DEDEQ** box to indicate whether the request is related to Development, Expansion, Delivery, Efficiency or Quality.

13. Click on the Second Tab (**Action Items**)
14. Fill in Action Items that correspond to the goal. You must fill in Act (#), Title, and Funding Impact.

15. If your Funding Impact is “budget neutral” you do not have to fill any other categories except for Impact Areas.

16. If you have chosen anything other than ‘budget neutral’ you will need to fill in the Request Type and Amount Requested, as well as Impact Areas.

17. If a date is not entered for Impact Area contact, the request will be deemed incomplete and will not be considered for funding.

18. If this is a request for a new personnel position (faculty, staff, or classified), please select “Faculty, Staff, or Classified” from the drop-down menu under “New Employee.”

19. If this is a request for new technology equipment, please select “Computer, software, media, telephone, printer, or other” from the drop-down menu under “Tech Type.”

**REMEMBER**…

- All requests must be entered into the database by 5:00 p.m. January 3rd.
- CTE faculty development requests should be coded as a Perkins-funded request.
- Notify your dean and/or supervisor upon completion of all SPU entries.