

The CCC AANHPI SAP Program Planning Tool is a centralized data collection website for the AANHPI SAP colleges to store data and submit programmatic updates to the Central Office. For more information, please email [aanhpisap@foundationccc.org](mailto:aanhpisap@foundationccc.org).

## Accessing the Tool

### WHO HAS ACCESS TO THE AANHPI SAP PROGRAM PLANNING TOOL?

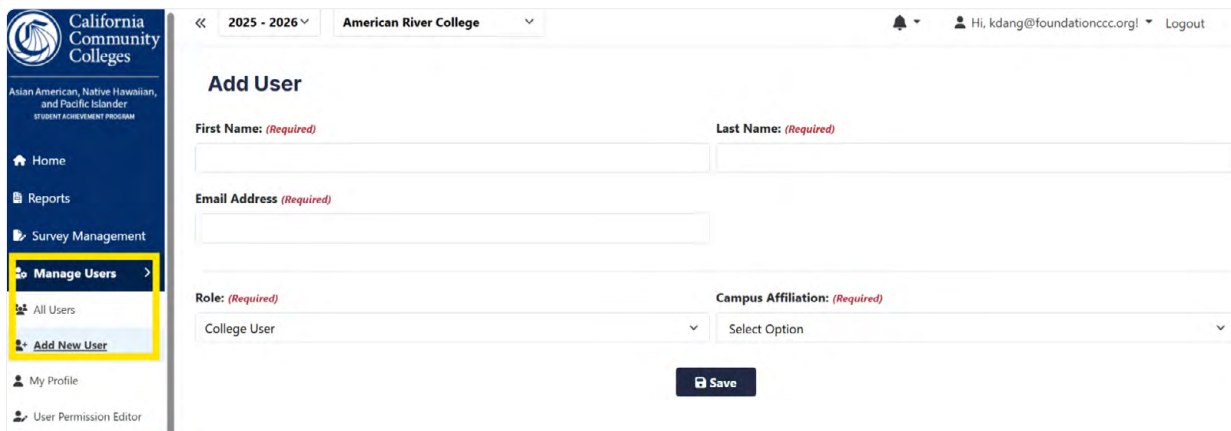
We granted access to the AANHPI SAP Primary Contact for each of our 51 colleges. Per request, we can grant access to additional contacts at these colleges.

### HOW DO I RESET MY PASSWORD?

At the login page, click on the “Reset Password” link to receive a reset link via email. [Watch Video](#).

### HOW DO I ADD ADDITIONAL USERS TO MY COLLEGE?

Use the “Manage Users” page to add additional people to access your college’s Planning Tool data. You will add users by providing their full name, email address, role, and campus affiliation.



### I HAVE RECEIVED A SECURITY ERROR WHEN ACCESSING THE WEBSITE. HOW CAN THIS BE REPAIRED?

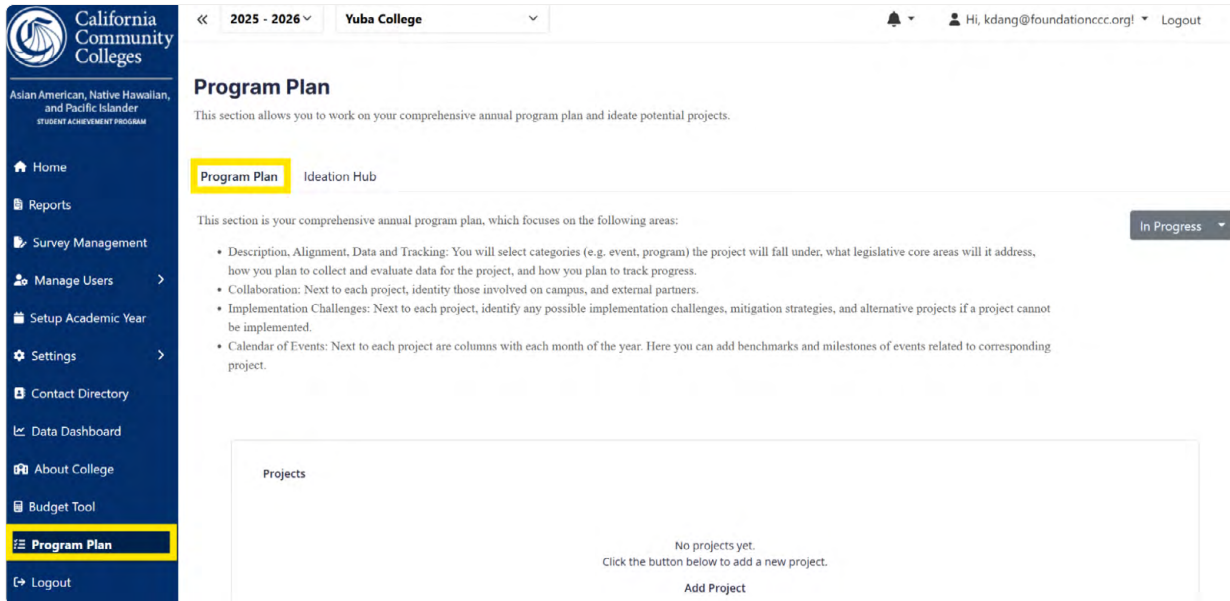
Some browsers may block the website from loading. Please try the following actions to regain access to the website:

1. Clear cache and cookies.
2. Open the website in an incognito window.
3. Use a different browser.

## Accessing the Tool

### WHERE DO I SUBMIT OUR COLLEGE'S PROGRAM PLAN?

Use the "Program Plan" page and the "Program Plan" tab. The Academic Year and your Campus Affiliation will be noted at the top of the page.



**Program Plan**

This section allows you to work on your comprehensive annual program plan and ideate potential projects.

**Program Plan** Ideation Hub

This section is your comprehensive annual program plan, which focuses on the following areas:

- Description, Alignment, Data and Tracking: You will select categories (e.g. event, program) the project will fall under, what legislative core areas will it address, how you plan to collect and evaluate data for the project, and how you plan to track progress.
- Collaboration: Next to each project, identify those involved on campus, and external partners.
- Implementation Challenges: Next to each project, identify any possible implementation challenges, mitigation strategies, and alternative projects if a project cannot be implemented.
- Calendar of Events: Next to each project are columns with each month of the year. Here you can add benchmarks and milestones of events related to corresponding project.

**Projects**

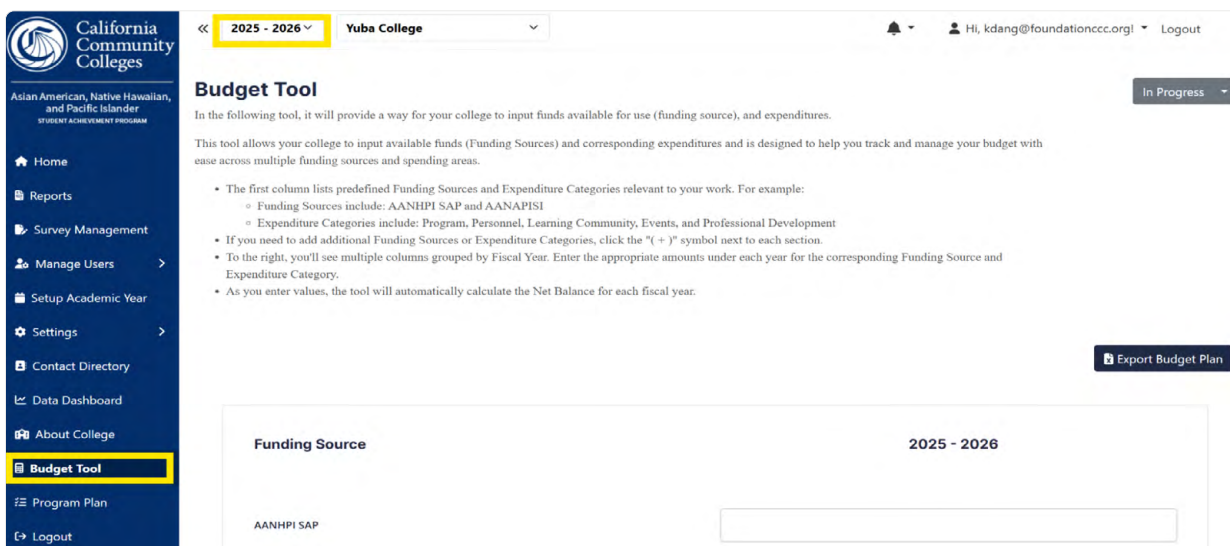
No projects yet.  
Click the button below to add a new project.

**Add Project**

## Budget Tool

### WHERE DO I SUBMIT OUR COLLEGE'S ANNUAL EXPENDITURES?

Use the "Budget Tool" page. The Academic Year and your Campus Affiliation will be noted at the top of the page.



**Budget Tool**

In the following tool, it will provide a way for your college to input funds available for use (funding source), and expenditures.

This tool allows your college to input available funds (Funding Sources) and corresponding expenditures and is designed to help you track and manage your budget with ease across multiple funding sources and spending areas.

- The first column lists predefined Funding Sources and Expenditure Categories relevant to your work. For example:
  - Funding Sources include: AANHPI SAP and AANAPISI
  - Expenditure Categories include: Program, Personnel, Learning Community, Events, and Professional Development
- If you need to add additional Funding Sources or Expenditure Categories, click the "(+)" symbol next to each section.
- To the right, you'll see multiple columns grouped by Fiscal Year. Enter the appropriate amounts under each year for the corresponding Funding Source and Expenditure Category.
- As you enter values, the tool will automatically calculate the Net Balance for each fiscal year.

**Export Budget Plan**

Funding Source	2025 - 2026
AANHPI SAP	<input type="text"/>