FACULTY180 INSTRUCTIONS ON UPDATING PROFILE FORM AND WORKLOAD FORM

Go to https://account.interfolio.com/sso.
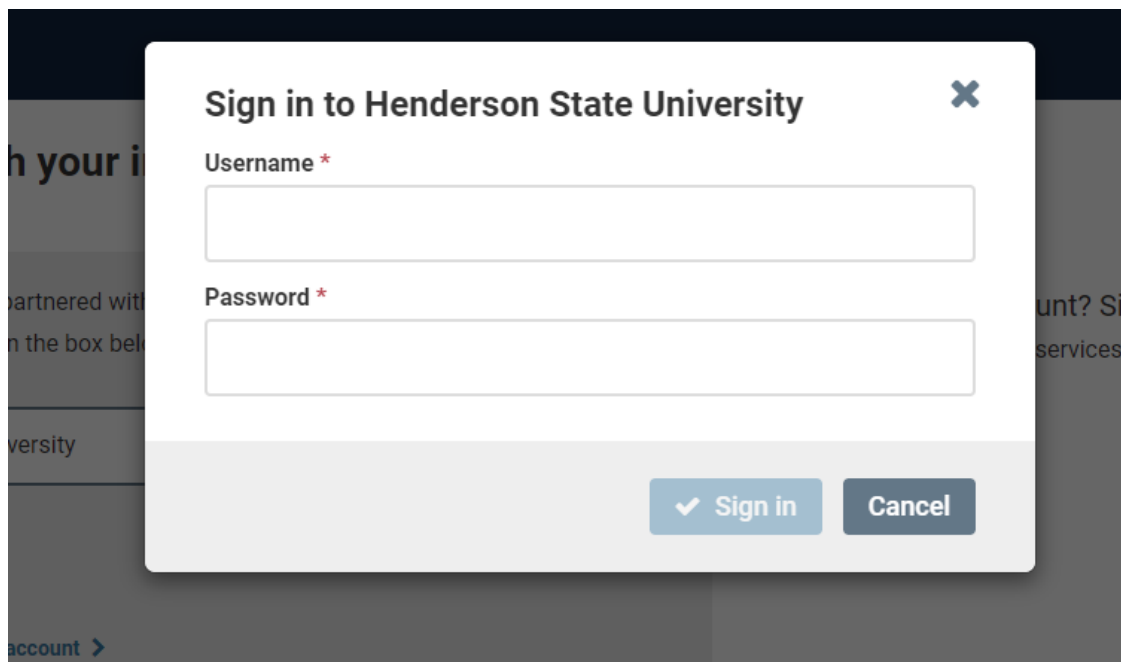
1. Type Henderson State University in the SEARCH BOX.
2. Click SIGN IN.
3. Log in to Faculty180 using your Henderson Network User Name and Password. It will always use your *current* Henderson Network Password.

DASHBOARD (HOME PAGE)

1. **PROFILE FORM:** The Profile Form contains information such as degrees, honors, professional licenses that do not often change. This form may be updated as often as necessary but probably will not need frequent attention. **<u>Please make sure you update your DEGREES on your profile.</u>**

Profile Form can be located on the left-hand menu (Profile) of the Dashboard.
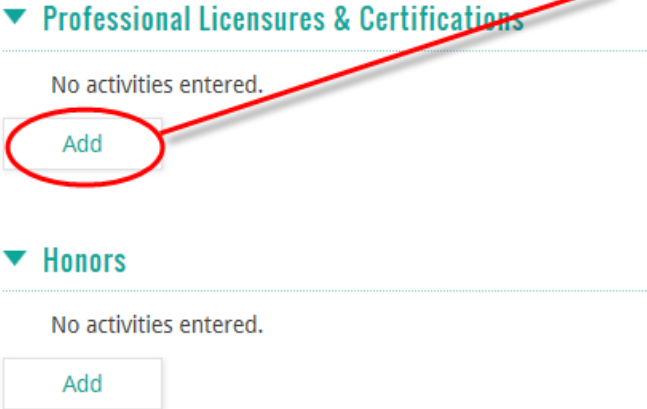Please make sure you click SAVE after making edits on each section.

On the Profile Form, there are ten subcategories listed. Some information has already been uploaded into the system. All the information in the categories may be edited by clicking the **Edit** button below the information.

▼ Personal Information

	First Name		Wrenette
	Middle Initial		
	Last Name		Tedder
	Suffix		
	Gender		Female
	Race / Ethnicity		White
	Country of Origin		United States
	Languages		

Edit

Information for a category may be added by clicking the **Add** button.

▼ Professional Licensures & Certifications

No activities entered.

Add

▼ Honors

No activities entered.

Add

After adding or editing information in a subcategory, choose
> **Save and Go Back** if you want to save the information and return to the profile form to work on another subcategory.
> **Cancel** if you do not want to save the information.

A Input Form

Honor/Award Title*	
Year Conferred*	Select ▼
Conferring Organization	
Further Details	

B Attachments

Attachment Type	Attachment	Type	Lock *(faculty cannot delete)*
File ▼	Choose File No file chosen	Select ▼	✓

Add Another

Save   Save and Add Another   Save and Go Back   Cancel

2. **WORKLOAD FORM:** This form contains information about your scholarship, performances, presentations, continuing education, courses taught, committees, and other service. It should be updated once a year when the workload form is initiated.

You can access the WORKLOAD FORM two ways in Faculty180. On the Dashboard, you may select the **HSU COMPLETE WORKLOAD FORM: SPRING 2021 – FALL 2021** listed under the ACTION ITEM. The second way is to select FORMS & REPORTS on the left-side menu.
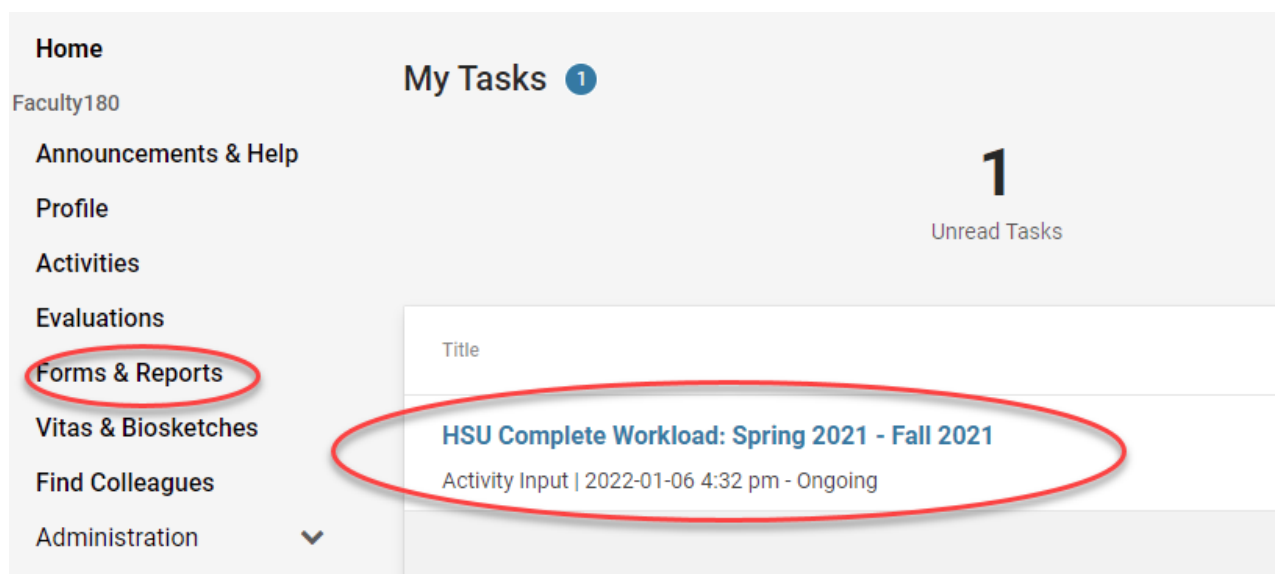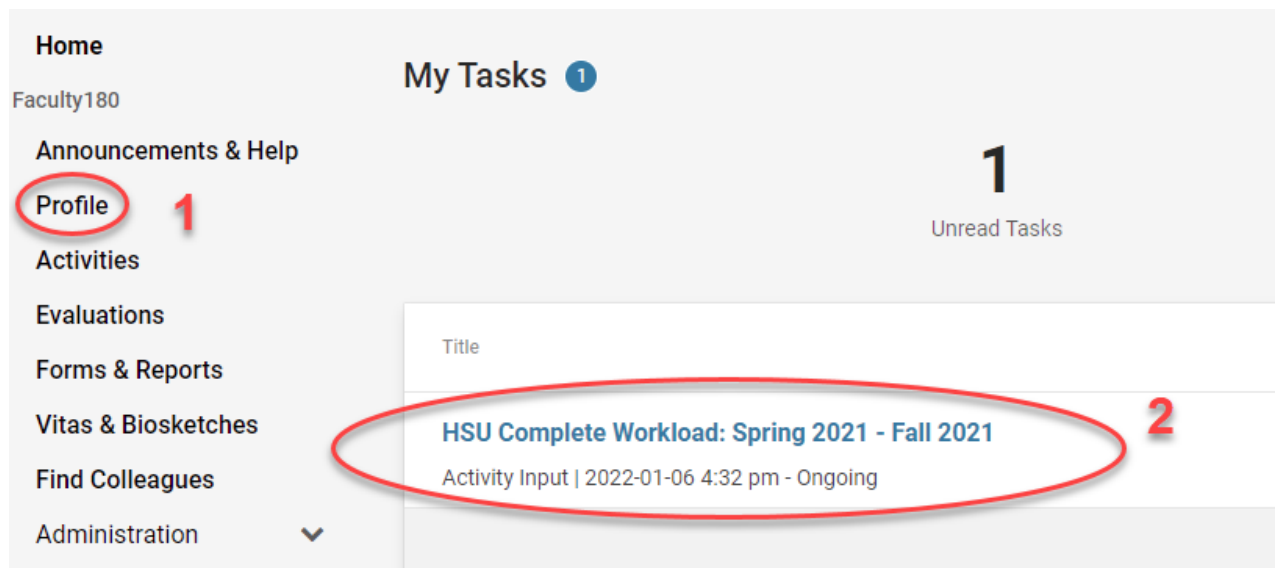
On the Workload Form, you will see several subcategories. If you have an activity for a subcategory, click the **ADD** below the category's name. If you are unsure what the category is, then click the ⓘ.

Most subcategories have a Part A and a Part B. Some subcategories will also have Part C. In Part B, you **must** "classify" that activity. Choose the option from the drop down menu that *most closely* describes the activity.

B Activity Classifications

Book Type* ❓	Select ▼
Intellectual Contributions: Review Type* ❓	Select ▼
Curricular Engagement* ❓	Select ▼

C Attachments ❓

Attachment Type	Attachment		Type	Lock *(faculty cannot delete)*
File ▼	Upload File	no file uploaded	Select ▼	☑

Add Another

Save **Save and Add Another** **Save and Go Back** **Cancel**

After adding or editing information, choose **SAVE and GO BACK** if you want to save the information and return to the profile form to work on another subcategory. **CANCEL** if you do not want to save the information.

Please pay close attention to each category. If you see **ACTIVITIES REQUIRE YOUR ATTENTION** , you must complete the **ACTIONS** column on the right side. See examples below:

▼ Scholarly Contributions and Creative Productions   **ACTIVITIES REQUIRE YOUR ATTENTION**   ⑦ Help

Search: _____

Type ⬍	Title	⬍	Outlet	⬍	Year Pub ⬍	Status	⬍	Term ⬍	Origin ⬍	Actions
Book	A History of Texas Women		Texas A&M University Press		2018	In Progress		Fall 2014	Manual	In Progress ▼
Review	Review of Stepping Lively in Place: The Non-Married, Free Women of Civil War Natchez, Mississippi		Journal of Social History		2017	Completed/Published		Fall 2017	Manual	Completed/Published ▼

Update

▼ Institutional Committees   **ACTIVITIES REQUIRE YOUR ATTENTION**   ⑦ Help

Committee Name	⬍	Start Term	⬍	End Term	⬍	Actions
General Education Committee		Fall 2014		Ongoing		◉ Ongoing Activity ○ Activity Ended
Assessment Team		Fall 2014		Ongoing		◉ Ongoing Activity ○ Activity Ended
Ellis College Awards Committee ECAC		Fall 2014		Ongoing		◉ Ongoing Activity ○ Activity Ended
Faculty Development and Research Committee - Ellis College		Fall 2014		Ongoing		◉ Ongoing Activity ○ Activity Ended
Margin of Excellence MoE		Fall 2014		Ongoing		◉ Ongoing Activity ○ Activity Ended
Ellis College Curriculum Committee ECCC		Fall 2013		Ongoing		◉ Ongoing Activity ○ Activity Ended

Add **View All**   **Update**

VITA: Would you like to make a vita out of the information you have gathered? Return to the DASHBOARD. Under MANAGE YOUR DATA you will need to click VITAS & BIOSKETCHES.

You may choose the sections included on your vita by selecting the drop down box on the right hand side. This will allow you to renumber or choose to "Not Show."

Select All in All Sections	**Deselect All in All Sections**		
↕ 1 ⌄ Current Position 🖉 0 Items Selected		Reorder	1 ⌄
↕ 2 ⌄ Degrees 🖉 1 Item Selected		Reorder	2 ⌄
↕ 3 ⌄ Grants 🖉 0 Items Selected		Reorder	3 ⌄
↕ 4 ⌄ Honors 🖉 0 Items Selected		Reorder	4 ⌄
↕ 5 ⌄ Membership 🖉 0 Items Selected		Reorder	5 ⌄
↕ 6 ⌄ Professional Licensures & Certifications 🖉 0 Items Selected		Reorder	6 ⌄

Choose **Personal Vita**, set the **Date Range**, and click **REFRESH REPORT**.

↕ 17 ⌄ Personal Information 🖉	Reorder	Do Not Show ⌄
↕ 18 ⌄ Contact Information 🖉	Reorder	Do Not Show ⌄
↕ 19 ⌄ Work Experience 🖉 0 Items Selected	Reorder	Do Not Show ⌄
↕ 20 ⌄ Biography 🖉	Reorder	Do Not Show ⌄
↕ 21 ⌄ Teaching 🖉 0 Items Selected	Reorder	Do Not Show ⌄
↕ 22 ⌄ Advising Load 🖉 24 Items Selected	Reorder	Do Not Show ⌄
↕ 23 ⌄ Goals 🖉 0 Items Selected	Reorder	Do Not Show ⌄
↕ 24 ⌄ Teaching Reviews 🖉 0 Items Selected	Reorder	Do Not Show ⌄
↕ 25 ⌄ Evaluations 🖉	Reorder	Do Not Show ⌄

Save **Save and Preview** **Cancel**

Once you see your vita onscreen, you may print it, save it to a PDF file, or convert it to a Microsoft Word file so that you may edit it.

When you are through with your Faculty 180 Session, make sure you have saved the form you are working on and then click the **LOGOUT** button on the top right drop down box.