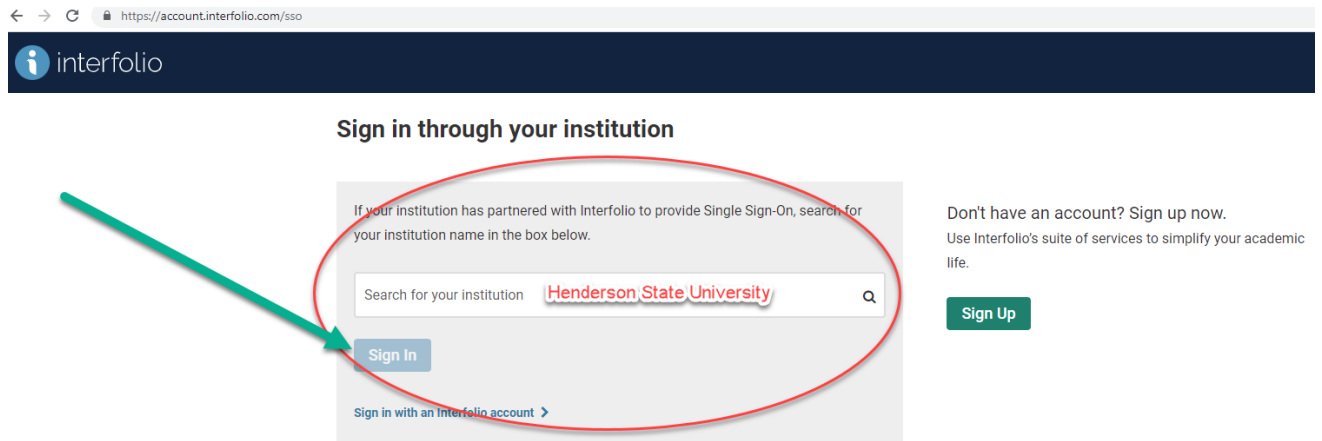


## FACULTY180 INSTRUCTIONS ON UPDATING PROFILE FORM AND WORKLOAD FORM

Go to <https://account.interfolio.com/sso>.



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Search for your institution

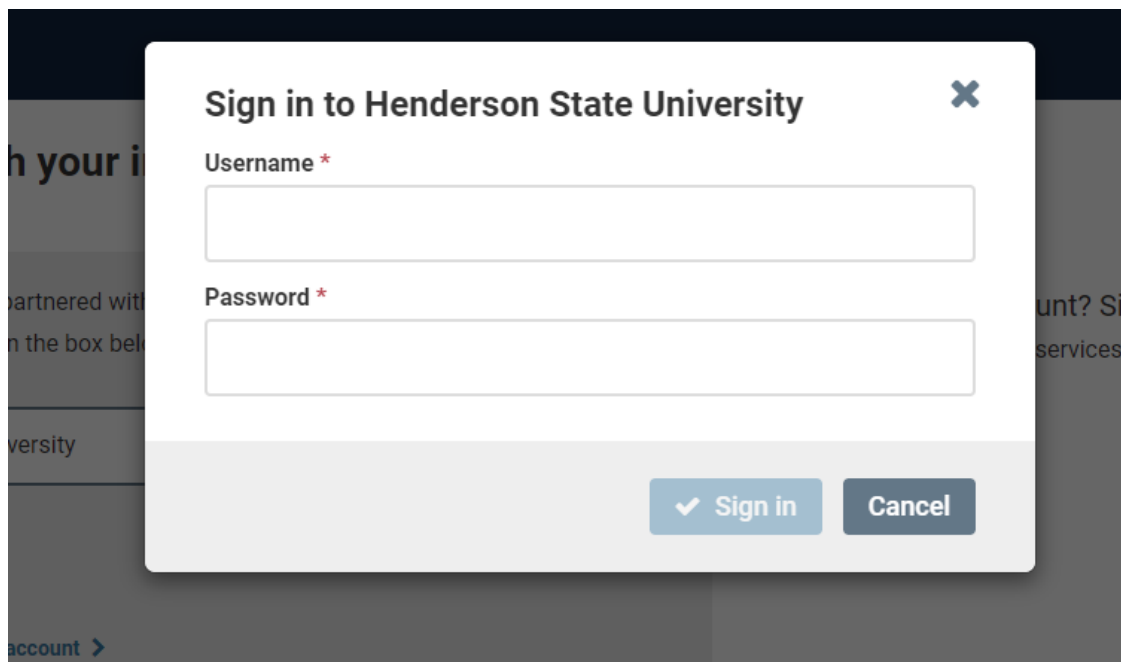
[Sign In](#)

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

[Sign Up](#)

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.



Sign in to Henderson State University

Username \*

Password \*

[✓ Sign in](#) [Cancel](#)

## DASHBOARD (HOME PAGE)

The screenshot shows the dashboard home page. On the left is a vertical menu with items: Home, Faculty180, Announcements & Help, Profile (circled in red with a red '1' next to it), Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Administration. On the right, there's a 'My Tasks' section with a blue circle containing the number '1' and the text 'Unread Tasks'. Below this is a table with a 'Title' column. The first row of the table is circled in red with a red '2' next to it; it contains the text 'HSU Complete Workload: Spring 2021 - Fall 2021' and 'Activity Input | 2022-01-06 4:32 pm - Ongoing'.

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. **Please make sure you update your DEGREES on your profile.**

**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.

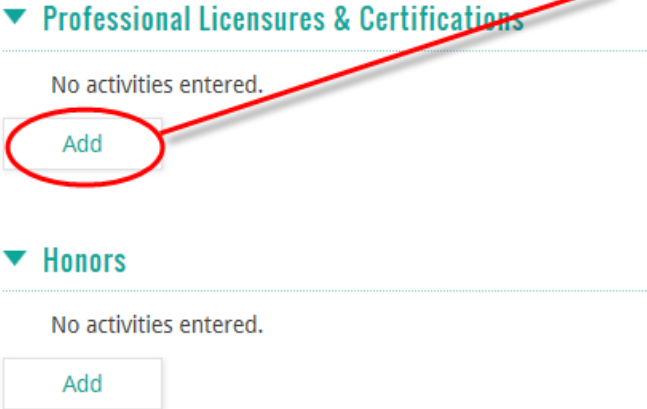
A close-up of the left-hand menu from the dashboard. The menu items are: Home, Faculty180, Announcements & Help, Profile (circled in red), Activities, Evaluations, Forms & Reports, Vitas & Biosketches, and Find Colleagues.

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	

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*	<input type="text"/>
Year Conferred*	Select ▼
Conferring Organization	<input type="text"/>
Further Details	<div></div>

**B** Attachments

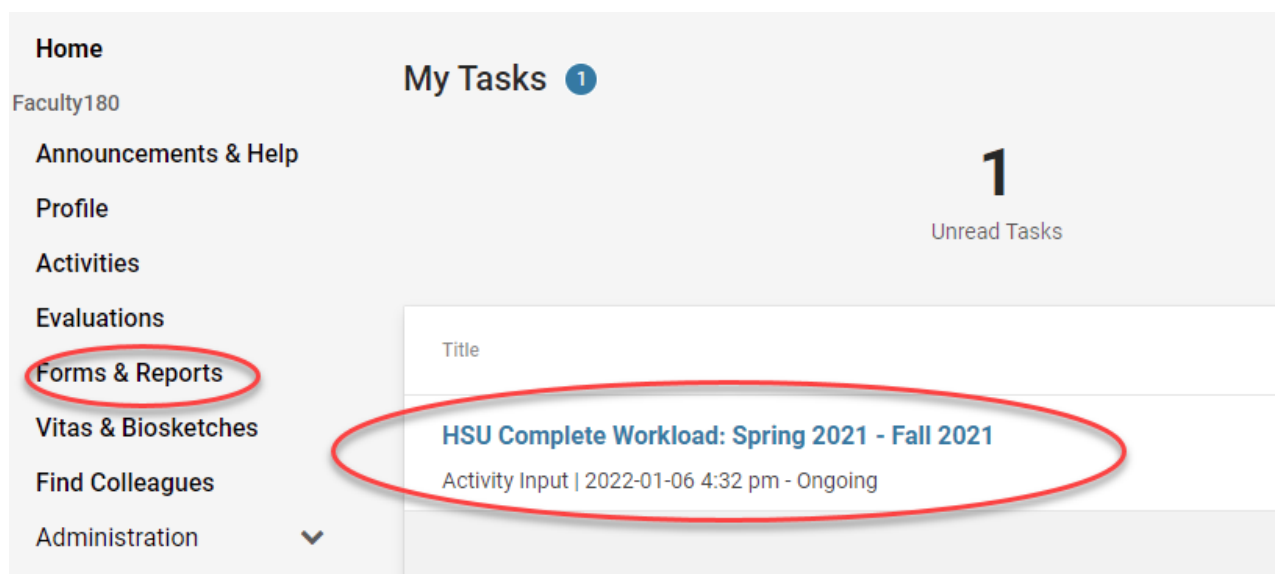
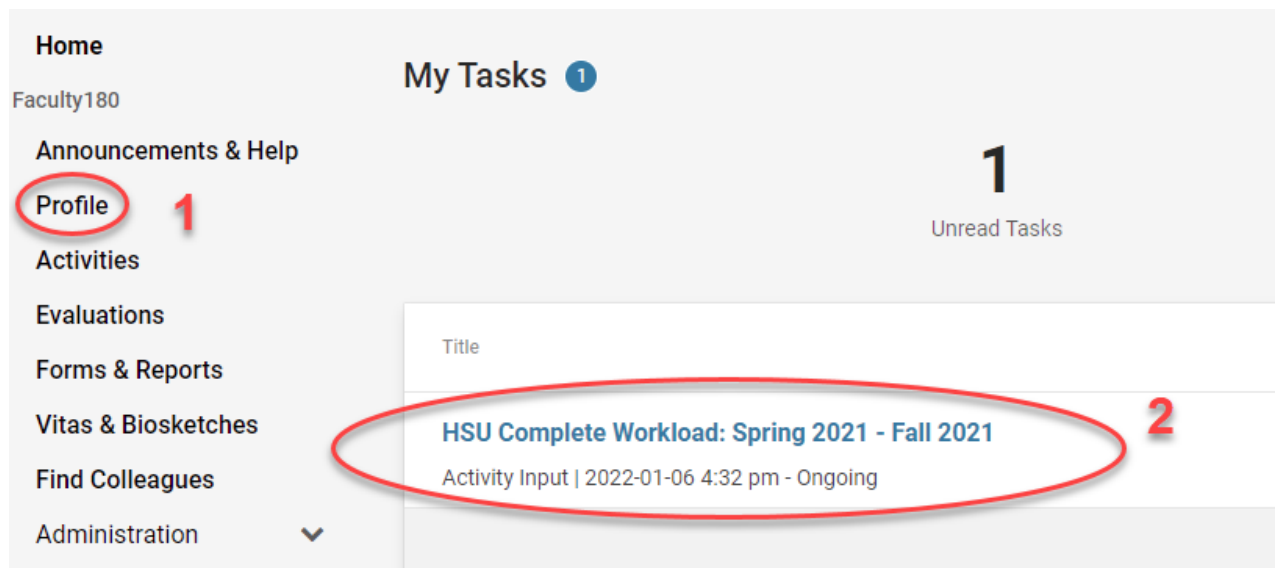
Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
File ▼	<div>Choose File No file chosen</div>	Select ▼	<input checked="" type="checkbox"/>

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 [?](#).

## ▼ Scholarly Contributions and Creative Productions

Search:

Type	^	Title	^	Outlet	^	Year Pub

Add

View All

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.

### A Input Form

Status*	Select	for	Select	Select
Title*	<input type="text"/>			
Year*	Select			
Pages	<input type="text"/>			
Location	<input type="text"/>			
Publisher	<input type="text"/>			

CoAuthor	First Name	Middle Initial	Last Name	Faculty at your institution	Delete
1	Angela		Boswell	✓	✕

[Add](#)

URL	<input type="checkbox"/> Include URL in output citation (display dependent on citation format)
	<input type="text" value="http://www.example.com/2020/12/boswell/"/>
Description	<input type="checkbox"/> Include description in output citation.
	<input type="text"/>

Citation Preview	
Select	<a href="#">Refresh Citation</a>
<input type="text"/>	

## 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	<input type="button" value="Upload File"/> no file uploaded	Select	<input checked="" type="checkbox"/>

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** ? 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

## ▼ Institutional Committees **ACTIVITIES REQUIRE YOUR ATTENTION** ? Help

Committee Name	Start Term	End Term	Actions
General Education Committee	Fall 2014	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Assessment Team	Fall 2014	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Ellis College Awards Committee ECAC	Fall 2014	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Faculty Development and Research Committee - Ellis College	Fall 2014	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Margin of Excellence MoE	Fall 2014	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended
Ellis College Curriculum Committee ECCC	Fall 2013	Ongoing	<input checked="" type="radio"/> Ongoing Activity <input type="radio"/> Activity Ended

**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.

Home

Faculty180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Vitas & Biosketches

Find Colleagues

Administration

## Vitas & Biosketches

Vita Admin

Search:

Name	Description
EllisCollegeCV	
Profile	
StandardCV	
StandardCV	

Add

Add

\* Indicates required field

Name*	
Template*	<div>Select</div> <div><div>Select</div><div>Institutional Templates</div><div>StandardCV *</div><div>EllisCollegeCV</div><div>Profile</div><div>Biosketch Templates</div><div>NIH Biosketch Template</div><div>NIH (2015)</div><div>NIH (2017)</div><div>NSF Biosketch Template</div></div>

| Description |  |

Save

Save and Edit

Cancel

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.

Vita Options

Type\* ☐ Institutional ☒ Personal

Test Template ▼

Citation format\* American Psychological Association 6th edition ▼

Date range\* ☐ All ☒ Custom

Begin\* End\*

Fall 2019 Fall 2020 ▼ ▼ ▼ ▼

☒ Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita Export/Share ▼ Print

Export/Share ▼ Print

Export To

Word Document

PDF

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.

Quicklinks ▼ Wrenette Tedder ▼

Institution FAQs

Knowledge Base

Sign Out