

Directions for entering Faculty Credentials in TaskStream

*Please note:

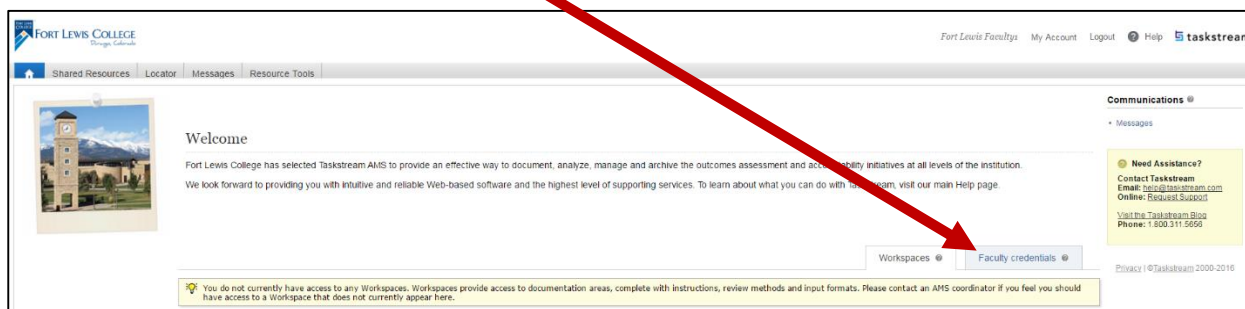
- Adjuncts do **not** need to enter their faculty credentials.
- Faculty should enter **all** work experience since receiving their PhD. Anything on the CV goes into TaskStream (ex. service, consulting, publications, etc.)
- When entering specific courses, faculty should enter **every course** taught from the **2010-2011 AY** to present. Summer courses are entered under the previous Academic Year. *Ex. Summer 2015 is entered under AY 2014-15.*
- For those programs going through Academic Program Review, these CVs are due by **January 20, 2017** when department/program will complete the self-study and submit report to the dean for review per the [Academic Program Review Policy](#).

Step 1: Go to <https://w.taskstream.com/cas/login?partnerId=uucvctctcu>

Step 2: Enter your CAS information and you should be logged into TaskStream.

Step 3: The first time you enter TaskStream, you will have to review and accept the Terms and Conditions in order to continue.

Step 4: To access the Faculty Profile option from the homepage:



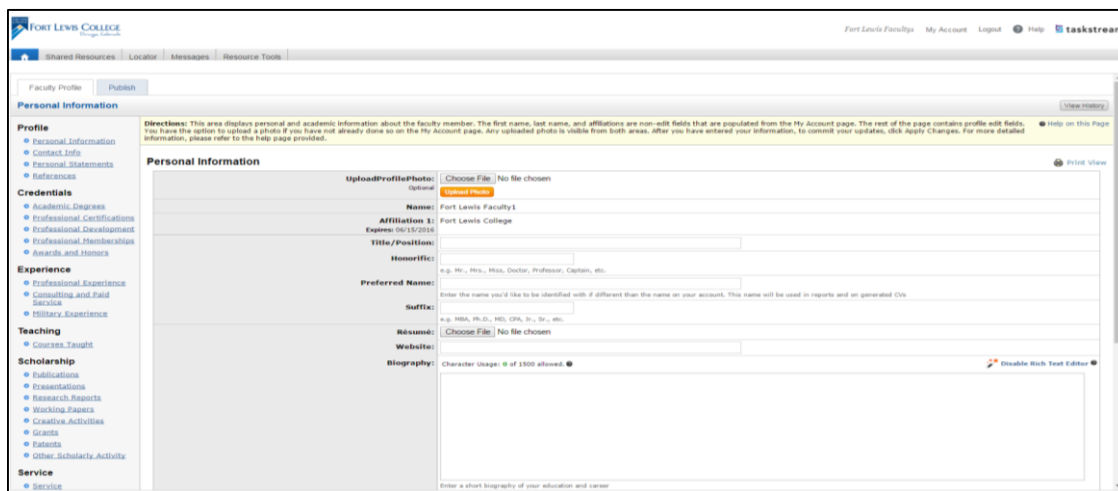
1. Click the *Faculty Credentials* tab (next to the Workspaces tab).
2. Click on the option "[Edit My Faculty Profile](#)".

To navigate to various pages *within* the Faculty Profile

1. Click the page name link in the left panel of your work screen. Click "Add (Degree, experience, etc.)" to add information in each section.
2. **Reminder: Click "Apply Changes" to save your work.**

About Faculty Profiles

The Faculty Profile contains personal information as well as the professional and academic history that qualifies a faculty member to teach specific courses.



The screenshot shows the Fort Lewis College Faculty Profile form. The top navigation bar includes 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. The main header displays 'Fort Lewis College' and 'taskstream'. The left sidebar lists various profile sections: Profile, Credentials, Experience, Teaching, Scholarship, and Service. The 'Personal Information' section is active, showing fields for Name, Affiliation, Title/Position, Honorific, Preferred Name, Resume, Website, and Biography. A 'Publish' button is visible at the top right of the form area.

Like the curriculum vitae (CV) that can be [published](#) from this information, the Faculty Profile is organized into multi-page sections that address specific categories of activity. ***You can click on each underlined topic to find more directions and help:**

- [Profile or Personal Information](#) establishes a faculty member's identity with information automatically updated from the *My Account*>*Personal Information* page. This basic description may be augmented with additional biographic and demographic information relevant to credentialing, [additional contact information](#), and [references or recommendations](#). This section also provides the opportunity to record [personal statements](#) about the credentials presented throughout the Faculty Profile.
 - **Enter work contact info under Institutional section. Do not enter other personal information. Ex. DOB, home phone number, etc.**
- *Credentials* pages collect the faculty member's [academic degrees](#) and [professional certifications](#), as well as [professional development](#) events, [professional memberships](#), and [awards and honors](#). *Trainings and conferences attended should be entered under Professional Development*. ***Presenting at conferences goes under Scholarship > Presentations.**
- *Experience* maintains a chronological view of positions held throughout [career history](#), similar to a traditional resume. Specific pages are allocated to [consulting](#) positions and [military experience](#).
- [Teaching](#) is reserved for an itemized list of courses taught at current and previous organizations.
- *Scholarship* provides pages in which to describe and upload or link [publications](#), [presentations](#), [research reports](#), [working papers](#), [grants](#) and [patents](#), as well as documentation of [creative \(arts-related\) activities](#). A page is also designated for any [other scholarly activity](#) that does not associate with one of these areas.
- [Service](#) encompasses any professional, institutional or community services performed, including committee memberships.