
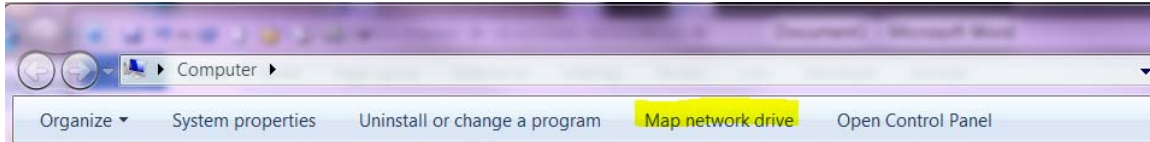
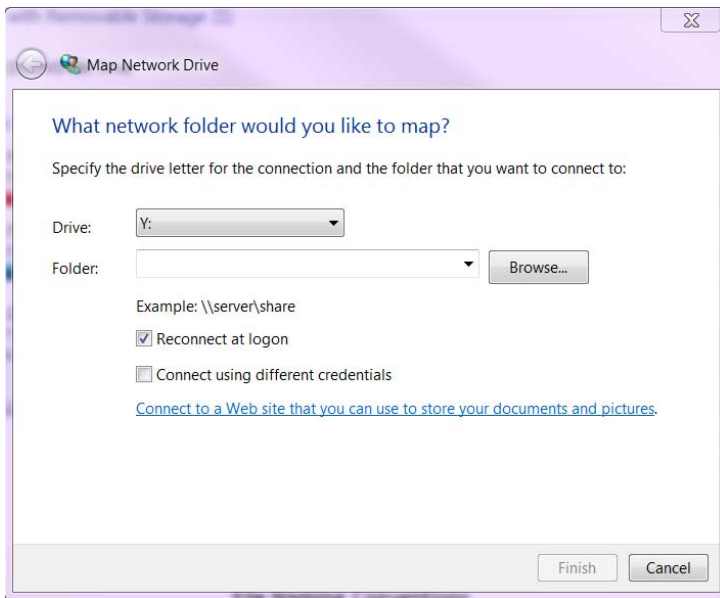


SACS Faculty Credentials Mapping Instructions

1. Double click on 'Computer' icon  on your computer desktop
2. Click on 'Map network drive'



3. A Windows box will open 'Map Network Drive'



4. Choose a Drive Letter or utilize the one provided
5. In the Folder Box, either type:
 - a. (for windows pc) \\unt.ad.unt.edu\sacs
 - b. (for Mac) smb://unt.ad.unt.edu/sacs
6. Check the box 'Reconnect at logon'
7. Click the Finish button
8. You will see a folder called 'Faculty-Credentials'
9. Double click on 'Faculty-Credentials' folder
10. A list of colleges will display
11. Double click on your college folder
12. A list of HR-DeptIDs will display
13. Double click on your departmental HR DeptID

Document Instructions

1. Once mapped to the SACS network folder location you will be able to access a folder called 'Faculty-Credentials.' This is the location where all electronic copies of documents for the faculty credentialing project should be saved. Files should be saved within an employee's home college and primary HR DeptID (please contact the Provost Office if you have any questions where you should save an item). **NOTE: you will only have access to your HR-Deptid (or College DeptIDs if you are serving as a college liaison)**
2. For each faculty member indicated on your faculty roster spreadsheet (faculty who taught in Fall 2013), we will need a CV (updated within the last three years) and Transcript(s). For transcripts, please submit the transcript showing the highest degree or coursework completed. You can also upload any additional degrees on file, particularly if the faculty member will be credentialed based on graduate level coursework. If multiple transcripts of a single degree type are uploaded, please use numbers when naming the files – i.e. Indy, Joe – Transcript, Doctoral 1; Indy, Joe – Transcript, Doctoral 2. For Syllabi, please submit one document for each section. Use the following as file names:

Use the following as file names examples:

- a. Lastname, Firstname MiddleInitial – CV
- b. Lastname, Firstname MiddleInitial – Transcript, Doctoral
- c. Lastname, Firstname MiddleInitial – Transcript, Masters
- d. Syllabus - Subject CourseNumber SectionNumber Semester

Examples:

- a. Lilly, Melinda G – CV
- b. Lilly, Melinda G – Transcript, Doctoral 1
- c. Lilly, Melinda G – Transcript, Doctoral 2
- d. Lilly, Melinda G – Transcript, Masters
- e. Syllabus – ACCT 2010 001 Fall 2013
- f. Syllabus – ACCT 5520 001 Fall 2013

Document requirements:

- All files should be saved in PDF format
- Private information must be protected. Social Security numbers and addresses must be concealed before the document is scanned.
- Files must be readable. Transcripts can be especially hard to read. Please make sure scanned copies are legible.
- Please use the employee's official name, and not their preferred name.
- Employees with split appointments should be saved in their home department file folder.

Contacts:

- Problems with file mapping: Ernest Lerma, ext. 3026
- Document questions: Tami Patterson, ext. 3953 or Ronda Bewley, ext. 2550
- Project questions: Melinda Lilly, ext. 3951