



EST. 1890

Faculty Information System Training

UNT[®]

Welcome

The purpose of this training material is to provide the UNT community with a foundational basis for managing their Faculty Information System (FIS) profile. Faculty are strongly recommended to attend an FIS training session in order to gain a more in depth and operational understanding of the UNT FIS.

Use of IE browser is NOT recommended

Welcome

The FIS is a dynamic and robust system that can be used to capture the unique scholarly activities and needs of faculty members across varying disciplines. Faculty members are required to manage their own profile.

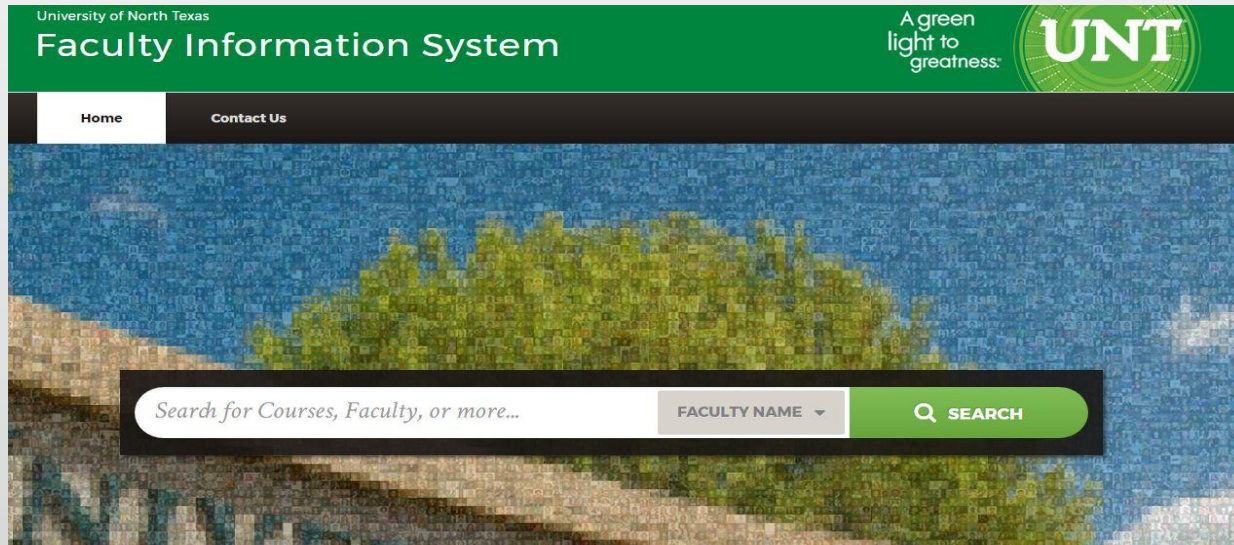
***Additional resources can be found on the Provost Website at <https://vpaa.unt.edu/faculty-information-system-0> ***

FIS Components

- The FIS is comprised of two components:
 - The Public Facing Site (*Read Only*)
 - The FIS Working Site (*Information is Entered/Managed*)

Public Facing Site

- The FIS Public Facing Site can be accessed at Facultyinfo.unt.edu.



Public Facing Site

- On this site you can enter your own name, or the name of the faculty member you wish to search for.
- This site is **READ ONLY** and **NO** changes can be made.
- The site displays your name, contact information, photo (optional), CV, education, scheduled teaching, and previously scheduled teaching.
- Any changes or additions made within the FIS may take up to 12 hours to appear on the Public Facing Site.

Accessing FIS

- Faculty members will need to login to their respective my.unt.edu page in order to login to the FIS System.

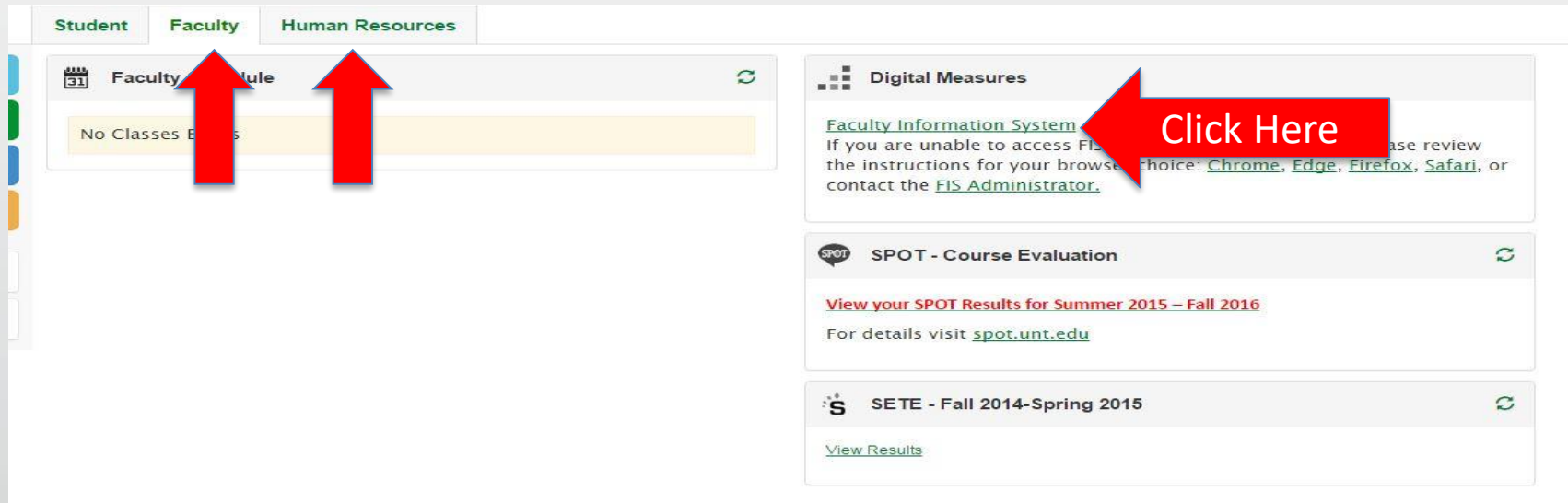
The screenshot displays the UNT my.unt.edu portal. At the top left is the UNT logo with "EST. 1890" below it. To the right are four green navigation buttons: "Catalogs", "People & Departments", "Calendar", and "Map". Below the logo is a "Sign In" box containing an "EUID" input field, a password field with masked characters, and a green "Login" button. Below the login box is a link for "Forgot your EUID or password?". To the right of the sign-in box is a large green promotional banner with the text "POWER YOUR FUTURE" and "MORE CLASSES. NEW PROGRAMS. REGISTER NOW." Below the banner is a search bar with "Look for classes with FRSC as the location." and the UNT logo. At the bottom are three utility boxes: "Portal Quick Guide" with a question mark icon, "Class Search" with a magnifying glass icon, and "Get Help" with a person icon.

Accessing FIS

- Users will need to enter their EUID (ABC0123) and password to login to their my.unt.edu page.
- Once the user has logged in they should see the Digital Measures section which contains the FIS hyperlink.
- The Digital Measures section is located under the Faculty tab for faculty members and under the Human Resources tab for staff members. Please see the screenshots on the next few slides for reference.

Accessing FIS

- Please note where the *Faculty* and *Human Resources* tabs are below:



The screenshot shows the FIS dashboard interface. At the top, there are three tabs: "Student", "Faculty", and "Human Resources". Below the tabs, there is a "Faculty" section with a calendar icon and a "No Classes Enrolled" message. To the right, there is a "Digital Measures" section with a "Faculty Information System" link. A red arrow points to the "Faculty" tab, another red arrow points to the "Human Resources" tab, and a third red arrow points to the "Faculty Information System" link. The text "Click Here" is written in white on a red background next to the arrow pointing to the link.

Student Faculty Human Resources

Faculty Information System

No Classes Enrolled

Digital Measures

[Faculty Information System](#)

If you are unable to access FIS, please review the instructions for your browser choice: [Chrome](#), [Edge](#), [Firefox](#), [Safari](#), or contact the [FIS Administrator](#).

SPOT SPOT - Course Evaluation

[View your SPOT Results for Summer 2015 – Fall 2016](#)

For details visit [spot.unt.edu](#)

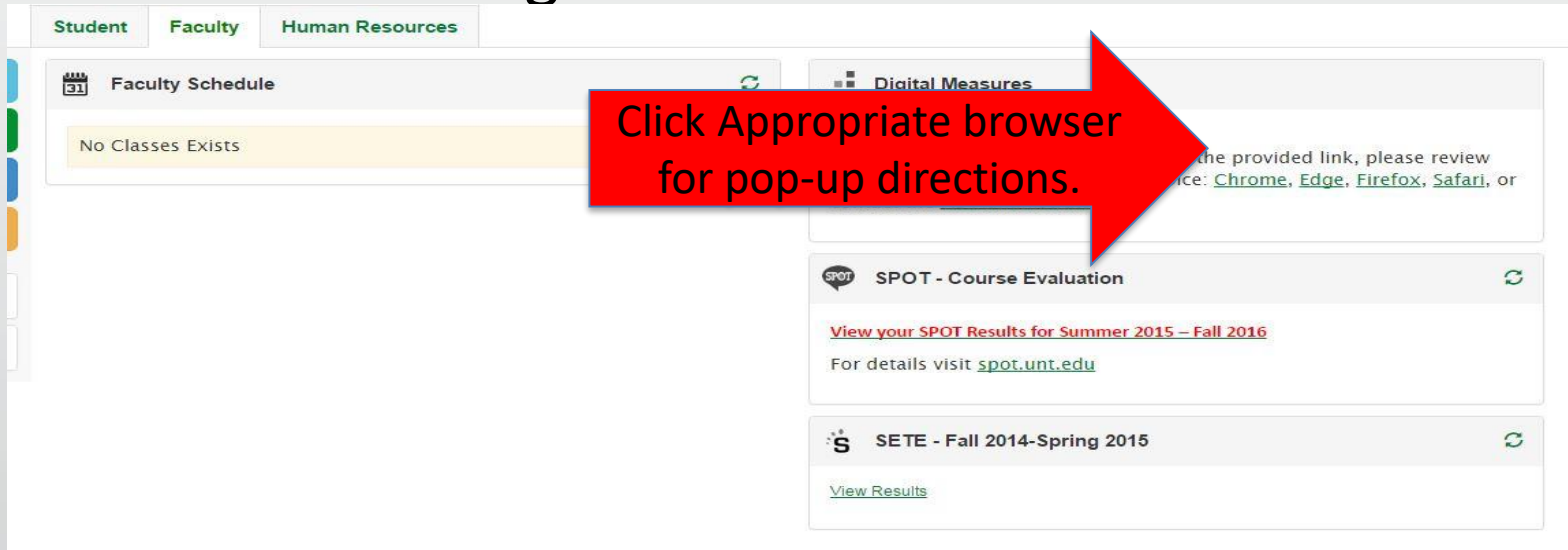
SETE - Fall 2014-Spring 2015

[View Results](#)

Click Here

Accessing FIS

- If the FIS page does not open, please manage your pop-up blocker. Pop-up blocker instructions are located below Digital Measures:



The screenshot shows the FIS interface with three tabs: Student, Faculty, and Human Resources. The Faculty tab is active. On the left, there is a 'Faculty Schedule' section with a calendar icon and a message: 'No Classes Exists'. On the right, there is a 'Digital Measures' section. A red arrow points from the text 'Click Appropriate browser for pop-up directions.' to a link in the Digital Measures section. The link text is partially obscured by the arrow but appears to be 'the provided link, please review' followed by a list of browsers: 'Chrome, Edge, Firefox, Safari, or'. Below this, there are two other sections: 'SPOT - Course Evaluation' with a link to 'View your SPOT Results for Summer 2015 – Fall 2016' and 'For details visit spot.unt.edu', and 'SETE - Fall 2014-Spring 2015' with a link to 'View Results'.

Accessing FIS

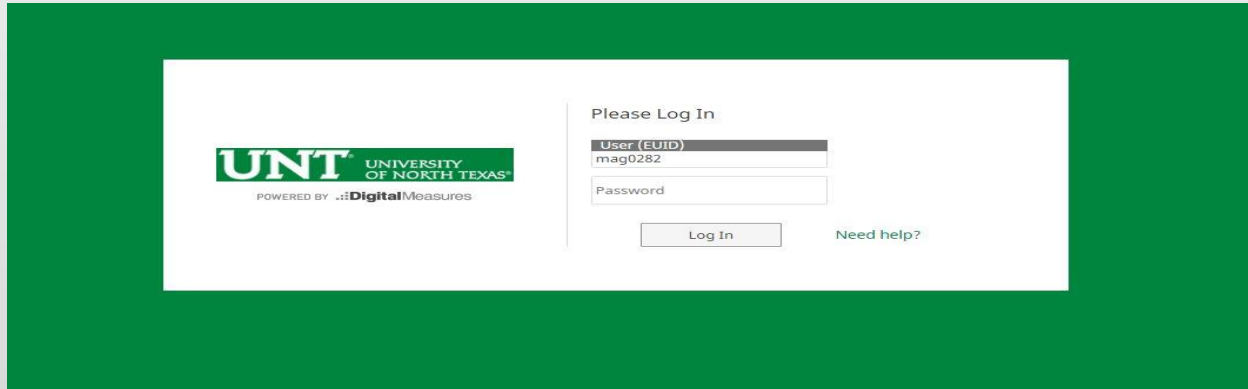
- If additional assistance is needed, select the FIS Administrator hyperlink to send an email to the FIS team:

The screenshot shows the UNT Faculty Information System (FIS) interface. At the top, there are three tabs: 'Student', 'Faculty', and 'Human Resources'. The 'Faculty' tab is selected. Below the tabs, there are three main sections:

- Faculty Schedule:** A widget with a calendar icon and a refresh button. It displays a yellow message: "No Classes Exists".
- Digital Measures:** A widget with a grid icon. It contains a link to the "Faculty Information System" and instructions: "If you are unable to access FIS through the provided link, please review the instructions for your browser choice: [Chrome](#), [Edge](#), [Firefox](#), [Safari](#), or [FIS Administrator](#)." A red arrow points to the "FIS Administrator" link with the text "Click Here".
- SPOT - Course Evaluation:** A widget with a SPOT icon and a refresh button. It contains a link: "View your SPOT Results for Summer 2015 – Fall 2016" and text: "For details visit [spot.unt.edu](#)".
- SETE - Fall 2014-Spring 2015:** A widget with a SETE icon and a refresh button. It contains a link: "View Results".

Accessing FIS

- If you click on the FIS link and are taken to a different login page, simply close the window and click the FIS link again.



The screenshot shows a login page for FIS at the University of North Texas. On the left is the UNT logo with the text 'UNIVERSITY OF NORTH TEXAS' and 'POWERED BY DigitalMeasures'. On the right, under the heading 'Please Log In', there are two input fields: 'User (EUID)' containing 'mag0282' and 'Password'. Below the fields are a 'Log In' button and a 'Need help?' link.

Navigating the FIS

- Once users have successfully logged in to the FIS they should see the home screen which includes the following sections:
 - General Information
 - Teaching
 - Scholarship/Research/Creative Activities
 - Service
 - Please see the screenshot on the next slide for reference.

Navigating the FIS

Welcome, Mike Gutierrez! [Log Out](#)

[Dashboard](#)

Manage Activities

[Rapid Reports](#)

[PasteBoard](#)

[Manage Data](#)

[Run Reports](#)

[Usage Statistics](#)

[Users and Security](#)

[Resource Center](#)

[Compliance Requirements](#)

[AY 2016-2017 Deadlines](#)

[AY 2017-2018 Deadlines](#)

[FIS Training](#)

[FAQs](#)

[Help](#)



POWERED BY [DigitalMeasures](#)

[Privacy Policy](#)

General Information

[Personal and Contact Information](#)

[Administrative Data - Permanent Data | Yearly Data](#)

[Academic, Government, Military and Professional Positions](#)

[Administrative Assignments](#)

[Awards and Honors](#)

[Consulting](#)

[Education](#)

[Education - Renowned Teachers](#)

[External Connections and Partnerships](#)

[Faculty Development Activities](#)

[Licensures and Certifications](#)

[Publicity, Media Appearances, and Interviews](#)

[Professional Memberships](#)

[Workload Information](#)

[Legacy - Editorships](#)

[Legacy - Field Experience](#)

[Legacy - Renowned Teachers](#)

[Legacy - Additional Information](#)

Teaching

[Academic Advising](#)

[Awards, Honors, and Recognition of Students](#)

[Directed Student Learning \(e.g., theses, dissertations\)](#)

[Non-Credit Instruction Taught](#)

[Scheduled Teaching](#)

[Teaching at Other Institutions](#)

[Program and Curriculum Development](#)

[Legacy - Other Teaching](#)

Scholarship/Research/Creative Activities

[Artistic and Professional Performances and Exhibitions](#)

[Contracts, Fellowships, Grants and Sponsored Research](#)

[Publications](#)

[Biographical Sketch - NIH | NSF](#)

[Intellectual Property \(e.g., copyrights, patents\)](#)

[Presentations](#)

[Research Currently in Progress](#)

[Legacy - Peer-Reviewer Activities](#)

[Legacy - Research and Expertise](#)

Service

[University](#)

[Professional](#)

[Public](#)

[Legacy - Committee](#)

[Legacy - Professional Community Engagement](#)

Legacy Screens

- Legacy screens contain information that was input into the old faculty profile system and is data that was not able to be transferred over into a permanent FIS screen.
- The data contained within Legacy fields cannot be used for reporting and will be removed in the near future.
- If Legacy information is relevant, please relocate the data into an appropriate non-legacy FIS screen.

Legacy Screens

- Faculty can manually retype Legacy data into a new field or utilize the Pasteboard to copy and paste the data.
- Legacy screens include:
 - Legacy-Editorships, Legacy-Field Experience, Legacy-Renowned Teachers, Legacy-Additional Information
 - Legacy-Other Teaching
 - Legacy-Peer-Reviewer Activities, Legacy-Research and Expertise
 - Legacy-Committee, Legacy-Professional Community Engagement

PasteBoard

- The PasteBoard is on the left Dashboard column. It is especially important to use the PasteBoard option if you are copying and pasting from any source outside of FIS (Word, PDF, etc.).



The screenshot shows a dashboard interface. On the left, there is a vertical navigation menu with the following items: "Dashboard", "Manage Activities" (highlighted in green), "Rapid Reports", "PasteBoard" (indicated by a red arrow), and "Manage Data". On the right, there is a main content area with a link "Review a guide to manage your activities." and a section titled "General Information" with sub-items: "Personal and Contact Information", "Administrative Data - Permanent Data | Yearly Data", and "Academic, Government, Military and Professional Positions".

FIS Screens

- The easiest way to become familiar with the FIS and to make sure that your data is correct is to visit each screen and fill out as many fields as possible.
- Not all screens or fields will need to be completed.

FIS Fields

- Information that will be published on the public site is annotated with a red **P**.
- There are fields that are read only, restricted, or locked. These are annotated with a red **R** or a lock symbol.
- There are some required fields and these are annotated with a red *****.

Curriculum Vitae

- The Public Facing site has a hyperlink that will display your CV. The CV is auto-generated based off the information that has been entered into FIS.
- The option to upload a CV is also available and this will override the auto-generate function. Individuals who need a specific format for their discipline may use this option.
- It is recommended that faculty use the auto-generated CV. Uploading a CV does not negate the need to enter CV information into the FIS.

Curriculum Vitae

- If you choose to upload your CV, you will perform this function under the Personal and Contact Information screen.

The screenshot shows a user interface for uploading a Curriculum Vitae (CV) file. It features a table with two rows of file information. The first row is for a photograph, and the second row is for the CV file. The CV row shows 'No File Stored' and a 'Choose File...' button. The photograph row shows a file named 'MikeG March2014.jpg-1.png' with options to 'Download', 'Replace File...', and delete it.

Key Words Recorded as Brief Biography, Teaching Interest(s), or Research Interest(s)	<input checked="" type="checkbox"/>		
Photograph	Download "MikeG March2014.jpg-1.png"	Replace File...	
Curriculum Vitae	No File Stored	Choose File...	

Professional Photograph

- The photograph field is read only.
- Faculty members who wish to have their profile photograph uploaded must submit a professional photo to their department or college liaison (typically the chair's or dean's assistant).
- The liaison will submit the photo to the FIS team for uploading.

Teaching and Course Syllabi

- The FIS is integrated with People Soft and courses are automatically imported.
- This is a read only screen and users cannot add additional courses.
- To upload a course syllabus select the appropriate course and select Choose File next to the Syllabus for this course field. To replace course syllabus follow the same directions but the radial button will now read Replace File. Please see the screenshot on the next slide for reference.

Teaching and Course Syllabi

The screenshot shows a web interface for managing teaching and course syllabi. On the left, a sidebar menu under 'Teaching' includes 'Academic Advising', 'Awards, Honors, and Recognition of Students', 'Directed Student Learning (e.g., theses, dissertations)', 'Non-Credit Instruction Taught', 'Scheduled Teaching', 'Teaching at Other Institutions', 'Program and Curriculum Development', and 'Legacy - Other Teaching'. A red arrow labeled 'Click Here' points to 'Scheduled Teaching'. Below this is a section for 'Additional Course Information' with dropdown menus for 'Course Level' (Undergraduate), 'Course Number Level' (Senior), 'Course Type' (1), 'Course Component' (CRE), and 'Is this transferable?'. A 'Syllabus for this course' field is partially visible. A red arrow labeled 'Select Choose/Replace File' points to a 'Replace File...' button. On the right, a 'Scheduled Teaching' panel shows a list of items with columns for 'Item' and a lock icon. A red arrow labeled 'Select Course' points to the first item: 'Fall 2016 TERRORISM & EMER MGMT EADP 4090, Section 001'. Other items include 'Summer 2016 TERRORISM & EMER MGMT EADP 4090, Section 001' and 'Spring 2016 Leadership and Organizational Behavior EADP 3080, Section 001'. At the top right of the 'Scheduled Teaching' panel are buttons for '+ Add New Item', 'Duplicate', and a trash icon.

Start and End Dates

- Screens for various activities have date fields that need to be filled in.
- It is important to have a start and end date for any activity that has concluded, otherwise it will default to current. This includes one-day events or awards.
- It is perfectly acceptable to put the same start and end date when applicable.
- If the activity has not concluded, leave the end date blank and it will default to ‘-current’ on reports, including the CV.

User Referencing

- When adding additional UNT contributors under the Scholarship/Research/Creative Activities section, the user will select additional UNT members from the drop down list.
- Selecting additional UNT contributors will automatically populate the entry into those members profiles.
- It is highly recommended that the primary contributor be the only individual to enter the data. If more than one user enters the data, it will lead to duplicates.
- Data created by the user referencing function cannot be edited or deleted by any other users. Only the individual who entered the data can make changes. Please see the screenshot on the next slide for reference.

User Referencing

- Additional user can be added by selecting +Add.
- Order can be changed using the up and down arrows.

Authors/Editors/Translators
Please order the contributors in the order of contribution.
Please either select a person from the drop-down list or enter their name in the input fields.

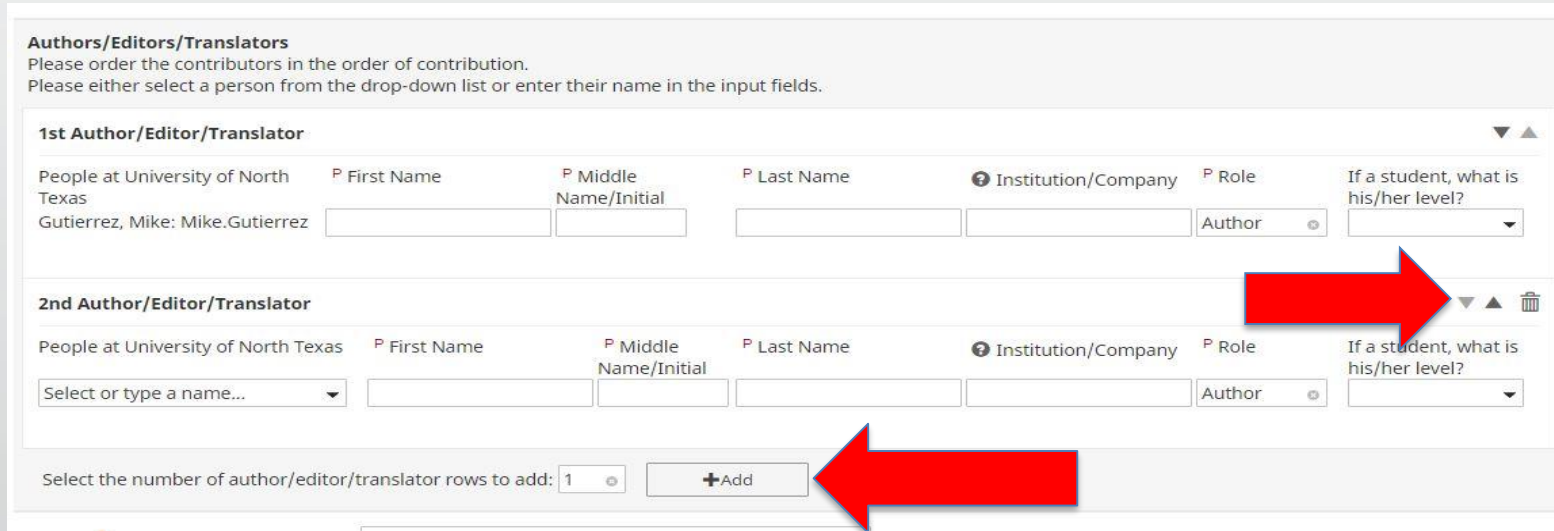
1st Author/Editor/Translator ▼ ▲

People at University of North Texas	P First Name	P Middle Name/Initial	P Last Name	🔍 Institution/Company	P Role	If a student, what is his/her level?
Gutierrez, Mike: Mike.Gutierrez	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author	<input type="text"/>

2nd Author/Editor/Translator ▼ ▲ 🗑️

People at University of North Texas	P First Name	P Middle Name/Initial	P Last Name	🔍 Institution/Company	P Role	If a student, what is his/her level?
Select or type a name... ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Author	<input type="text"/>

Select the number of author/editor/translator rows to add: 1



Import Function

- Users can utilize the FIS Import function to assist in managing their publications.
- Data must be in a BibTex file as exported from one of the data management software or databases.
- Data can also be imported from a third party using a world wide web search.
- It is strongly advised to seek guidance from the FIS Team prior to using the Import function.

Import Function

- Other cautions when importing data:
 - It is possible to create duplicate records with this function.
 - It is possible to delete or lose all data.
 - Faculty members will still need to check imported records to ensure data accuracy.
 - Please see the screenshot on the next slide for reference.

Import Function

< Publications

Click Import

Import

+ Add New Item

Duplicate



Item



Encyclopedia Article
Emergency Management: All Hazards
Published
Reviewed



< Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

Import from a BibTeX file ⓘ

Import publications from other software or databases such as:

- EndNote
- Mendeley
- Web of Science
- Google Scholar
- RefWorks
- Zotero

Choose File...

Import from Third Party ⓘ

Select third party service:

- Crossref PubMed

Search criteria:

Author

Mike Gutierrez



Publication Date

2012/05/05

to

2017/05/05



[Add search criteria](#)

Search Crossref >

Reports

- Users are able to run the CV, VPAA-160, and ad hoc reports.
- These reports can be used to identify gaps within the users data.
- Department liaisons and chairs have access to these reports as well.
- Users must select parameters where appropriate. This includes names, data, format, etc.
- Please see the screenshot on the next slide for reference.

Reports

Dashboard [Review a guide](#) to manage your activities.

Manage Activities

- Rapid Reports
- PasteBoard

Manage Data

Run Reports **Select**

General Information

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data

Academic, Government, Military and Professional Positions

Run Reports

 Run Report

1 Report

Vita

[Download this report's template](#)

Select Type

2 Date Range

Start Date Jan 01 2017

End Date Dec 31 2017

3 Whom to Include

Users Selected by All [Change Selection](#)

Include These Accounts Enabled Only

4 Report Options

* a) Citation Style: APA

5 File Format

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size Letter



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