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~~10~~ EASY STEPS TO...

Add & Modify Instructor and Advisor Records

(or HOW TO ADD A FACULTY MEMBER TO THE ASSIGNMENT DROP DOWN LIST)

Please note: This functionality is only available to the Dean's Office.

Please contact your Dean's Office for assistance.

1. Select "HR/Campus Solutions"
2. Select "Curriculum Management"
3. Select "Instructor/Advisor Information"
4. Select "Instructor/Advisor Table"
5. Enter any or all of the Search Criteria
6. Select "Search"
7. Select the appropriate faculty member from the generated list, if necessary
8. Select "Approved Courses" Tab
9. Select "Correct History"
10. Select the "+" (Plus Sign) to add an additional Department/Academic Organization
11. Select the magnifying glass under the "Acad Org" column to locate the appropriate Department/Academic Organization
12. Select the appropriate Department/Academic Organization
13. Select "Save"