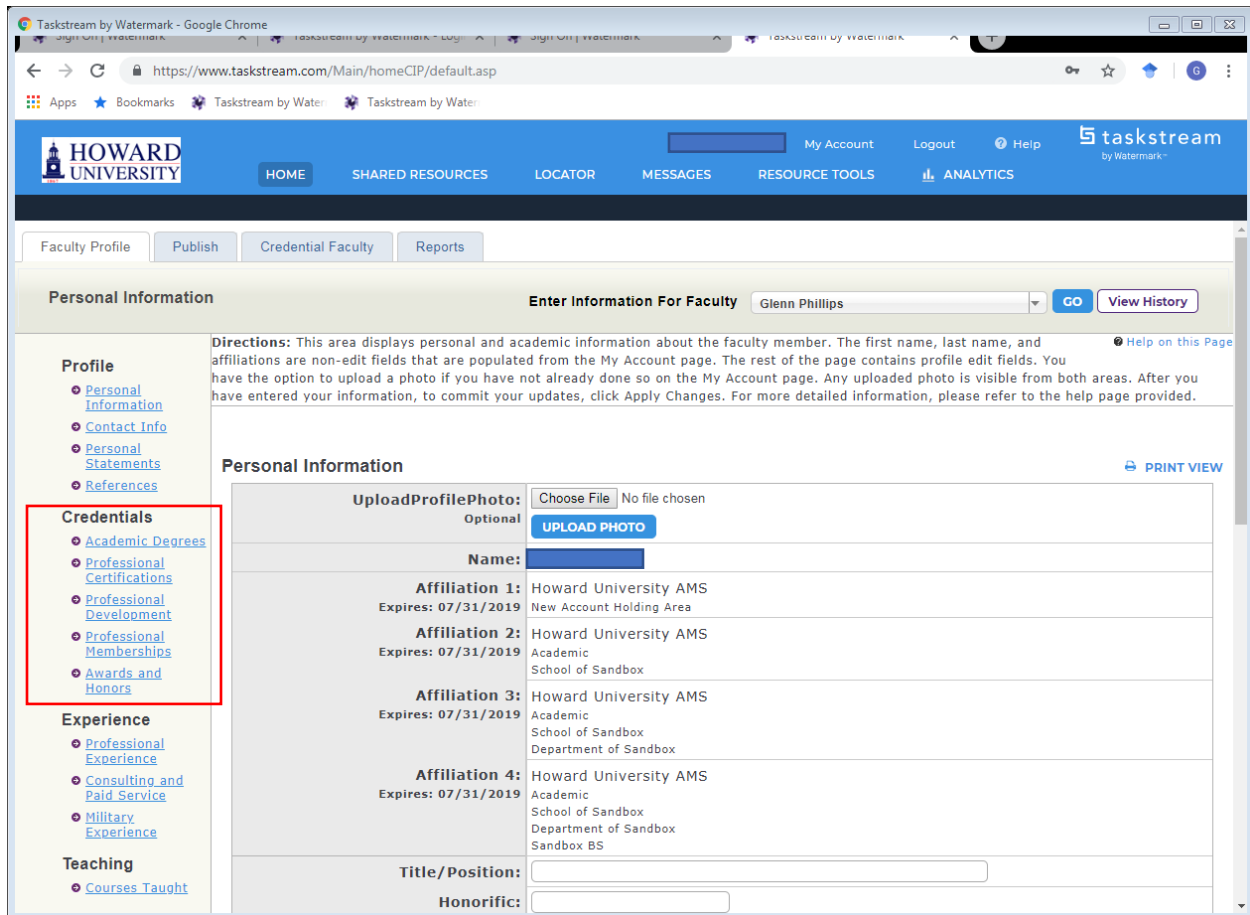


Taskstream Training: Faculty Credentials Credentials

1. To complete the “Credentials” section, faculty must complete all five sections.



Taskstream by Watermark - Google Chrome
 https://www.taskstream.com/Main/homeCIP/default.asp

HOWARD UNIVERSITY | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Logout | Help | taskstream by Watermark

Faculty Profile | Publish | **Credential Faculty** | Reports

Personal Information | Enter Information For Faculty | Glenn Phillips | GO | View History

Profile

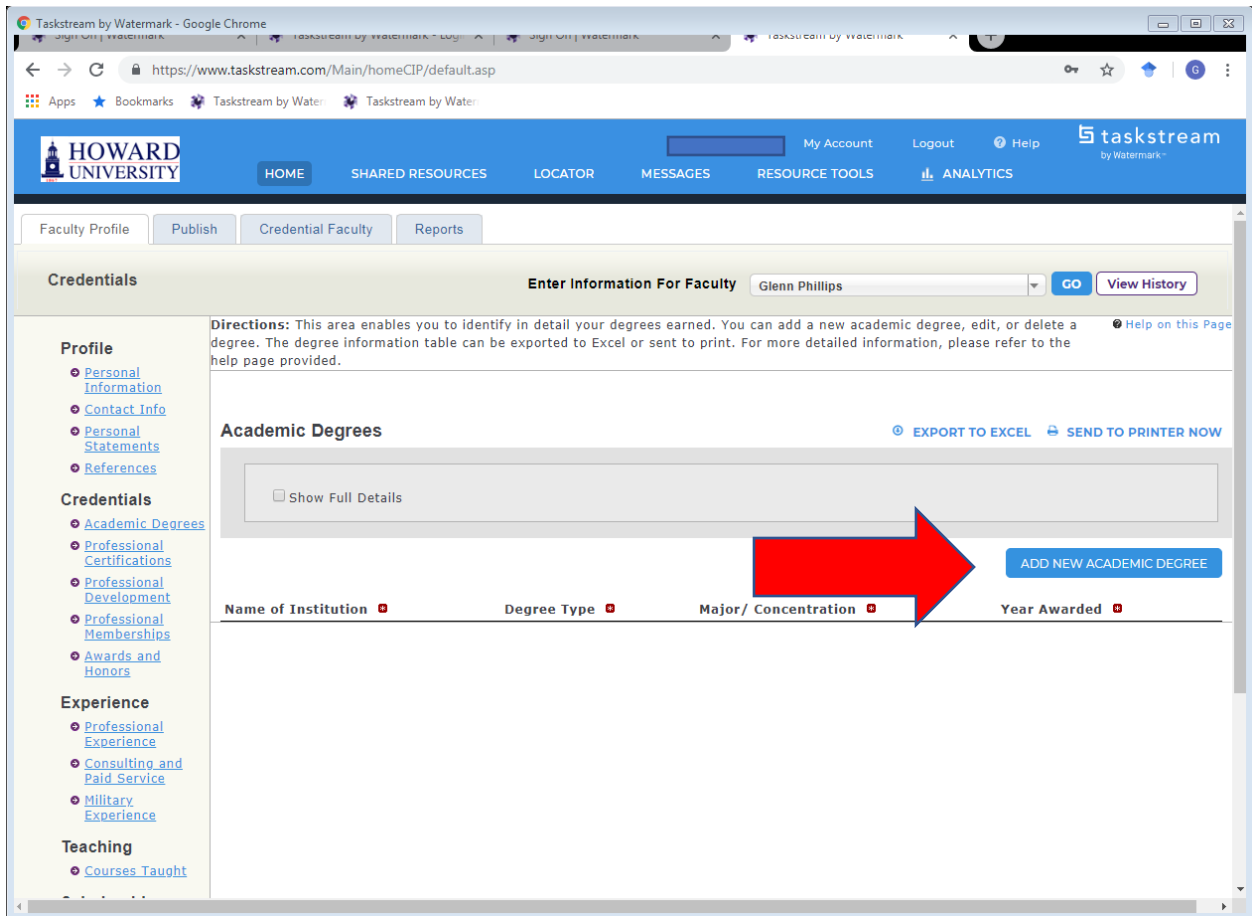
- Personal Information
- Contact Info
- Personal Statements
- References
- Credentials**
 - Academic Degrees
 - Professional Certifications
 - Professional Development
 - Professional Memberships
 - Awards and Honors
- Experience
 - Professional Experience
 - Consulting and Paid Service
 - Military Experience
- Teaching
 - Courses Taught

Directions: This area displays personal and academic information about the faculty member. The first name, last name, and affiliations are non-edit fields that are populated from the My Account page. The rest of the page contains profile edit fields. You have the option to upload a photo if you have not already done so on the My Account page. Any uploaded photo is visible from both areas. After you have entered your information, to commit your updates, click Apply Changes. For more detailed information, please refer to the help page provided.

Personal Information | PRINT VIEW

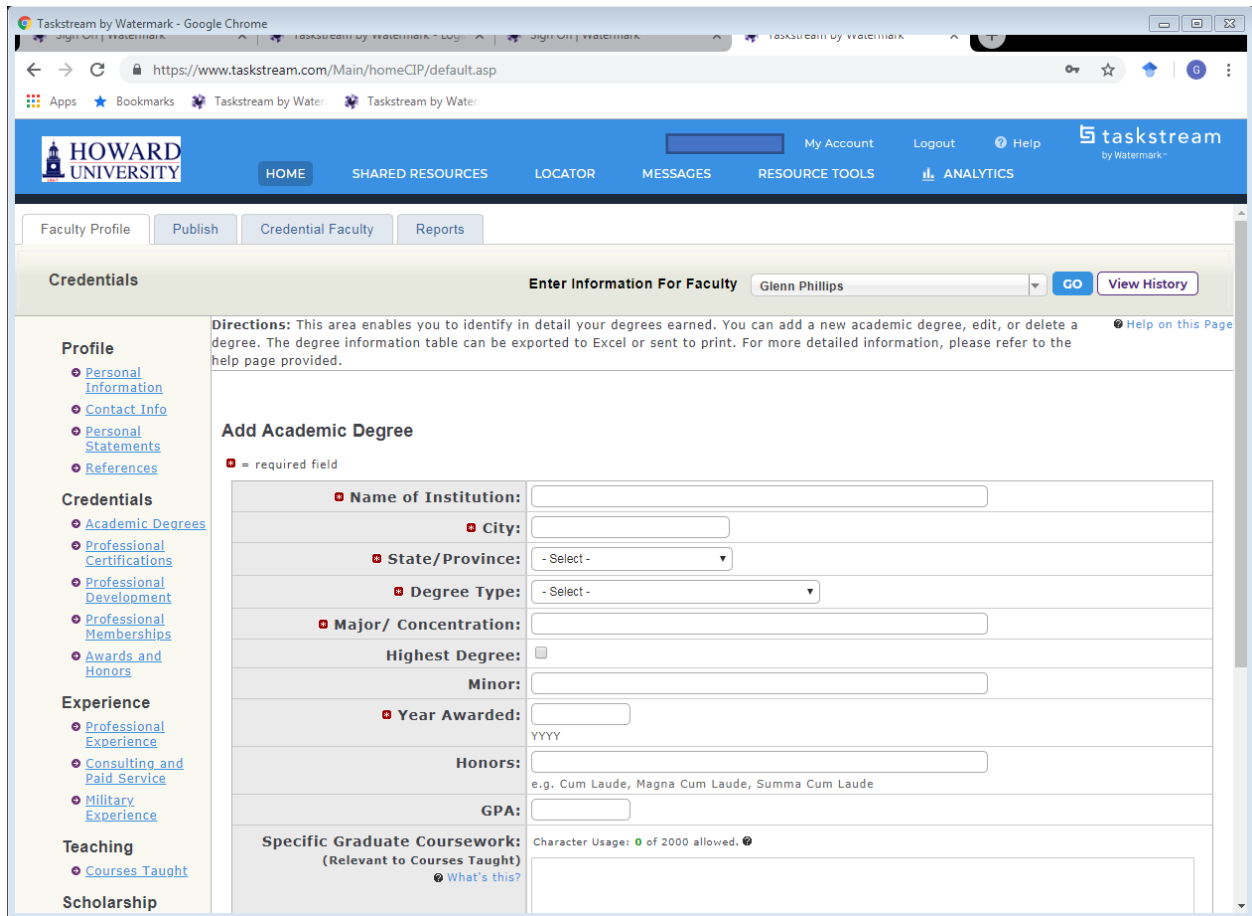
UploadProfilePhoto: Optional	Choose File No file chosen UPLOAD PHOTO
Name:	[Redacted]
Affiliation 1: Expires: 07/31/2019	Howard University AMS New Account Holding Area
Affiliation 2: Expires: 07/31/2019	Howard University AMS Academic School of Sandbox
Affiliation 3: Expires: 07/31/2019	Howard University AMS Academic School of Sandbox Department of Sandbox
Affiliation 4: Expires: 07/31/2019	Howard University AMS Academic School of Sandbox Department of Sandbox Sandbox BS
Title/Position:	[Text Field]
Honorific:	[Text Field]

2. After selecting “Academic Degrees,” you will see the following screen. Click on the “Add New Academic Degree” button.



The screenshot shows the 'Academic Degrees' section of the Taskstream by Watermark interface. The page title is 'Enter Information For Faculty' with 'Glenn Phillips' selected in the dropdown. The main content area features a table with the following headers: 'Name of Institution', 'Degree Type', 'Major/ Concentration', and 'Year Awarded'. A red arrow points to the 'ADD NEW ACADEMIC DEGREE' button located to the right of the table header. The left sidebar contains a navigation menu with categories like Profile, Credentials, Experience, and Teaching. The 'Academic Degrees' link is highlighted under the 'Credentials' section.

- Complete all areas that have a red star. These are required. After you have completed the required field, select the “Apply Changes” button.



The screenshot shows a web browser window with the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user is logged in as Glenn Phillips.

The main content area is titled "Credentials" and "Enter Information For Faculty" for Glenn Phillips. A "GO" button and a "View History" button are present. Below this, there are instructions: "Directions: This area enables you to identify in detail your degrees earned. You can add a new academic degree, edit, or delete a degree. The degree information table can be exported to Excel or sent to print. For more detailed information, please refer to the help page provided."

The "Add Academic Degree" form contains the following fields:

- Name of Institution:** (Required field, text input)
- City:** (Required field, text input)
- State/Province:** (Required field, dropdown menu)
- Degree Type:** (Required field, dropdown menu)
- Major/ Concentration:** (Required field, text input)
- Highest Degree:** (Text input)
- Minor:** (Text input)
- Year Awarded:** (Required field, text input with "YYYY" placeholder)
- Honors:** (Text input with example: "e.g. Cum Laude, Magna Cum Laude, Summa Cum Laude")
- GPA:** (Text input)
- Specific Graduate Coursework:** (Text input with note: "Character Usage: 0 of 2000 allowed.")

A sidebar on the left contains navigation links for Profile, Credentials, Experience, Teaching, and Scholarship, with sub-links for each category.

4. Do this for all degrees.
5. Use the same process for “Professional Certifications.”
6. For “Professional Development,” you only need to enter Professional Development for at least the last three years unless instructed otherwise by your Chair.
7. For “Professional Memberships,” you can enter any membership you held in the last three years, even if the membership began before the three-year cycle or if you are no longer a member.
8. For Awards and Honors you only need to enter Awards and Honors for at least the last three years unless instructed otherwise by your Chair.