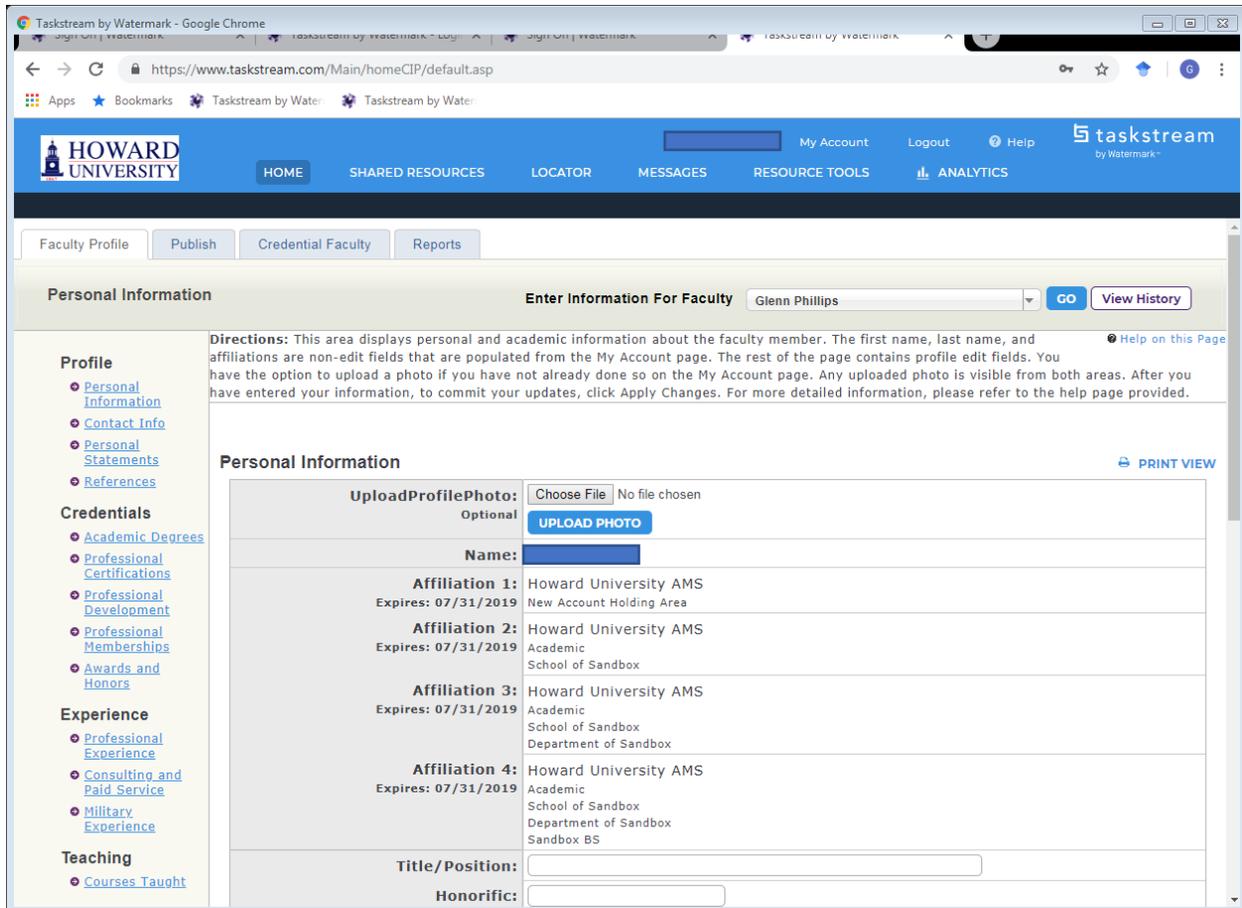


Taskstream Training: Faculty Credentials Profile

- To complete the “Profile” section, faculty only need to complete the “Personal Information.” section. The other three sections (“Contact Info,” “Personal Statements,” and “References”) are optional. When you select “Edit Faculty Profile,” you will automatically be directed to the “Personal Information” section.



The screenshot shows the Taskstream Faculty Profile page. The top navigation bar includes the Howard University logo, a search bar, and links for My Account, Logout, Help, and Analytics. Below the navigation bar, there are tabs for Faculty Profile, Publish, Credential Faculty, and Reports. The main content area is titled "Personal Information" and includes a dropdown menu for "Enter Information For Faculty" set to "Glenn Phillips", with "GO" and "View History" buttons. A "Directions" section explains that the first name, last name, and affiliations are non-edit fields populated from the My Account page, while the rest of the page contains profile edit fields. A "PRINT VIEW" link is visible in the top right of the form area.

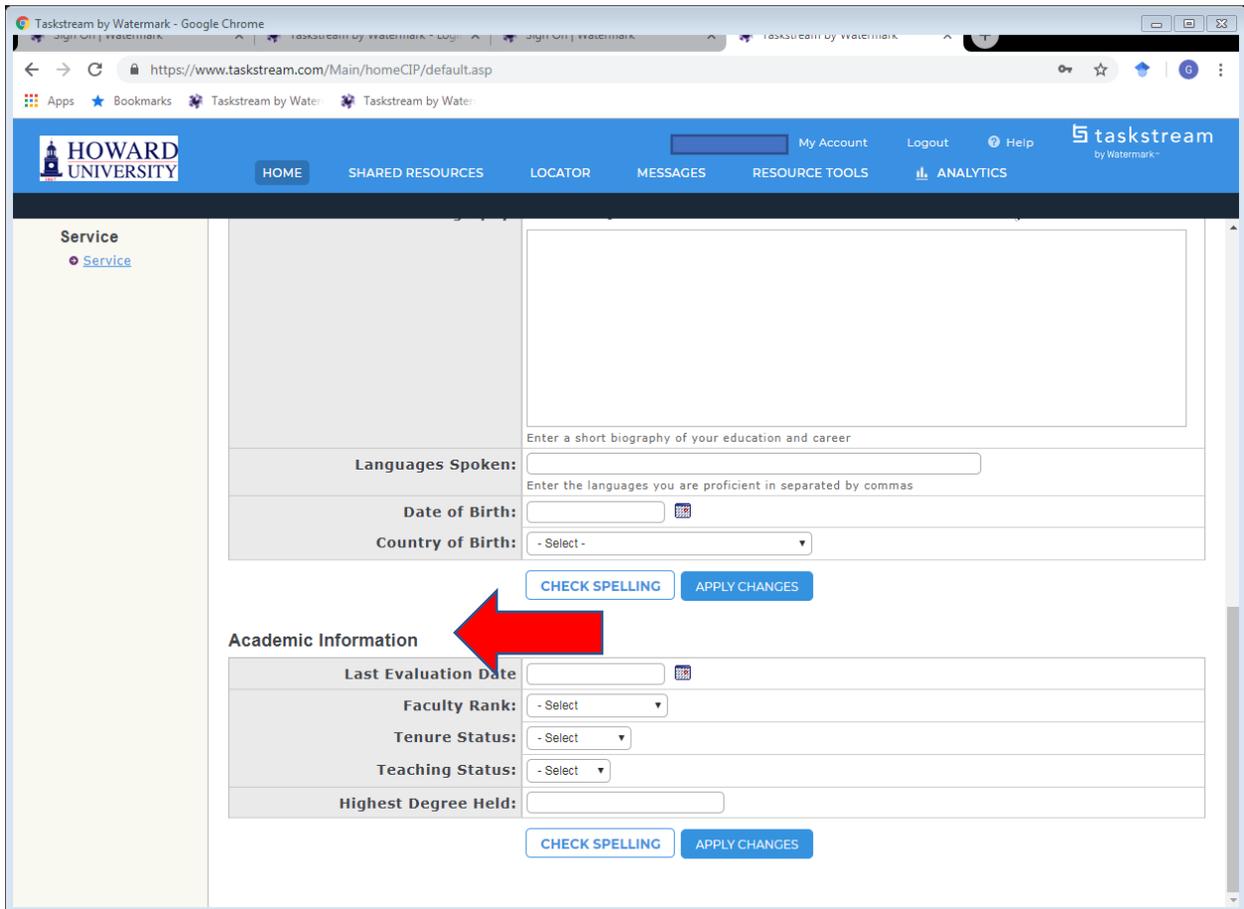
Personal Information

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

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 Input Field]
Honorific:	[Text Input Field]

2. Scroll down to the “Academic Information” section



The screenshot shows a web browser window with the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page features a blue navigation bar with the Howard University logo and links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A user account menu is visible with options for My Account, Logout, and Help. The main content area is divided into sections. The 'Service' section is active, showing a 'Service' link. Below this, there is a large text area for a biography, followed by fields for 'Languages Spoken', 'Date of Birth', and 'Country of Birth'. The 'Academic Information' section is highlighted with a red arrow and contains fields for 'Last Evaluation Date', 'Faculty Rank', 'Tenure Status', 'Teaching Status', and 'Highest Degree Held'. Each section has 'CHECK SPELLING' and 'APPLY CHANGES' buttons.



3. Complete the following sections:
 - a. Faculty Rank
 - b. Tenure Status
 - c. Teaching Status
 - d. Highest Degree Held
(note that this degree should also appear in the “Academic Degrees” section.)

4. Select “Apply Changes” to save your work.