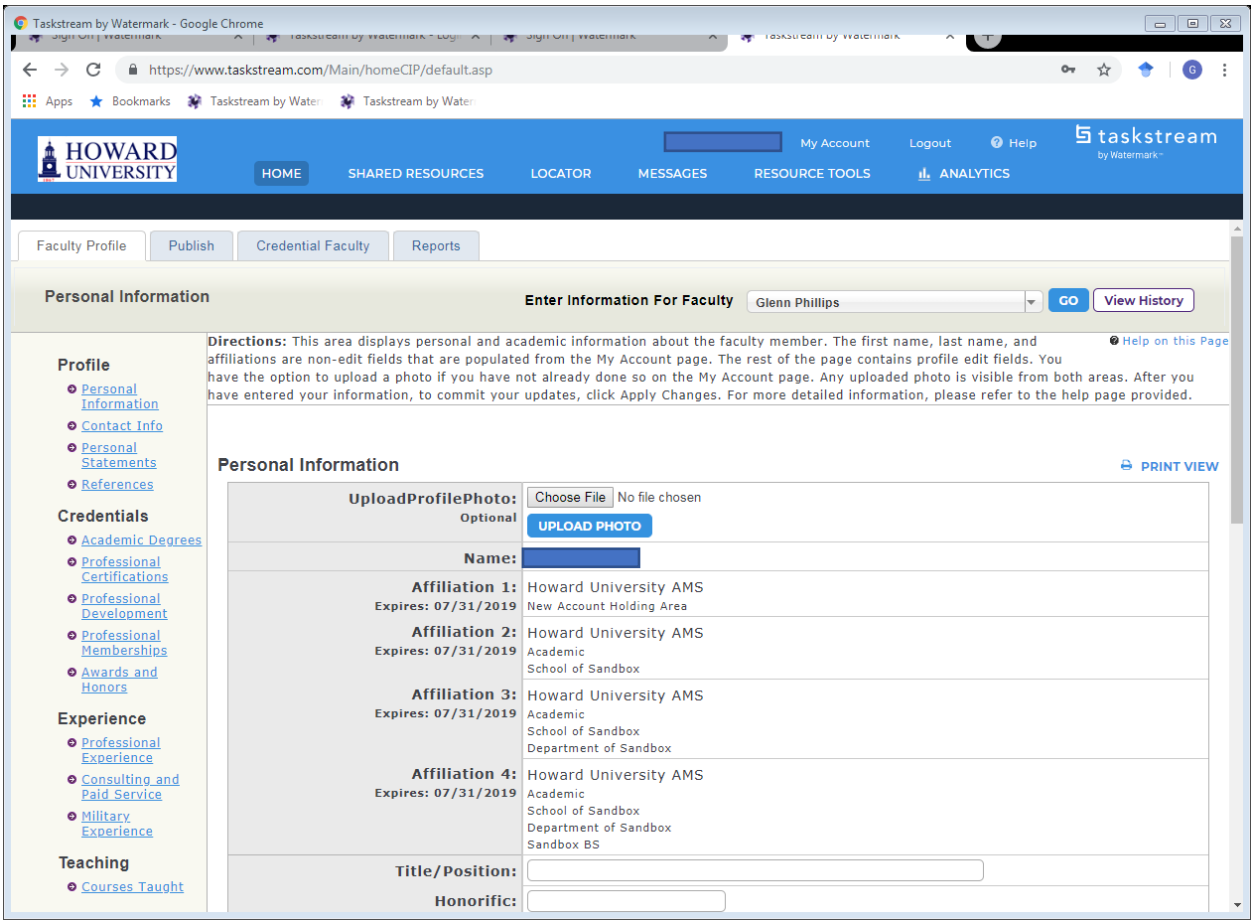
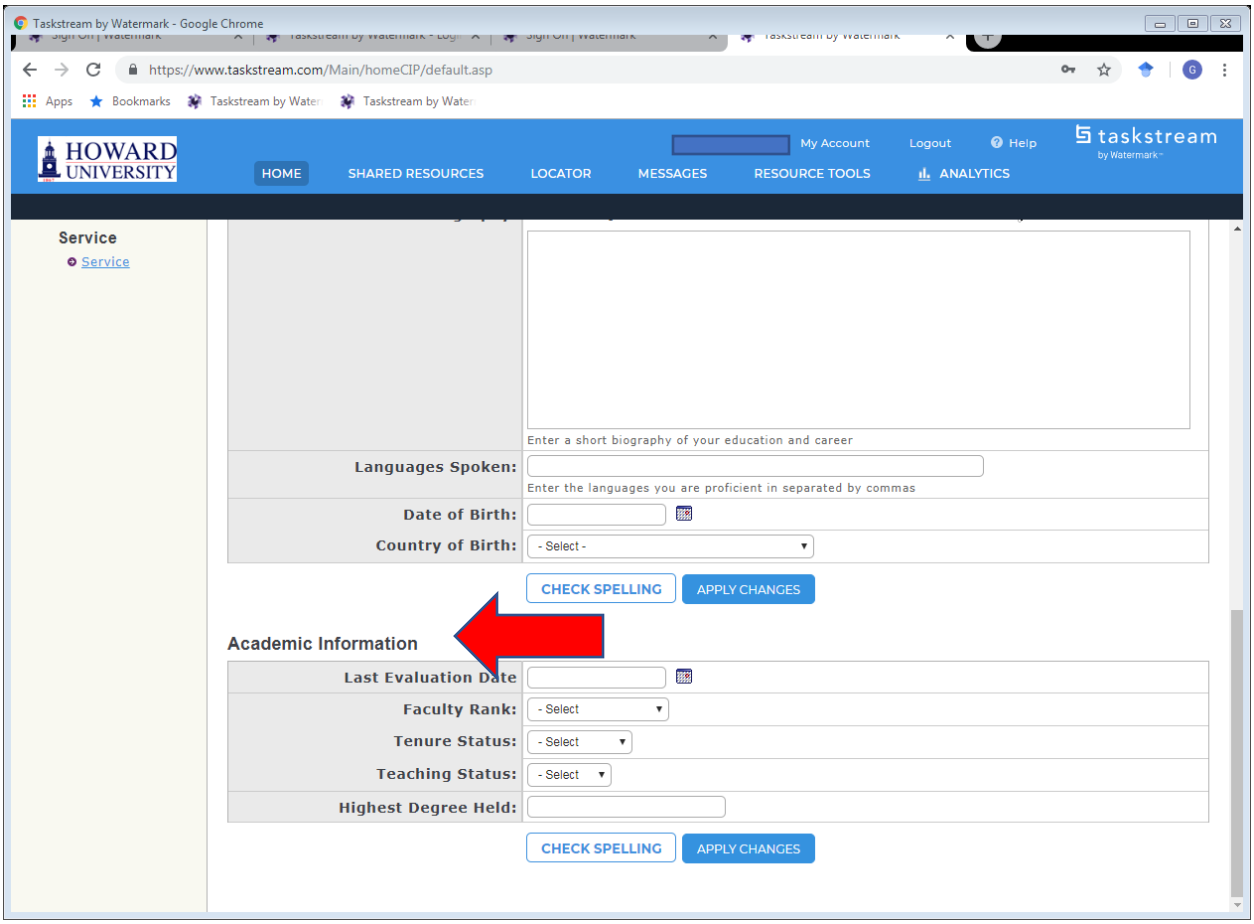
HOWARD UNIVERSITY
1867

Taskstream Training: Faculty Credentials
Profile

1. 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.



2. Scroll down to the “Academic Information” section



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.