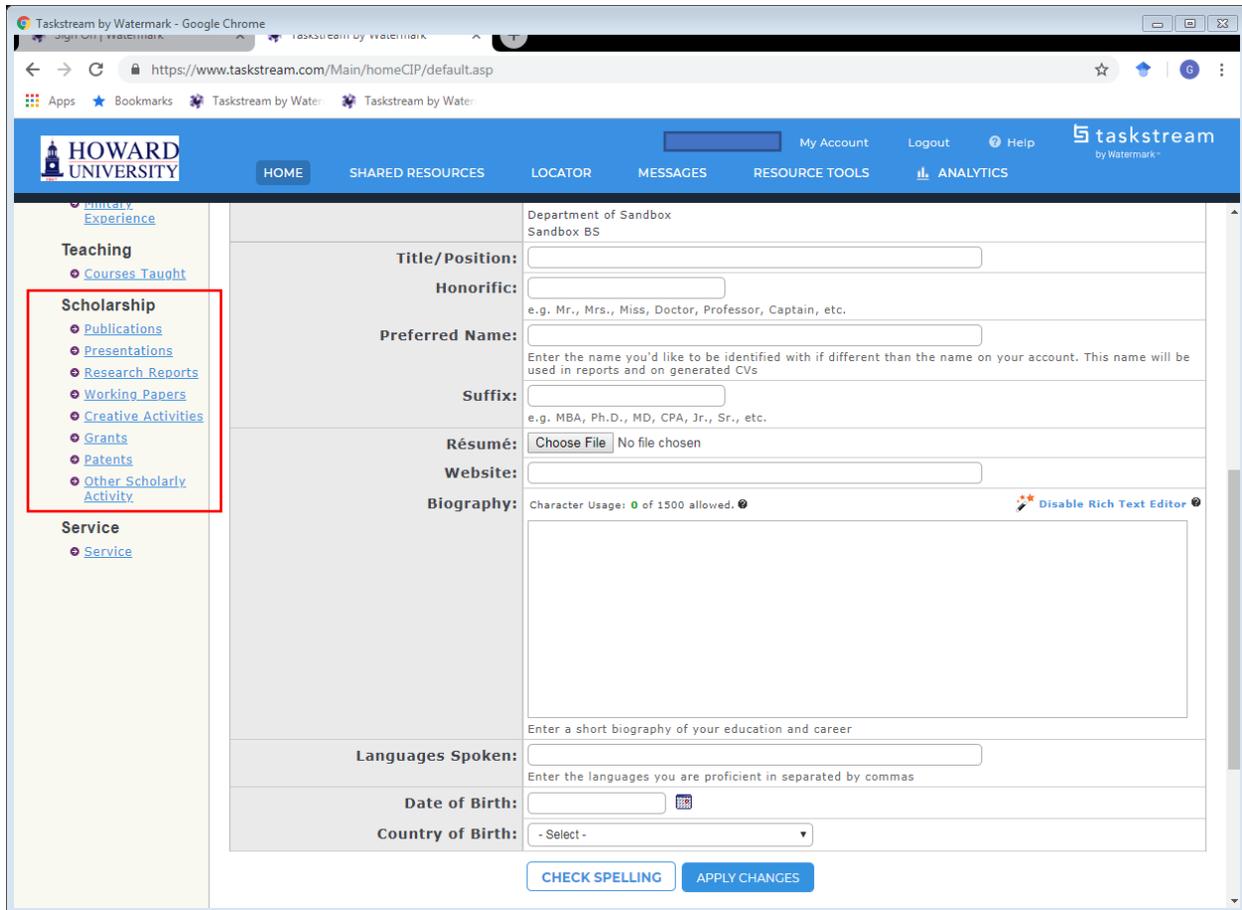# Taskstream Training: Faculty Credentials
Scholarship

1. To complete the "Scholarship" section, faculty must complete seven of the eight sections as applicable. Faculty do not need to complete the "Working Papers" section or any section that is not applicable to their field (i.e. "Creative Activities").
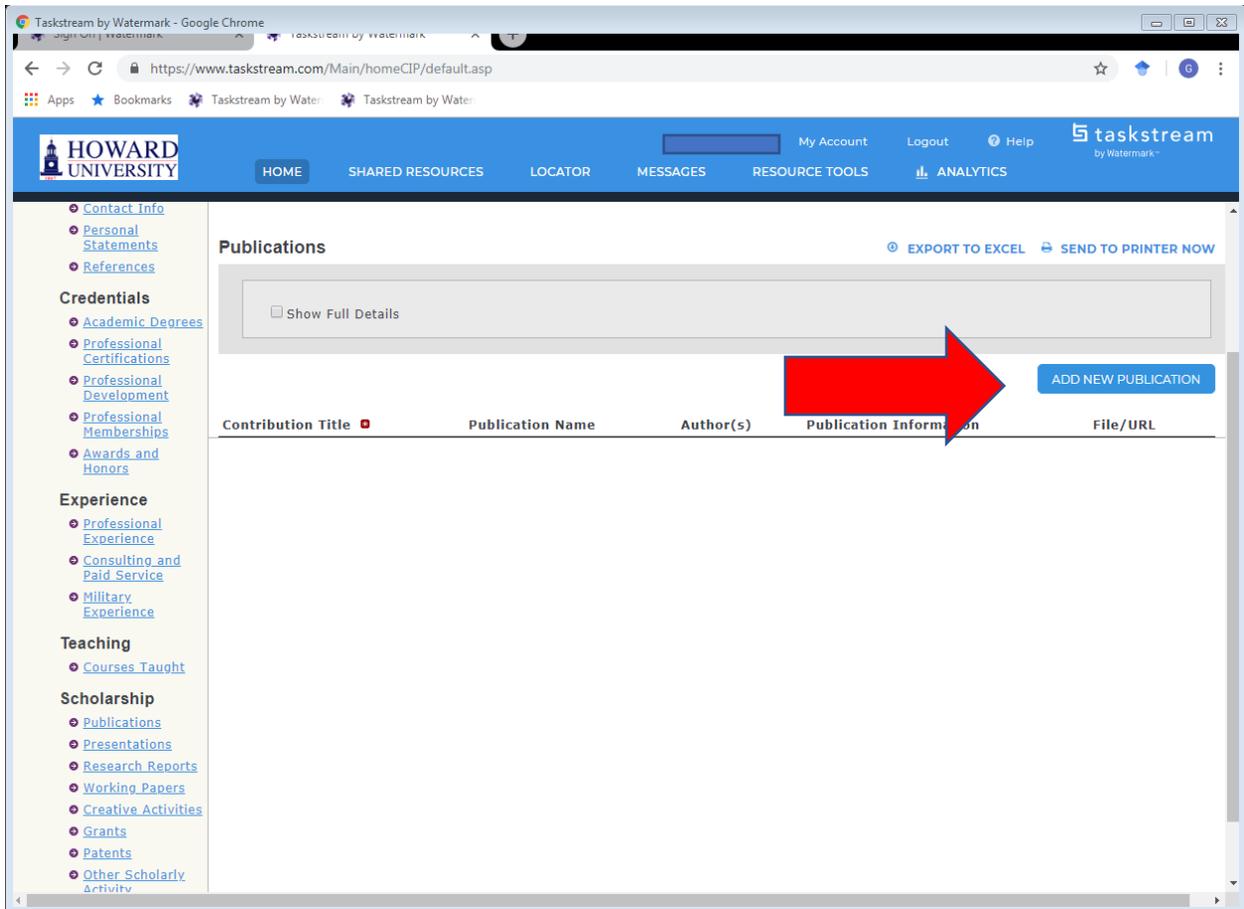
2. After selecting "Publications," you will see the following screen. Click on the "Add New Publication" button.

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

Please note that though the "Publication Name" field is not required, it should be completed.

Also, note that when you first put in your information, you will not see an area for "Date." After selecting the status of your publication as "Published" and selecting "Apply Changes," the system will then ask for "Date Published."

This feature is necessary as some works are entered that are Submitted, Proposed, or In Progress.

You should enter publications for at least the last three years. Your Chair may request up to five.

4. Repeat steps 1-3 for all other sections within "Scholarship" except for "Working Papers."

5. Areas which are not applicable to a faculty member can be left blank.