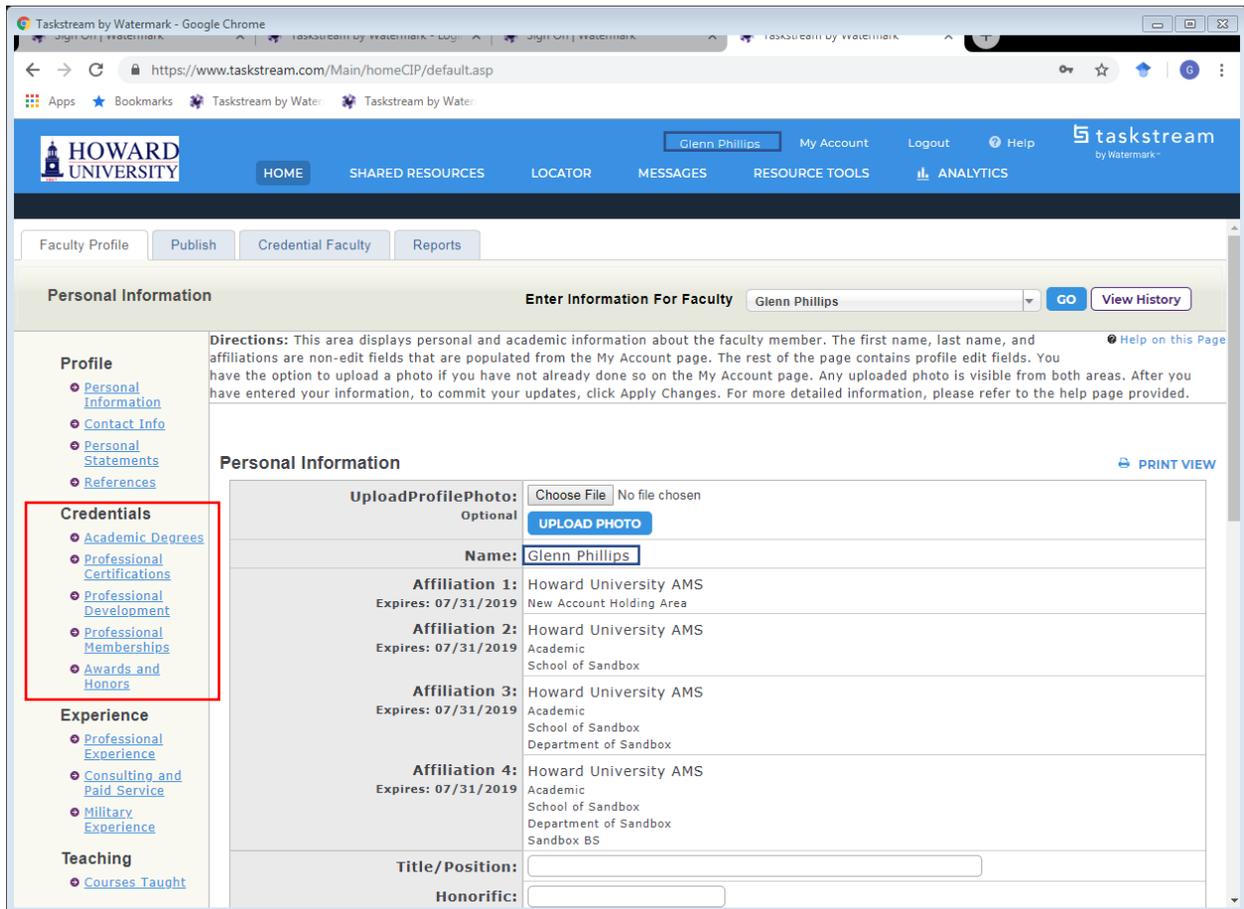


## Taskstream Training: Faculty Credentials Credentials

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



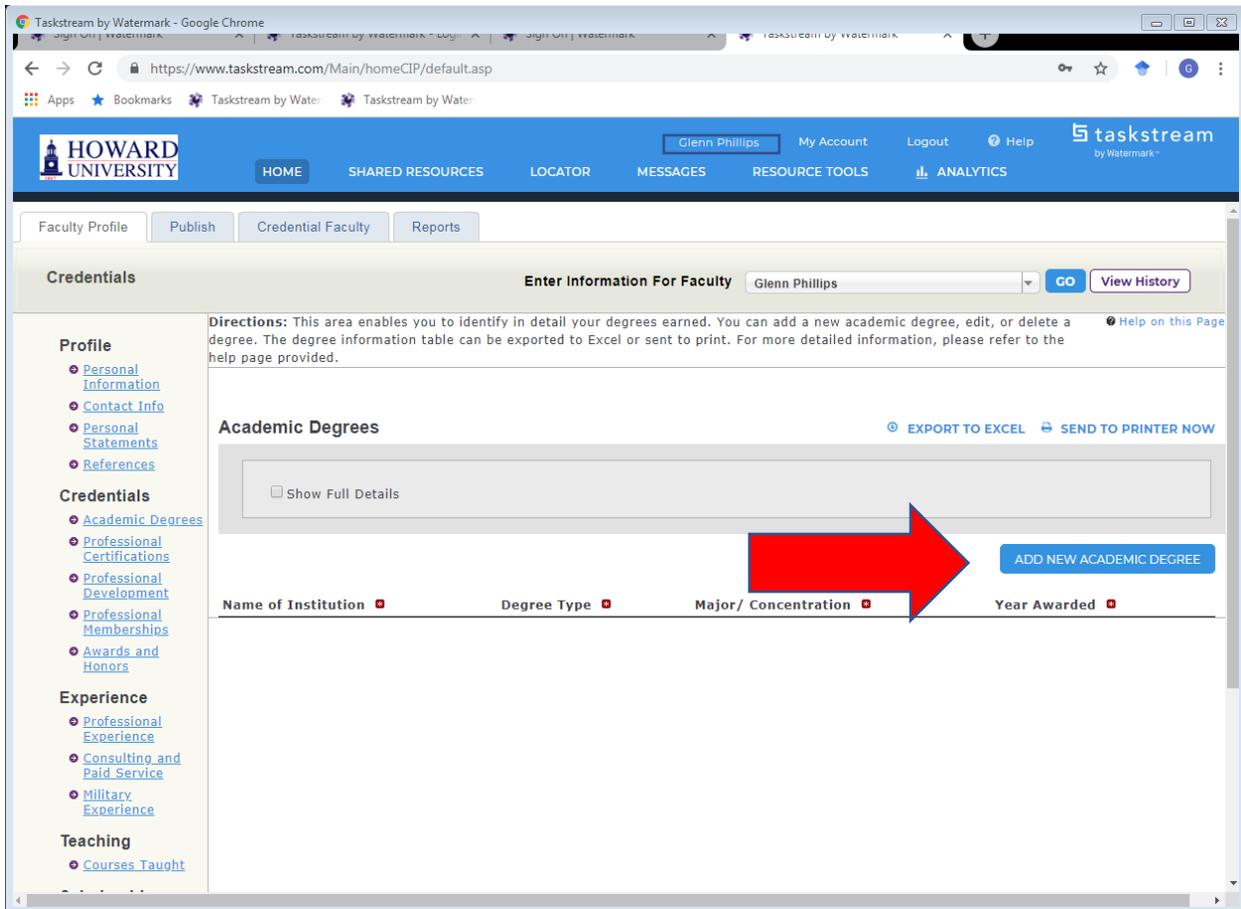
The screenshot shows the Taskstream Faculty Credentials page for Glenn Phillips. The left sidebar contains a navigation menu with the following sections:

- Profile**
  - Personal Information
  - Contact Info
  - Personal Statements
  - References
- Credentials** (highlighted with a red box)
  - Academic Degrees
  - Professional Certifications
  - Professional Development
  - Professional Memberships
  - Awards and Honors
- Experience**
  - Professional Experience
  - Consulting and Paid Service
  - Military Experience
- Teaching**
  - Courses Taught

The main content area is titled "Personal Information" and includes the following fields:

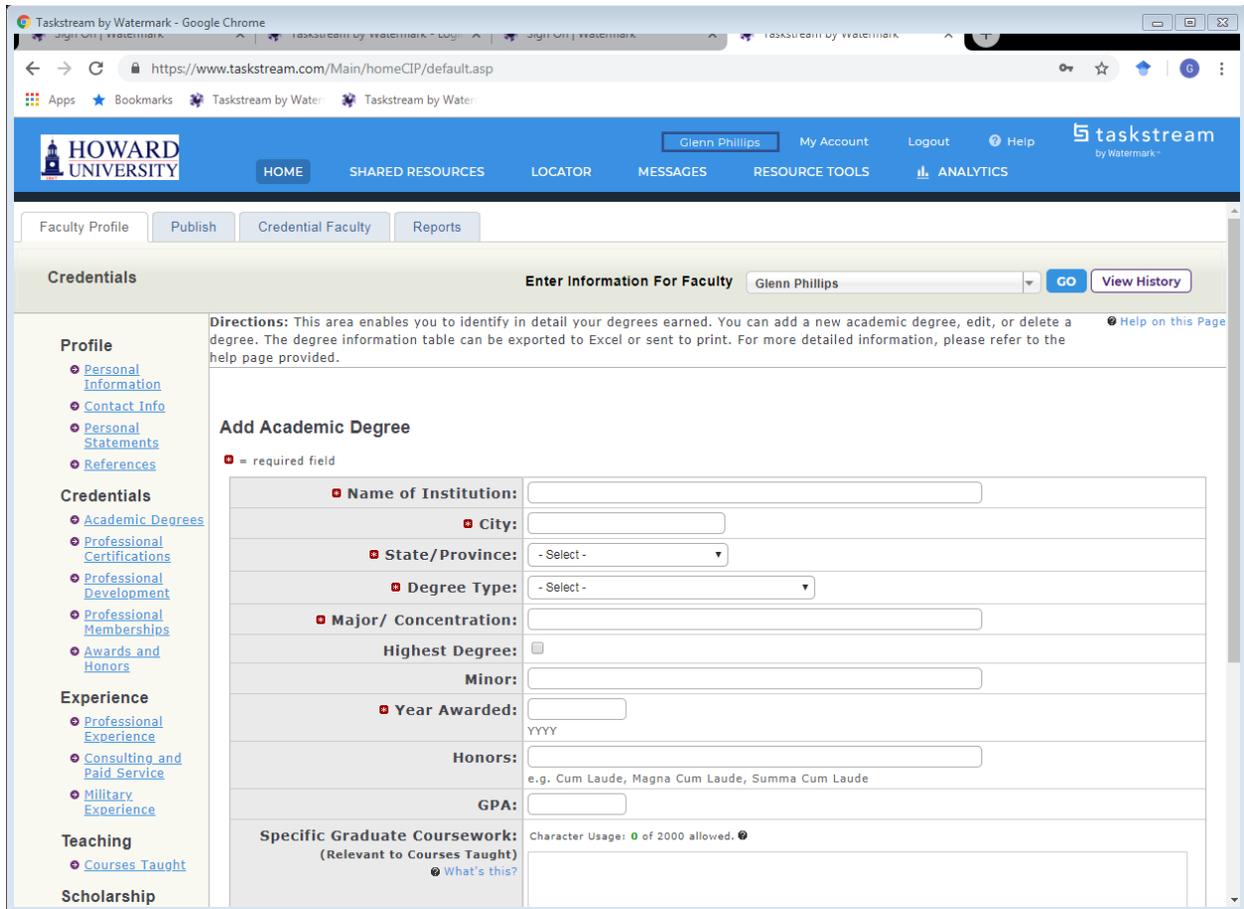
- UploadProfilePhoto:** Optional. Choose File (No file chosen) or **UPLOAD PHOTO**
- Name:** Glenn Phillips
- Affiliation 1:** Howard University AMS, Expires: 07/31/2019, New Account Holding Area
- Affiliation 2:** Howard University AMS, Expires: 07/31/2019, Academic, School of Sandbox
- Affiliation 3:** Howard University AMS, Expires: 07/31/2019, Academic, School of Sandbox, Department of Sandbox
- Affiliation 4:** Howard University AMS, Expires: 07/31/2019, Academic, School of Sandbox, Department of Sandbox, Sandbox BS
- Title/Position:** [Empty text box]
- Honorific:** [Empty text box]

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 interface. At the top, there is a navigation bar with the Howard University logo and user information for Glenn Phillips. Below this, a breadcrumb trail includes 'Faculty Profile', 'Publish', 'Credential Faculty', and 'Reports'. The main content area is titled 'Credentials' 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 this area is for identifying degrees earned. The 'Academic Degrees' section features a table with columns: '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 'Profile' section with links for Personal Information, Contact Info, Personal Statements, and References; a 'Credentials' section with links for Academic Degrees, Professional Certifications, Professional Development, Professional Memberships, Awards and Honors; an 'Experience' section with links for Professional Experience, Consulting and Paid Service, and Military Experience; and a 'Teaching' section with a link for Courses Taught.

- 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 is titled "Taskstream by Watermark" and features a navigation bar with links for 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 includes a sub-section "Enter Information For Faculty" for Glenn Phillips. A "GO" button and a "View History" link are present. Below this, there are "Directions" and a "Help on this Page" link.

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.