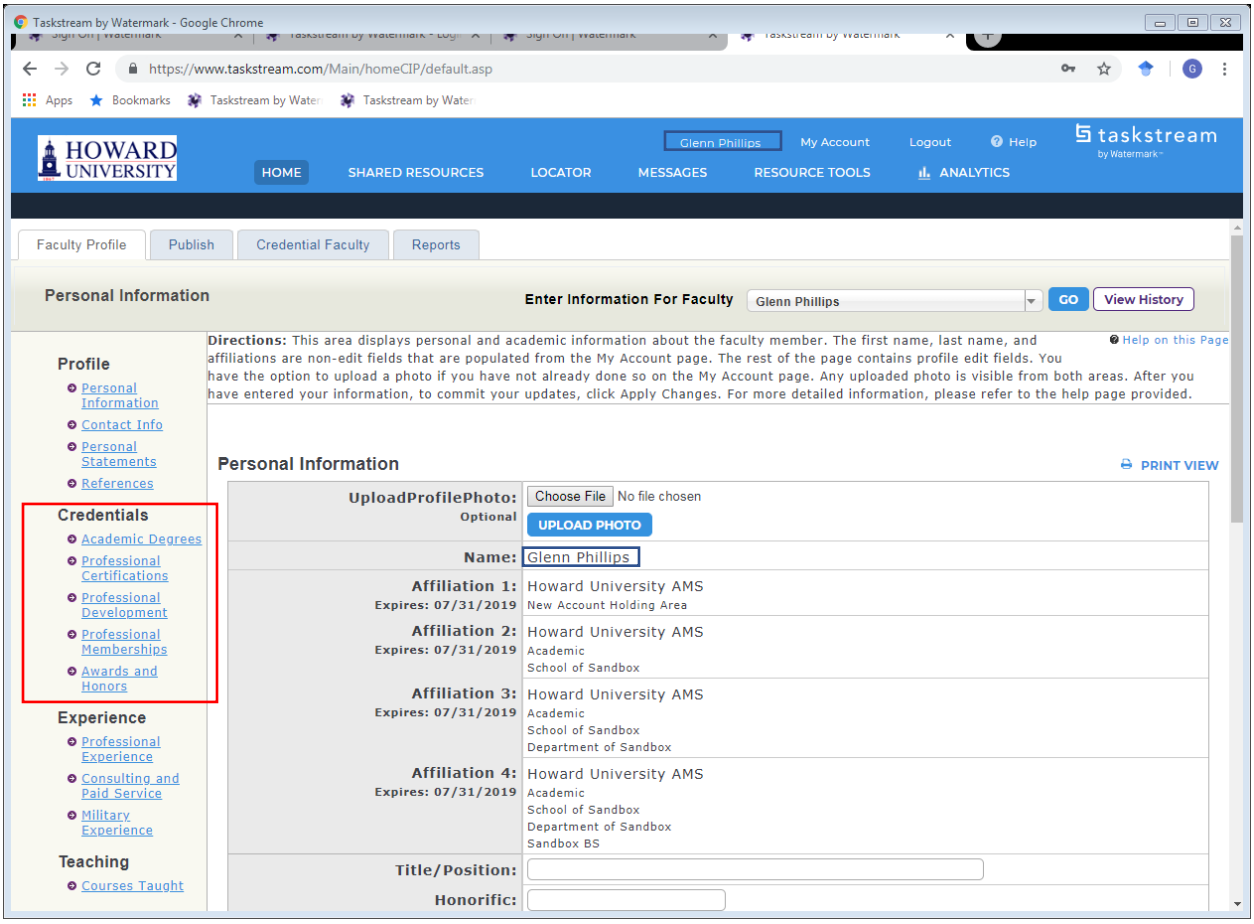
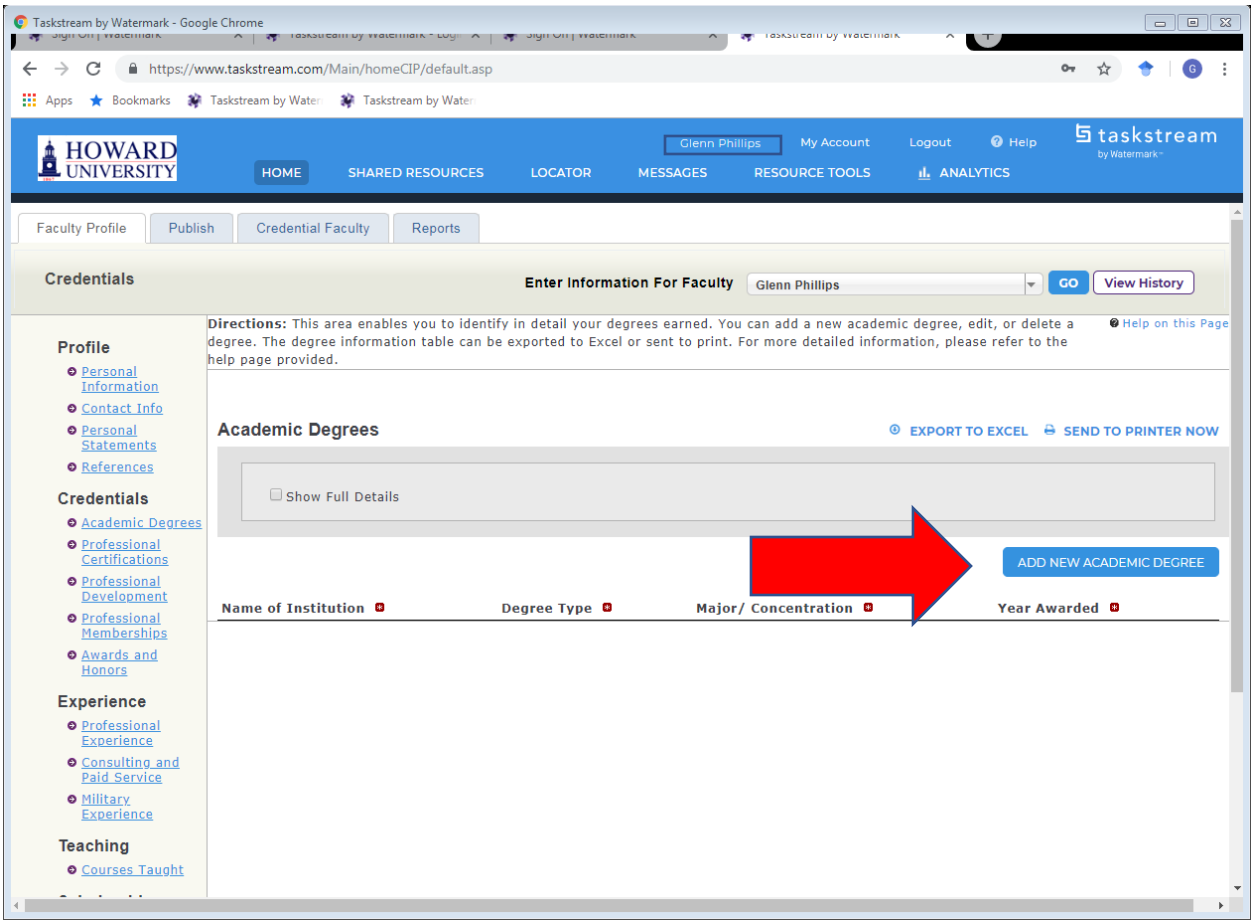
HOWARD UNIVERSITY
1867

Taskstream Training: Faculty Credentials
Credentials

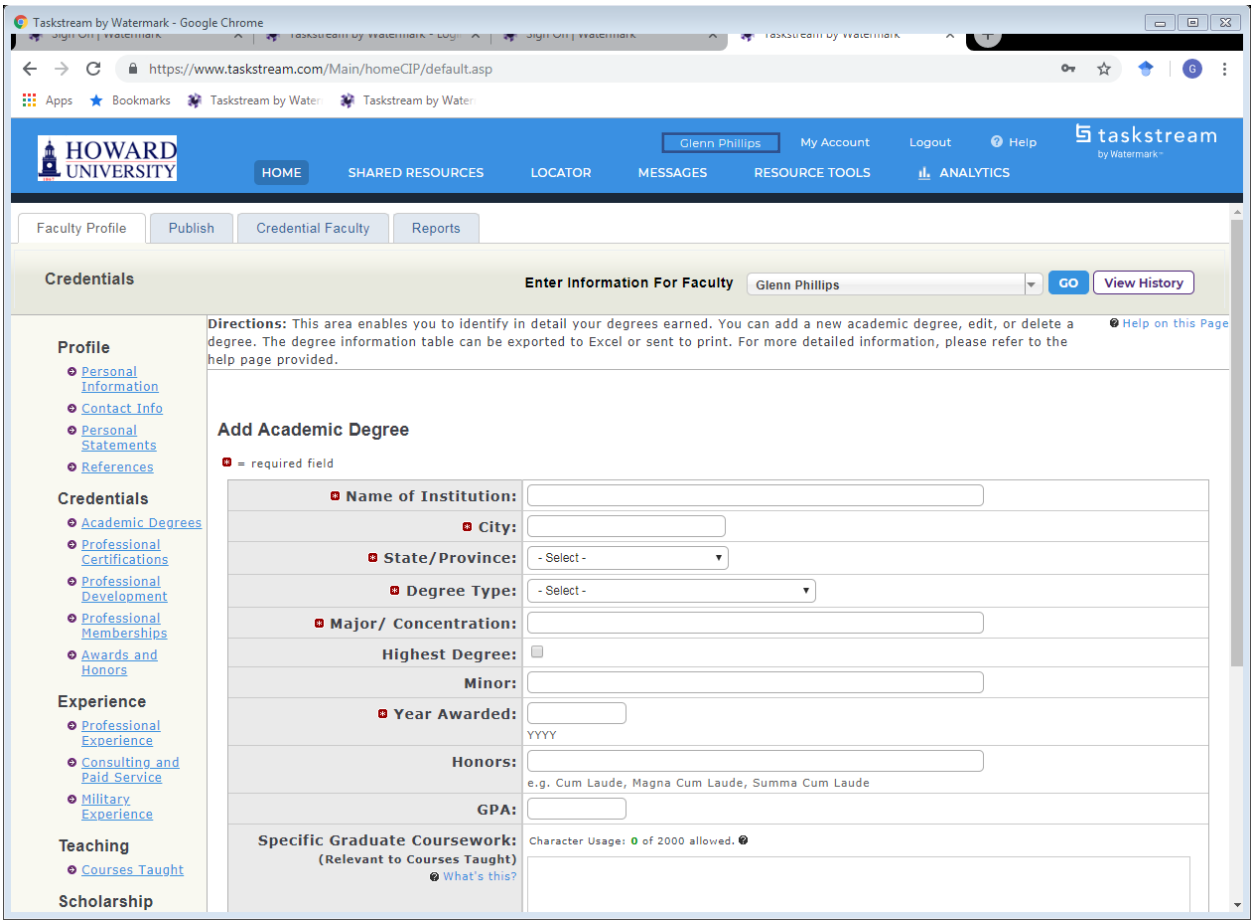
1. To complete the "Credentials" section, faculty must complete all five sections.



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



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.