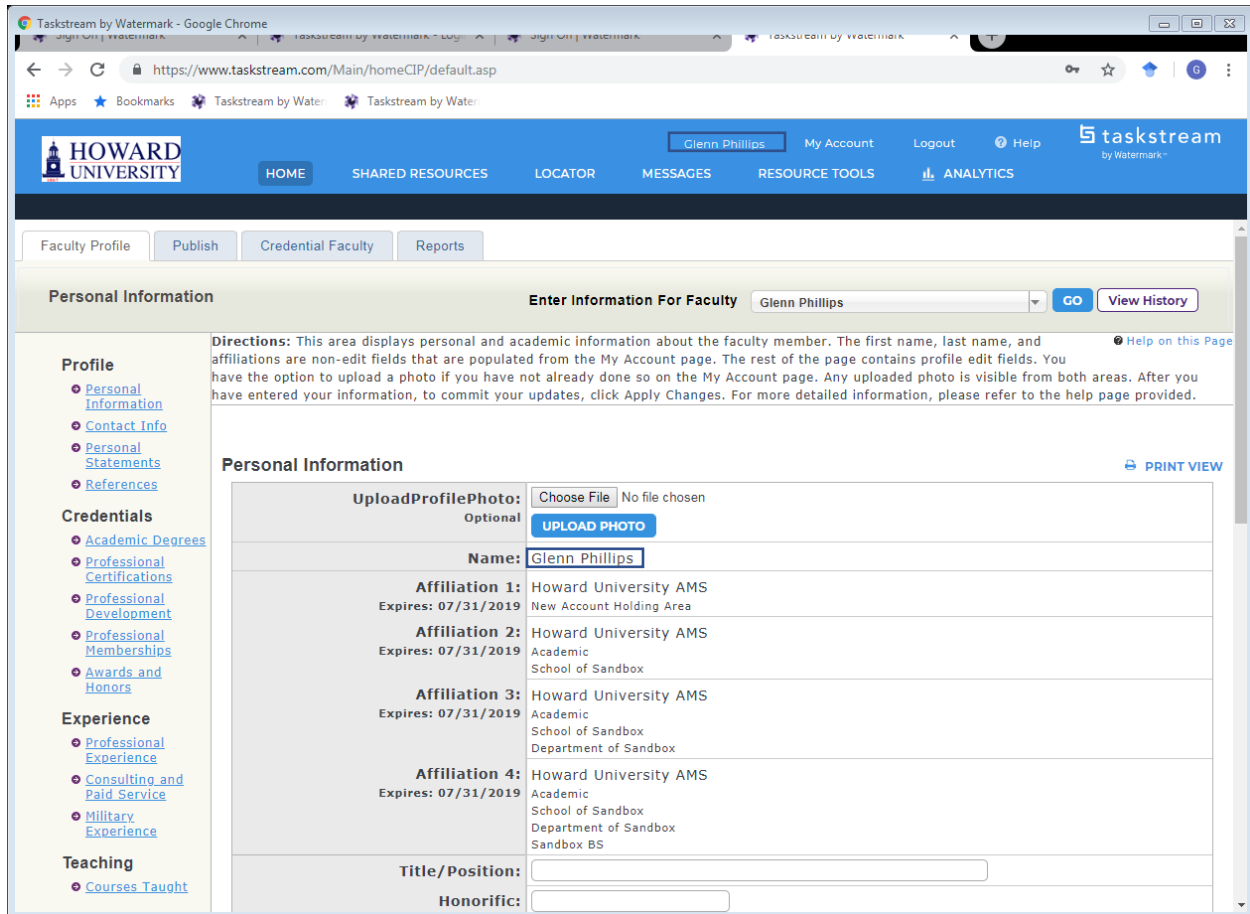


## Taskstream Training: Faculty Credentials Profile

- 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 web interface for a faculty member's profile. The page is titled "Personal Information" and is for the user "Glenn Phillips". The main content area is titled "Personal Information" and contains the following fields:

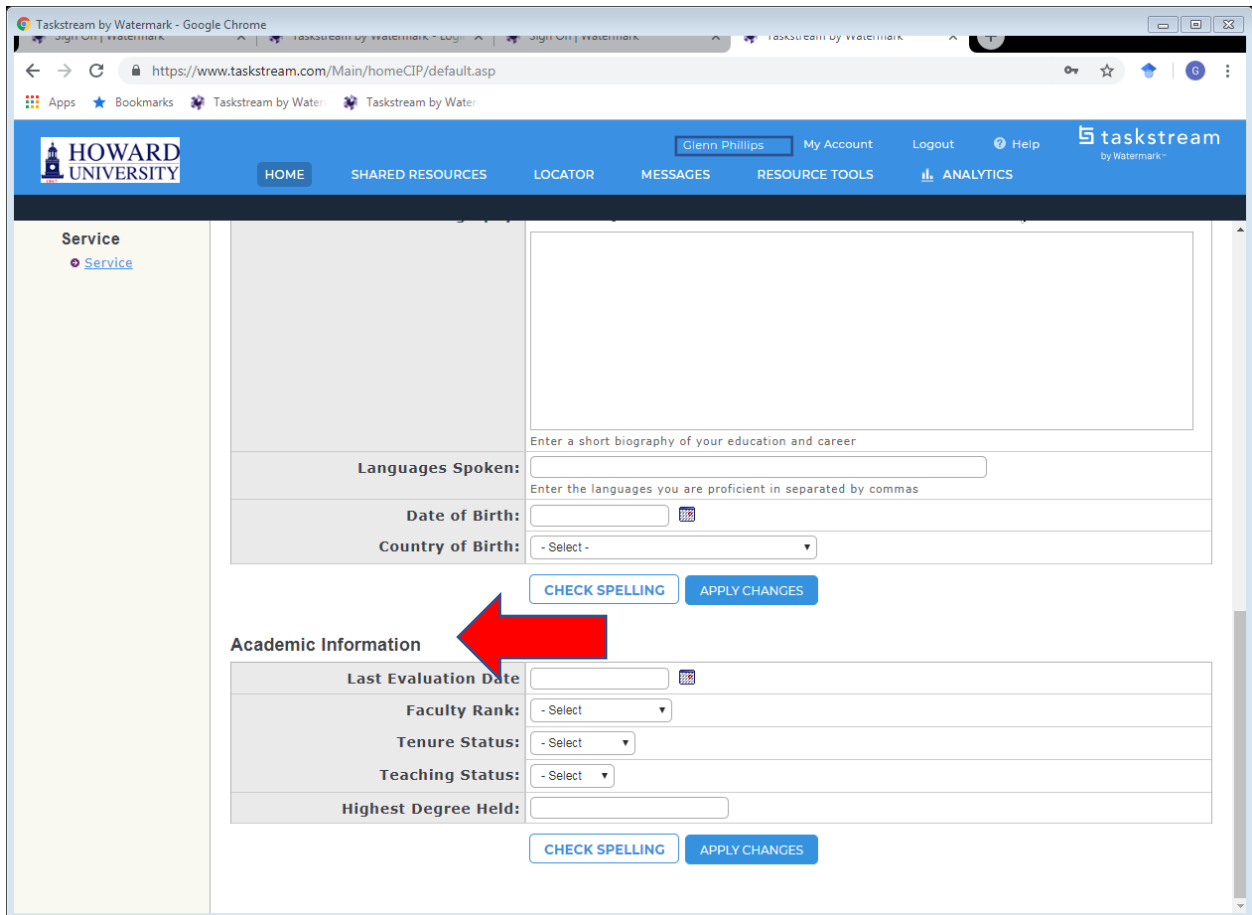
- UploadProfilePhoto:** Optional. Includes a "Choose File" button and "No file chosen" text. There is an "UPLOAD PHOTO" button.
- Name:** Glenn Phillips
- Affiliation 1:** Howard University AMS, Expires: 07/31/2019, New Account Holding Area
- Affiliation 2:** Howard University AMS, Expires: 07/31/2019, 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 input field)
- Honorific:** (Empty text input field)

On the left side, there is a navigation menu with the following sections:

- Profile**
  - Personal Information
  - Contact Info
  - Personal Statements
  - References
- Credentials**
  - Academic Degrees
  - Professional Certifications
  - Professional Development
  - Professional Memberships
  - Awards and Honors
- Experience**
  - Professional Experience
  - Consulting and Paid Service
  - Military Experience
- Teaching**
  - Courses Taught

At the top of the page, there is a navigation bar with the Howard University logo, user name "Glenn Phillips", and links for "My Account", "Logout", and "Help". Below this is a secondary navigation bar with "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", "RESOURCE TOOLS", and "ANALYTICS".

2. Scroll down to the “Academic Information” section



Taskstream by Watermark - Google Chrome  
https://www.taskstream.com/Main/homeCIP/default.asp

Glenn Phillips My Account Logout Help taskstream by Watermark

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Service  
Service

Enter a short biography of your education and career

Languages Spoken: Enter the languages you are proficient in separated by commas

Date of Birth: [Date Picker]

Country of Birth: - Select -

CHECK SPELLING APPLY CHANGES

**Academic Information**

Last Evaluation Date: [Date Picker]

Faculty Rank: - Select -

Tenure Status: - Select -

Teaching Status: - Select -

Highest Degree Held: [Text Field]

CHECK SPELLING APPLY CHANGES



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.