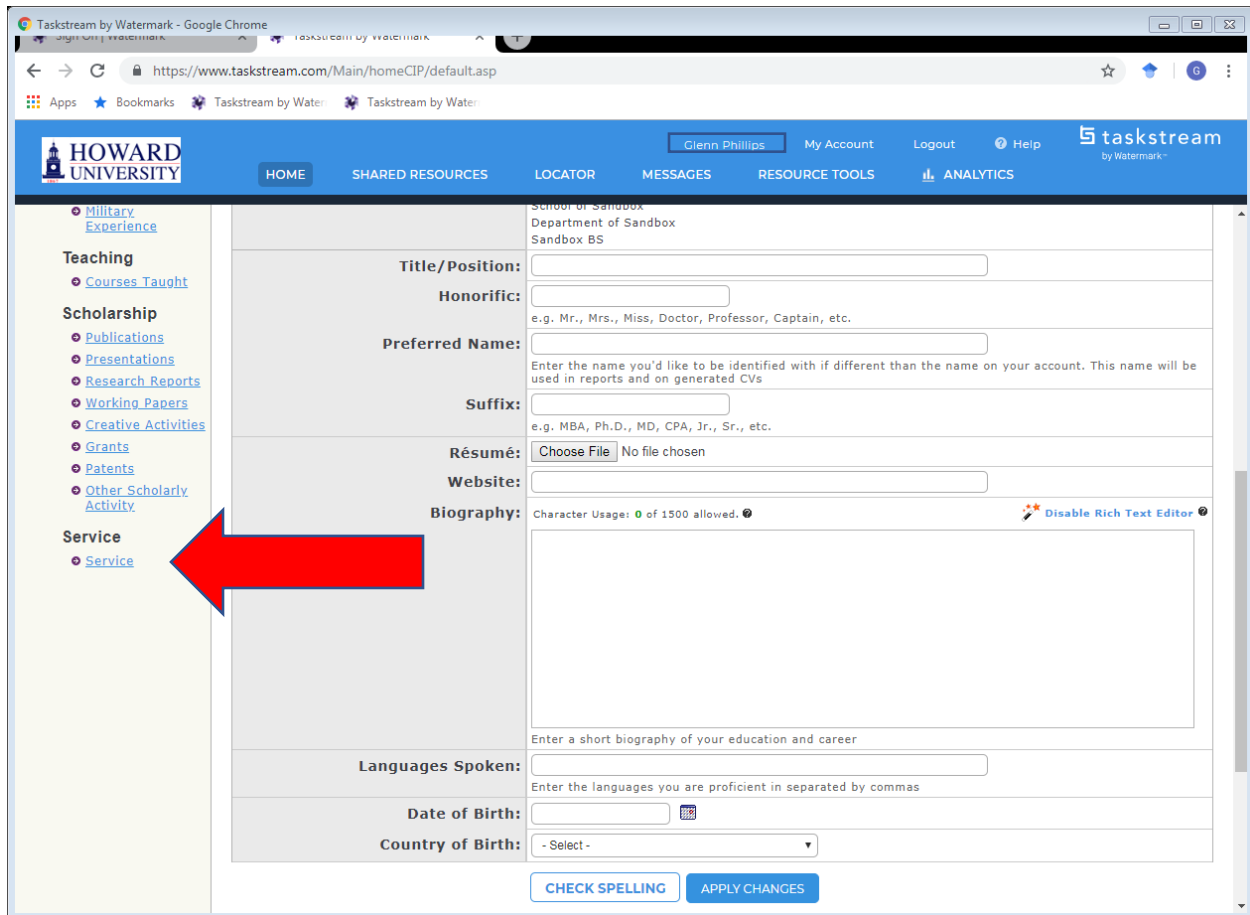


Taskstream Training: Faculty Credentials Service

1. To complete the “Service” section, select the “Service” link.



The screenshot shows a web browser window displaying the Taskstream Faculty Credentials Service form. The browser's address bar shows the URL: <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user's name, Glenn Phillips, and account information are visible in the top right.

The left-hand navigation menu is expanded, showing the following categories and links:

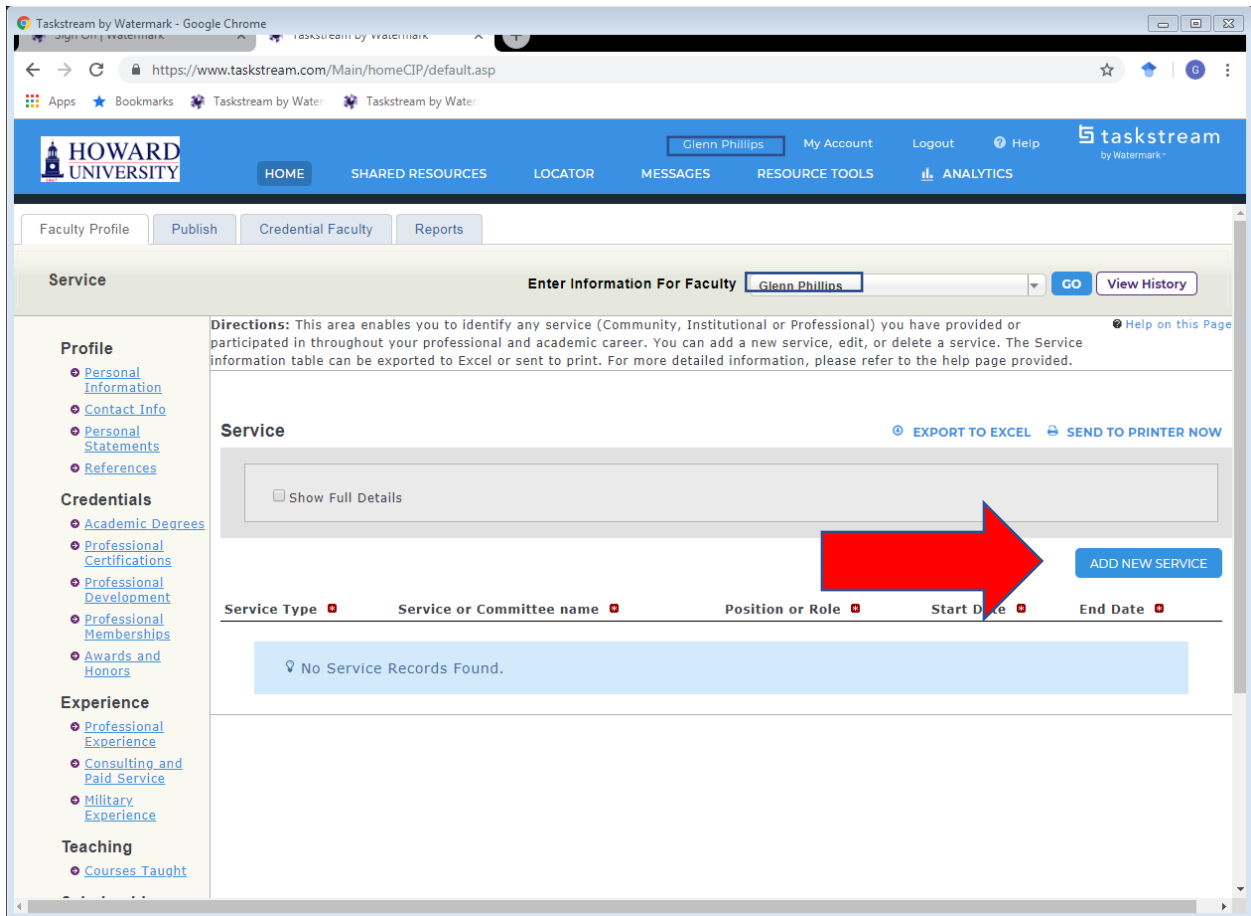
- Military Experience
- Teaching
 - Courses Taught
- Scholarship
 - Publications
 - Presentations
 - Research Reports
 - Working Papers
 - Creative Activities
 - Grants
 - Patents
 - Other Scholarly Activity
- Service
 - Service

A large red arrow points to the "Service" link in the left-hand navigation menu. The main content area displays the form fields for the Service section, including:

- Title/Position: School of Sandbox, Department of Sandbox, Sandbox BS
- Honorific: e.g. Mr., Mrs., Miss, Doctor, Professor, Captain, etc.
- Preferred Name: Enter the name you'd like to be identified with if different than the name on your account. This name will be used in reports and on generated CVs
- Suffix: e.g. MBA, Ph.D., MD, CPA, Jr., Sr., etc.
- Résumé: Choose File | No file chosen
- Website: [Empty field]
- Biography: Character Usage: 0 of 1500 allowed. Disable Rich Text Editor
- Languages Spoken: Enter the languages you are proficient in separated by commas
- Date of Birth: [Empty field]
- Country of Birth: - Select -

At the bottom of the form, there are two buttons: CHECK SPELLING and APPLY CHANGES.

2. After selecting “Service,” you will see the following screen. Click on the “Add New Course” button.



The screenshot shows the 'Service' page in the Taskstream by Watermark system. The page title is 'Service' and the user is logged in as Glenn Phillips. The main content area is titled 'Enter Information For Faculty' and includes a dropdown menu for the faculty member's name (Glenn Phillips) and buttons for 'GO' and 'View History'. Below this, there are instructions for adding services and a table with columns for 'Service Type', 'Service or Committee name', 'Position or Role', 'Start Date', and 'End Date'. A red arrow points to the 'ADD NEW SERVICE' button.

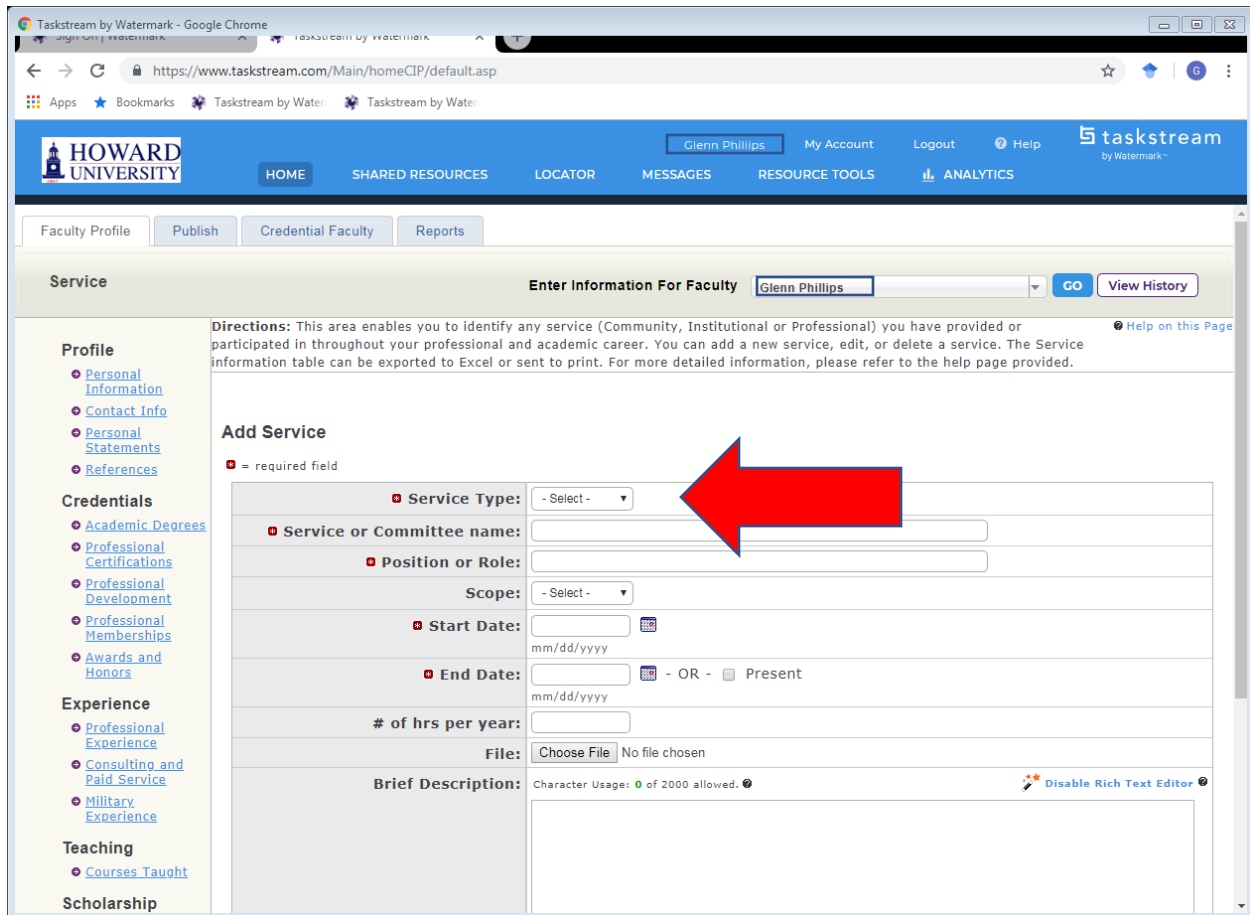
Service EXPORT TO EXCEL SEND TO PRINTER NOW

Show Full Details

ADD NEW SERVICE

Service Type	Service or Committee name	Position or Role	Start Date	End Date
No Service Records Found.				

3. First, select an institution (Howard University AMS).

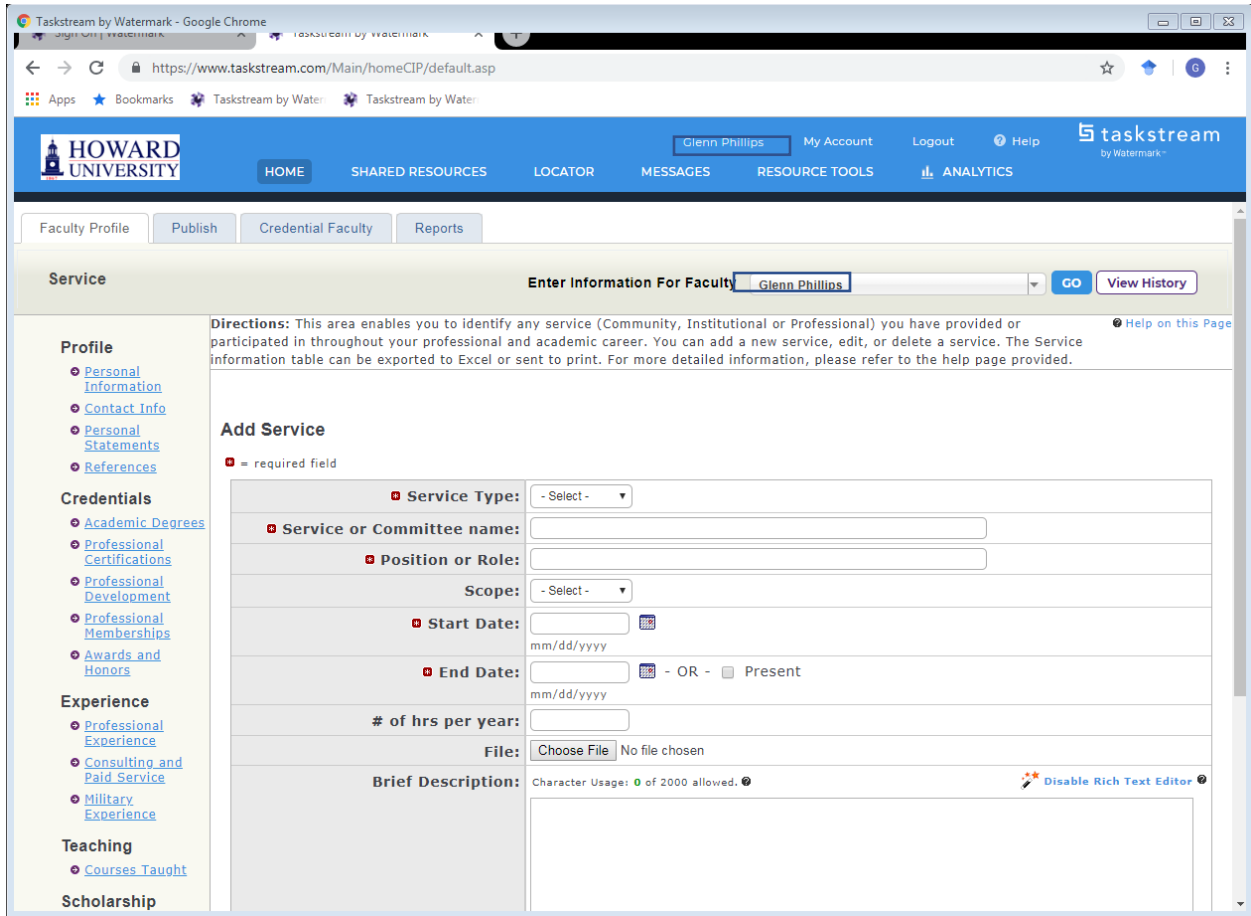


The screenshot shows the 'Add Service' form in the Taskstream system. The user is logged in as Glenn Phillips. The form includes a sidebar with navigation links for Profile, Credentials, Experience, Teaching, and Scholarship. The main form area has a 'Service Type' dropdown menu, which is highlighted by a red arrow. Other fields include 'Service or Committee name', 'Position or Role', 'Start Date', 'End Date', '# of hrs per year', and a 'Brief Description' text area.

There are three service types in the Taskstream “Service” module. Service activities should be properly labeled so that faculty can appropriately generate department-wide reports. You are not responsible for entering “Community” service activities.

- **Community service includes service to the larger community (pro bono consulting, good works, volunteering)**
- **Institutional service must include the following as applicable:**
 - Institutional service including campus committees, department committees, student advisor positions, etc.
 - Thesis and dissertation committee service
- **Professional service must include the following as applicable:**
 - Service to academic journals (editor, reviewer, etc.)
 - Service to academic or professional organizations (leadership, reviewer, moderator, etc.)

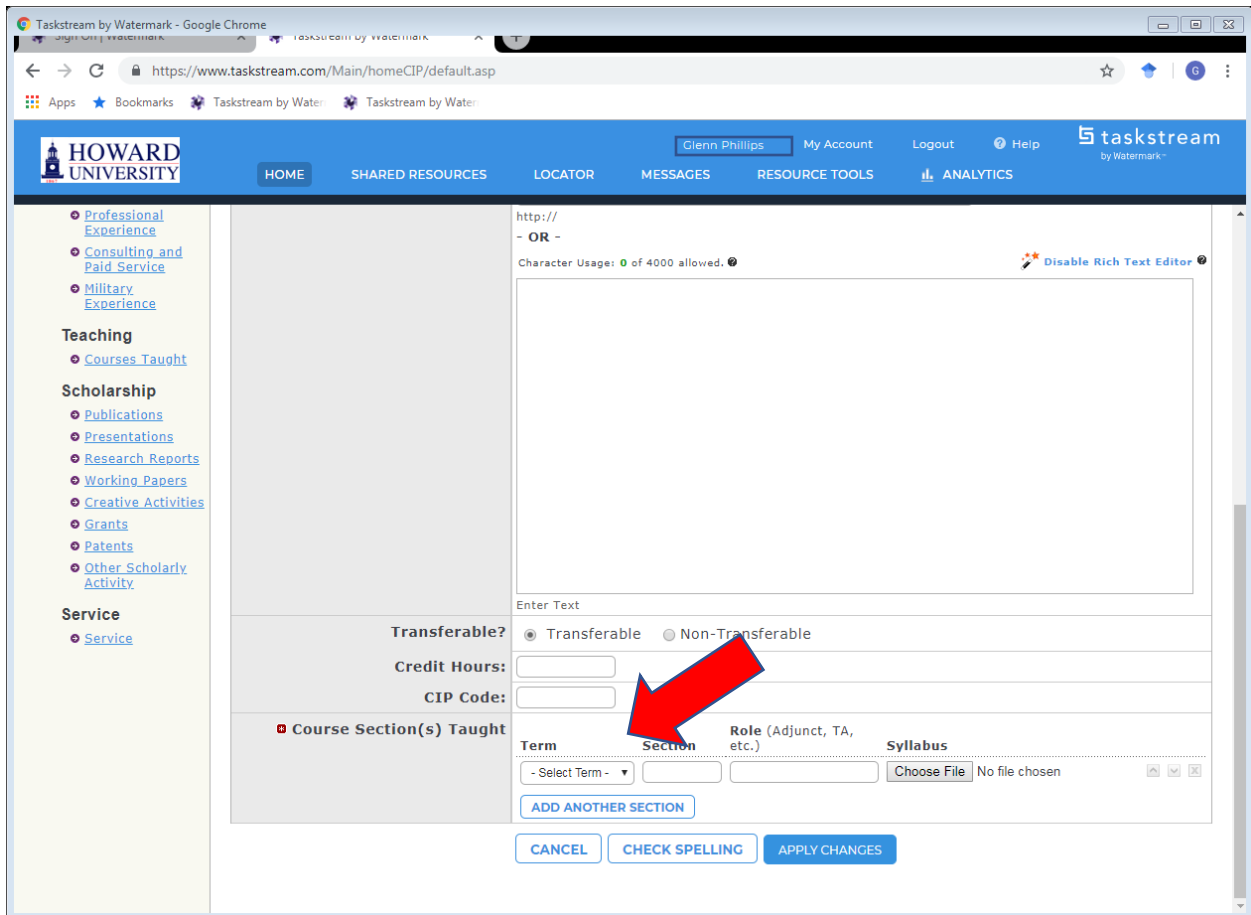
4. Complete all other sections with a red star.



The screenshot shows a web browser window with the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page is titled "Service" and is for "Enter information For Faculty" Glenn Phillips. The form includes a sidebar with navigation links for Profile, Credentials, Experience, Teaching, and Scholarship. The main form area is titled "Add Service" and contains the following fields:

- Service Type:** - Select -
- Service or Committee name:** [Text Input]
- Position or Role:** [Text Input]
- Scope:** - Select -
- Start Date:** [Date Picker] (mm/dd/yyyy)
- End Date:** [Date Picker] (mm/dd/yyyy) - OR - Present
- # of hrs per year:** [Text Input]
- File:** Choose File | No file chosen
- Brief Description:** [Rich Text Editor] (Character Usage: 0 of 2000 allowed.)

5. Make sure to complete the “Course Section(s) Taught.”



The screenshot shows the Taskstream by Watermark interface. The top navigation bar includes the Howard University logo, user name (Glenn Phillips), and links for My Account, Logout, and Help. The main content area is divided into a left sidebar with navigation links (Professional Experience, Consulting and Paid Service, Military Experience, Teaching, Scholarship, Service) and a main form area. The form area is titled "Course Section(s) Taught" and contains several fields: "Transferable?" (radio buttons for Transferable and Non-Transferable), "Credit Hours:" (text input), "CIP Code:" (text input), and a table for "Course Section(s) Taught". The table has columns for "Term", "Section", "Role (Adjunct, TA, etc.)", and "Syllabus". A red arrow points to the "Section" column. Below the table are buttons for "ADD ANOTHER SECTION", "CANCEL", "CHECK SPELLING", and "APPLY CHANGES".



6. Do this for all courses taught at Howard for the last three years. A unique entry should exist for every section taught every semester.

For example, if you taught ACCT 101 (Sections 100 and 200) in Fall 2017 and ACCT 101 (Sections 100 and 200) in Spring 2018, you would have four unique entries.

ACCT 101, 100, Fall 2017
ACCT 101, 200, Fall 2017
ACCT 101, 100, Spring 2018
ACCT 101, 200, Spring 2018

7. Click the “Apply Changes” button when you are done.