How to fill out your Faculty Directory Webpage information

1. Login to Faculty Success (FS)
2. Go to “Activities” in the tool bar
3. Click on Faculty Web Profile (red arrow in screen shot)

There are two methods for entering information for inclusion on your Faculty Profile: in Section
1, you will directly enter the information in text boxes, but in Section 2, information that you
have already entered in other parts of FS (in Activities) will be offered to you as options for
inclusion in your faculty profile.

SECTION 1: Faculty Profile Input Fields
(**The input fields below will show on your faculty profiles only if you enter the information
here in Section 1)

Personal Faculty Website: Enter the link to your personal website. You may wish to include
 your CV, descriptions of your ongoing work, m281ore enterltp141.5(i)9r(i)ph, no(-6(a)n o)-20(t)7 re
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External Collaboration Highlights: Highlight 1 to 2 of your collaborations with external

Exhibits," "Intellectual Properties," or "Presentations." Once in the appropriate section, click
the "Add New Item" button and enter your information.
Awards and Honors: From the drop down menus below, choose up to 3 awards or honors for
inclusion on your faculty profile.
How to enter data for this field: