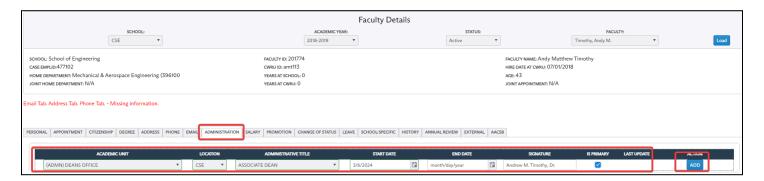
How to Add an Administrative Role

- 1. On the **Faculty Details** page of an individual's record (e.g., Andrew Timothy), select the **Administration**Tab.
- 2. Using the drop-down menus, select the following fields:
 - a. Academic Unit
 - b. Location
 - c. Division (if applicable)
 - d. Administrative Title
- 3. Add the **Start Date** (and **End Date** if applicable)
- 4. An entry in the signature field is optional; this is what will appear on any appointment forms or letters generated in FIS.
- 5. Check the "Is Primary" checkbox for the administrative title to appear on the appointment form. If the checkbox is not checked, the administrative title will not appear on the appointment form.
- 6. Click [Add] to save the information.



To edit existing records:

- 1. Make changes directly to the specific field.
- 2. Click [Save] under Action to record changes.

To remove an existing record:

1. Click [Delete] under Action to remove the entry.

