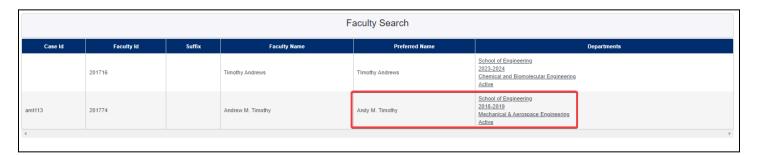
## **How to Find a Faculty Member in FIS**

There are three ways to search for a faculty member's existing record in FIS:

- 1) Use the Faculty Search button located at the top of the page
  - a. Type in the name (full or partial) of the faculty member, then click the button with the magnifying glass  $(\bigcirc)$



- b. A list of partial or complete matches. If you have access, the information under Departments will be hyperlinked.
- c. Click the link.



2) Select Faculty Lookup from the left Navigation Menu: Administration – Faculty Details – Faculty Lookup.

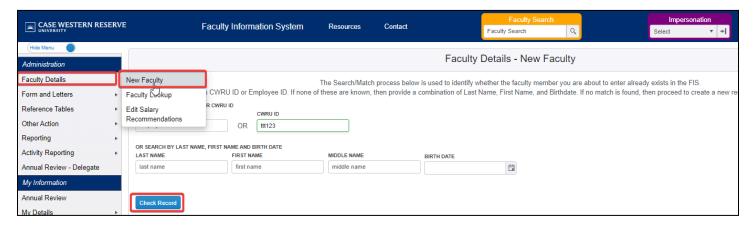
Use the series of drop-down menus to select:

- 1. **School** (if you have access to more than one)
- 2. Academic Year
- 3. **Status** (active, proposed, inactive, etc.)
- 4. Faculty
- 5. Click [Load]



## FACULTY INFORMATION SYSTEM HOW-TO DOCUMENTS

- 3) Select New Faculty from the left Navigation Menu: Administration Faculty Details New Faculty.
  - a. Add either the Employee ID, CWRU ID or a combination of Last/First/Middle name and Birth Date
  - b. Click [Check Record]



- c. If a faculty record exists, a message ("Faculty Records Already Exist") will appear
- d. Click [Go] to proceed



- e. Select the appropriate **School**, **Academic Year**, **Status**, **Home Department**, **Hire Date** from the drop-downs on the next screen.
- f. Click [Go] to proceed to the record

