










FE101.07_Add Degree Information for Faculty Member

Step	Action
1.	Click the NavBar object. 
2.	Click the Navigator button.  Navigator
3.	Click the Workforce Development menu. 
4.	Click the Profile Management menu. 
5.	Click the Profiles menu. 
6.	Click the Person Profiles menu. 
7.	Enter the Employee ID into the Empl ID field. Enter " 1000323 ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Click the Search button. If this degree is for a new faculty member, his/her profile may not exist yet. If nothing returns from the Search, you will need to add the new profile. 



Step	Action
9.	Click the Add a New Value tab. 
10.	Click the Add button. 
11.	Enter the Employee ID into the Empl ID field. Enter " 1000323 ". Empl ID <input data-bbox="464 569 646 604" type="text"/>
12.	Click the name of the employee. 
13.	Click the Look up Profile Type (Alt+5) button. 
14.	After selecting the Person profile type, the page will enable. Click the PERSON link. 
15.	No action is required for the Profile Actions drop down. Ignore this field.
16.	Click the Add New Degrees link. 
17.	Enter the desired information into the Date Acquired field. Enter " 5/10/2010 ". Date Acquired <input data-bbox="537 1245 813 1283" type="text"/>
18.	Click the Look up Degree (Alt+5) button. 
19.	Click in the Description field. Description <input data-bbox="488 1455 659 1493" type="text" value="begins with"/> <input data-bbox="662 1455 951 1493" type="text"/>
20.	Enter the desired information into the Description field. Enter " doctor of p ". Description <input data-bbox="488 1560 659 1598" type="text" value="begins with"/> <input data-bbox="662 1560 951 1598" type="text"/>
21.	Click the Look Up button. 
22.	Click the correct degree link. 



Step	Action
23.	Click the Look up Major Code (Alt+5) button. 
24.	Click in the Description field. Description <input type="text" value="begins with"/> <input type="text"/>
25.	Enter the desired information into the Description field. Enter " nursing ". Description <input type="text" value="begins with"/> <input type="text"/>
26.	Click the Look Up button. 
27.	Select the correct major. 
28.	Click the Country button. 
29.	Enter the desired information into the Country field. Enter " usa ". Country <input type="text" value="begins with"/> <input type="text"/>
30.	Click the Look Up button. 
31.	Select the correct country. 
32.	Enter the desired information into the State field. Enter " GA ". State <input type="text"/>
33.	Click the Georgia object. 
34.	Click the School Code button. 
35.	Click in the Description very long field. Description very long <input type="text" value="begins with"/> <input type="text"/>
36.	Enter the desired information into the Description very long field. Enter " Georgia State University ". Description very long <input type="text" value="begins with"/> <input type="text"/>
37.	Click the Look Up button. 



Step	Action
38.	Click the correct school. If you cannot find the school listed, you can cancel this look up action and enter the name of the school in the School Description field on the Add New Degrees page. 00157401
39.	If applicable, click the Graduated option. <input type="checkbox"/> Graduated
40.	Enter the desired information into the Year Acquired field. Enter " 2010 ". Year Acquired <input type="text"/>
41.	If applicable, click the Terminal Degree for Discipline option. <input type="checkbox"/> Terminal Degree for Discipline
42.	If applicable, click the Highest Degree option. <input type="checkbox"/> Highest Degree
43.	Click the OK button. <input type="button" value="OK"/>
44.	Click the Save button. <input type="button" value="Save"/>
45.	Entering and saving the degree information is all that is required when entering the information on behalf of the faculty member. Further approval is not required.
46.	This concludes how to enter degree information for a faculty member. End of Procedure.