

SACS Faculty Credentials Database

This information provides instructions to faculty members for accessing and completing the SACS Faculty Credentials Database.

1. Log into the SACS Faculty Credentials Database by clicking **iLogin** in the orange bar at the top of almost any UTHSC webpage.



2. Enter your NetID and NetID Password into the next screen that opens, then click the **LOGIN** button.



Enter your NetID and Password

NetID:

Password:

Warn me before logging me into other sites.

LOGIN clear

**** IMPORTANT SECURITY INFORMATION ****

It is imperative that users close **ALL** browser windows when the user has completed work (e.g., when students have completed self-service registration).

Failing to close **ALL** browser windows keeps the user logged in to the CAS single sign-on service and will allow the next person who utilizes the same workstation to access the previous user's information.

It is therefore of utmost importance that every user close **ALL** browser windows when finished.

3. Click the **+** beside the Administration link to expand the listing.

You are currently logged in as: CRUSSELL



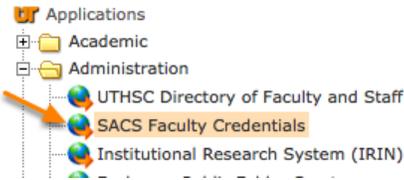
Welcome! \n (901) 448-2

Application List

- Applications
- Academic
- Administration
- Human Resources
- UTHSC Guest Internet Access
- Faculty
- Oracle Web Menu

4. Select the option for **SACS Faculty Credentials** in the list that opens up.

Application List



5. Enter the requested information about institutions you've graduated from or attended.

Please enter information about institutions you've attended below. This information is needed to obtain transcripts for all faculty members.

- Step 1** Click **ADD ROW** button to create a new row.
Step 2 Enter your information in the row that appears.
Step 3 Column 1: Click the upward arrow underneath **Name of Institution** for a list of institutions. Enter any search term in the new window that opens and click Search. Click the name of your institution and the window will close.
Step 4 Column 2: Click the dropdown arrow underneath **Degree Earned** for a list of the most common degrees of UTHSC faculty. Click on the degree you received.
NOTE: If you did not receive a degree but only took course(s) at that institution, select No Degree Earned from the list.
Step 5 Columns 3 and 4: Click the dropdown arrows for **Graduation Month** and **Graduation Year** to provide that information for each of your degrees earned.
NOTE: If you did not graduate but only took course(s) at that institution, select your last month and year of attendance.
Step 6 Columns 5, 6, and 7: Type your exact name (**Last Name, First Name, Middle Name**) as it appeared when you received your degree or attended each institution.
NOTE: Use your maiden name, if applicable.
Step 7 Click the **SAVE** button to save your information.
Step 8 Repeat the process to provide information from all institutions that you've attended or from which you've earned a degree.
Step 9 For non-listed institution, please click on the + icon and check the appropriate box. Then click the **UPDATE UNIQUE CIRCUMSTANCES FOR CHECKBOXES ABOVE** button, below the checkboxes.
Step 10 For non-U. S. institution please click on the + icon and check the appropriate box. Then click the **UPDATE UNIQUE CIRCUMSTANCES FOR CHECKBOXES ABOVE** button, below the checkboxes.
Step 11 For a degree that is not listed, please click on the + icon and check the appropriate box. Then click the **UPDATE UNIQUE CIRCUMSTANCES FOR CHECKBOXES ABOVE** button, below the checkboxes.

U.S. Institutions

CANCEL

DELETE

<input type="checkbox"/>	Name of Colleges	Degree Earned	Graduation Month	Graduation Year	Last Name	First Name	Middle Name	PERNO	Insert Date	NETID
No data found.										
<input type="button" value="ADD ROW"/> <input type="button" value="SAVE"/>										

Non-Listed Institution, Non U.S. Institution, or Degree not Listed ▾

I attended/graduated from a non-listed institution.

I attended/graduated from a non-US institution.

My Degree Isn't Listed.

- Your employee information (NetID, personnel number, first name, last name, and current job title) will be at the top of the screen.
- Follow the steps to add information about all institutions of higher education that you've attended or from which you've graduated.
- **To search for a specific institution, use only one word.** That word should be the most identifiable for the institution. Example: To find *University of Tennessee, Martin* use only the search term **Martin**.
- **Make sure to click SAVE after each entry.**
- Click the + beside the "Non-Listed Institution, Non U.S. Institution, or Degree not Listed" if you are unable to find your institution listed, if you attended a non-U.S. institution, or if your specific degree is not listed. Check the box(es) beside the instance(s) that fits you and then click the box that says "Update Unique Circumstances For Checkboxes Above." Our office will contact you to obtain information about your specific circumstance.
- When you have finished entering information about all of your institutions, click the NEXT button at the bottom of the screen to move to the next page.

6. Enter the requested information about semesters you've taught and colleges for which you've taught.

Please enter information about your teaching at UTHSC below:

- Step 1** Click the **ADD ROW** button to create a new row.
Step 2 Enter your information in the row that appears.
Step 3 Column 1: Click the dropdown arrow underneath **Select College** for a list of colleges. Click the name of the college and the list will close.
Step 4 Column 2: Click the dropdown arrow underneath **Semesters Taught** for a list of semesters from Spring 2010 to present. Click on the semester corresponding with when you taught for that college.
NOTE: If you taught multiple semesters for a single college, you will add additional rows to designate that.
Step 5 Repeat the process to provide information for all colleges and semesters you've taught at UTHSC (since Spring 2010).
Step 6 Click the **SAVE** button to save your information.

CANCEL DELETE

<input type="checkbox"/>	Select UTHSC college(s) you taught	Semesters Taught	NETID	PERNO	Insert Date
No data found.					
ADD ROW					
SAVE					

PREVIOUS NEXT

- Your employee information (NetID, personnel number, first name, last name, and current job title) will be at the top of the screen.
- Follow the steps to indicate the semesters you've taught and the colleges for which you taught from 2010 thru today.
- **Make sure to click SAVE after each entry.**
- You may return to the prior screen by selecting the PREVIOUS button at the bottom of the page. Select the NEXT button when you have finished entering information on this page.

7. If you need to delete a row for either institutions attended or semesters taught.

U.S. Institutions CANCEL DELETE

<input type="checkbox"/>	Name of Colleges	Degree Earned	Graduation Month	Graduation Year	Last Name	First Name	Middle Name	PERNO	Insert Date	NETID
<input type="checkbox"/>	West Virginia Ur	Master of Science in Nursing	August	1986	Russell	Cynthia	Kay	142110	08-JUN-12	CRUSSELL
<input type="checkbox"/>	University Of Ar	Doctor of Philosophy	December	1993	Russell	Cynthia	Kay	142110	08-JUN-12	CRUSSELL

ADD ROW SAVE

- Click in the box at the beginning of the row you want to delete (see orange arrow above).
- Then click the DELETE button.
- A pop-up will ask you if you want to perform the delete action. Click OK.
- The screen will then refresh with the row deleted that you had selected.

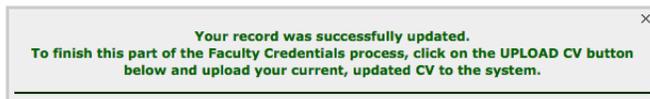
8. Click the **SUBMIT TRANSCRIPT AUTHORIZATION** button to store information you've just entered into the SACS Faculty Credentials Database.

Transcript Authorization

Click the **SUBMIT TRANSCRIPT AUTHORIZATION** button below to enter your information into the faculty credentials database and complete this part of the faculty credentials process. You will be receiving an Official Transcript Authorization form from your department that you will sign; authorizing The University of Tennessee Health Science Center to secure official transcripts from the institutions you've listed.

PREVIOUS SUBMIT TRANSCRIPT AUTHORIZATION UPLOAD CV

9. As the final step in the system, click on the **UPLOAD CV** button to upload your current, updated CV to the system.



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PREVIOUS SUBMIT TRANSCRIPT AUTHORIZATION **UPLOAD CV**



- You will receive confirmation that your record was successfully updated at this stage.
- To finish the online SACS Faculty Credentials system, click the button to **UPLOAD CV** at the bottom of the screen.

10. Upload your current, updated CV.

Please Upload your CV (Curriculum Vitae)

UPLOAD CV Browse...

- Click Browse... to open the file list on your computer.
- Browse to where your current, updated CV is located and click on the name of the file you wish to upload. It will insert a link to that file in the blank box.
- Then click the **UPLOAD** button to upload a copy of the document to the online SACS Faculty Credentials system.

11. On the final page, you will receive a positive message that your CV was successfully uploaded.



12. Now, you can logout of the system!