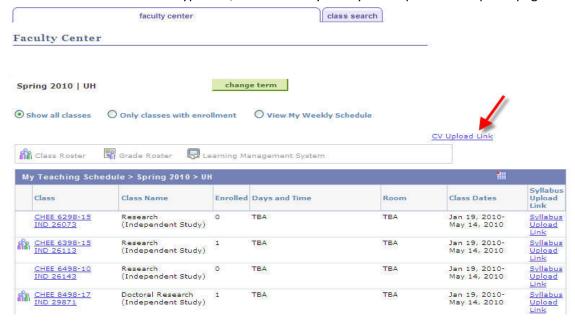
To Download CV Template

- Navigate to Self Service > Faculty Center
- Find the hyperlink "CV Upload Link" on the Faculty Center page (right above the Teaching schedule).
- Click on the hyperlink; this will take you to your respective CV upload page.



Click on the "CV Template Download Link" and this will show you a word document which you can save to your local workstation.

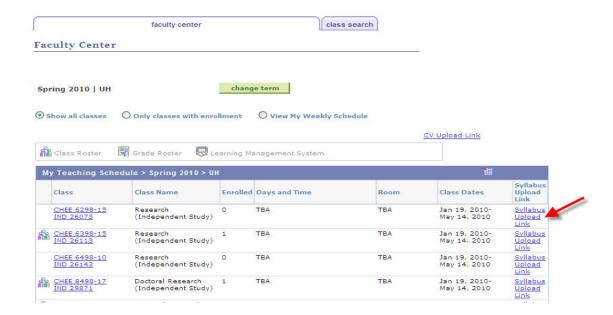


To upload your CV:

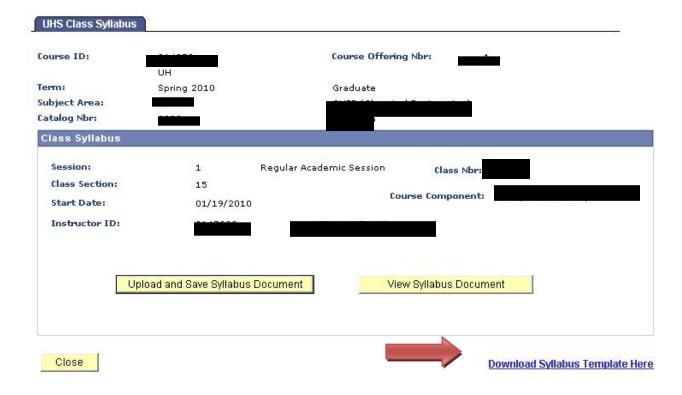
- 1 Click on the "*Upload CV Document*" button and this will show you a "*Browse*" button to select your CV from your local workstation directory.
- 2. Click open after selecting the CV document.
- 3. Click "Upload". You will be returned to the original CV Upload page.
- 4. Click Save.
- 5. If you wish to view your uploaded CV, then click "View CV Document". Either the CV will display directly in your web browser, or a pop up window will appear and ask you to download then open your CV document. You may need to **Enable pop-ups** on your browser.

To Download Syllabus Template

- Navigate to Self Service > Faculty Center
- Find the hyperlink "Syllabus Upload Link" on the Faculty Center page (the last column in "My Teaching schedule").
- Click on the hyperlink; this will take you to your class syllabus upload page.



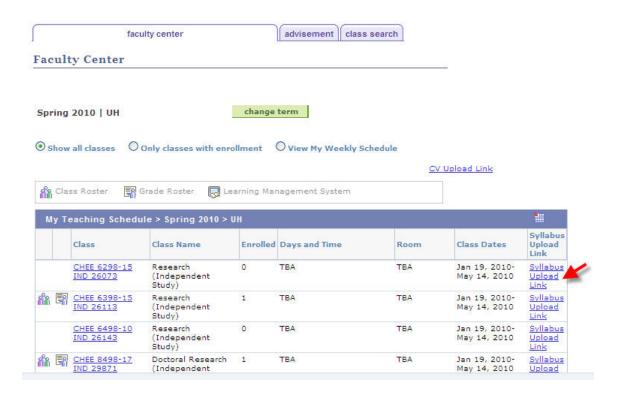
Click on the "Syllabus Template Download Link" and this will show you a word document which you can save to your local workstation.



To upload your Syllabus

- Navigate to Self Service > Faculty Center.
 Find the hyperlink "Syllabus Upload Link" on the Faculty Center page (the last column in "My Teaching schedule").
- 2. Click on the hyperlink; this will take you to the class syllabus upload link.
- 3. Please note that only the primary instructor of the class will be able to upload the syllabus document.
- 4. Click on the "Upload and Save Syllabus Document" button and this will show you a "Browse" button to select your class syllabus from your local workstation directory.
- 5. Click open after selecting the Syllabus document.
- 6. Click "Upload". You will be returned to the original Syllabus Upload page.
- 7. If you wish to view your uploaded Syllabus, then click "View Syllabus Document". Either the Syllabus will display directly in your web browser, or a pop up window will appear and ask you to download and then open your Syllabus document.
- 8. Click "Close" to return to the Faculty Center page
- 9. You can upload/update a syllabus for a different class number or logout if you are done.
- 10. The instructions above apply for all the classes under your Teaching schedule.

Screenshots are attached below.



Known Issues:

Internet Explorer & PeopleSoft 'View" attachments workarounds

- 1. Symptom: Clicking an attachment does nothing no message bar or status bar alerts or warnings appear.
 - Resolution: Press and hold the <Ctrl> key while clicking on the attachment.
 - This issue usually occurs when Office 2007 is installed.
- 2. Symptom: Clicking an attachment opens a dialog box with a ZIP file reference.
 - Resolution #1: Select Tools > Compatibility View from the Internet Explorer menu.
 - Resolution #2: If Office 2003 is installed, insure that the Office 2007 Compatibility Pack has been applied. You can download it here
 http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en