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.

faculty center				class search

Faculty Center

Spring 2010 | UH   change term

⦿ Show all classes   ◯ Only classes with enrollment   ◯ View My Weekly Schedule

CV Upload Link

Class Roster   Grade Roster   Learning Management System

My Teaching Schedule > Spring 2010 > UH

Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Syllabus Upload Link
CHEE 6298-15 IND 26073	Research (Independent Study)	0	TBA	TBA	Jan 19, 2010-May 14, 2010	Syllabus Upload Link
CHEE 6398-15 IND 26113	Research (Independent Study)	1	TBA	TBA	Jan 19, 2010-May 14, 2010	Syllabus Upload Link
CHEE 6498-10 IND 26143	Research (Independent Study)	0	TBA	TBA	Jan 19, 2010-May 14, 2010	Syllabus Upload Link
CHEE 8498-17 IND 29871	Doctoral Research (Independent Study)	1	TBA	TBA	Jan 19, 2010-May 14, 2010	Syllabus Upload Link

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

1. 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