Instructor Credentials System (ICS) Quick Reference Guide

Gathering Instructor Information

It will be helpful for you to gather the following instructor information prior to entering instructor profiles in the ICS.

- Instructor's name and College/School/Department.
- Degree program and levels they will be teaching.
- Determine if the instructor will serve as the Program Director and at which levels.
- Consult with your Department Chair, Director, Dean, Associate Dean to determine the C.I.P. code(s) that the
 instructor is qualified to teach and at which levels.

Accessing the System

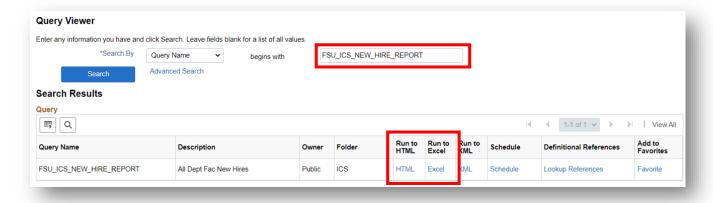
You will automatically receive the roles necessary to access the system. Users will need to request access via the e-Online Role Request System after go-live.

- 1. Log on to my.fsu.edu and click on the SC icon under myFSU Links.
- 2. Navigation: Curriculum Management > Instructor/Advisor Information > Instructor Credentials > Submit Instructor Credentials.
- Click Add.

Review the Instructor New Hire Report

This report contains instructors that were hired after August 5, 2021.

- 1. Log on to my.fsu.edu and click on the SC icon under myFSU Links.
- 2. Navigate to the report: Reporting Tools > Query > Query Manager.
- 3. Search for the FSU ICS NEW HIRE REPORT QUERY and select an option for the report format.



Viewing Existing Degrees On File

On the CIP Assignments tab, you will have the ability to select from the instructor's degrees on file and copy them into the instructor profile. If discrepancies are found in the ICS, a query has been created to allow you to view verified degree data in OMNI HR. The ICS instructor profile should be updated with the correct verified degree data.

Running the OMNI HR Verified Degree Query

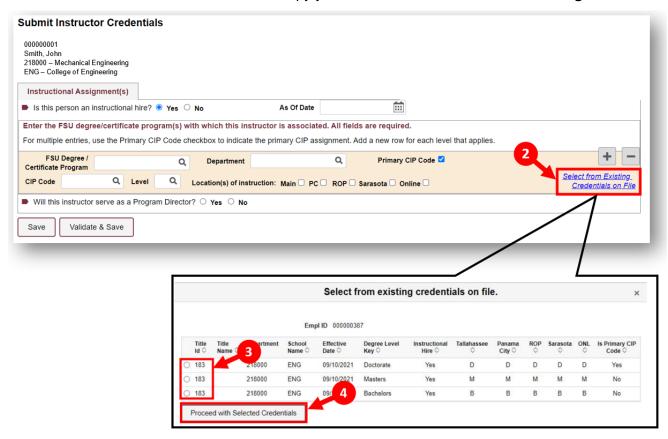
- 1. Log on to my.fsu.edu and click on the HR icon under myFSU Links.
- Navigation: Reporting Tools > Query > Query Viewer.
- 3. Search for the FSU_HR_DEPT_VERIFY_DEGREES query and enter the department ID.

For questions concerning OMNI HR verified degree information, or to get assistance with reviewing official transcripts in OnBase, please contact Joel Hunt in Human Resources at jehunt@fsu.edu.

Viewing Existing Credentials on File – Available on 9/20/2021

Faculty between 2018 and August 6, 2021 will have their C.I.P. assignment and degree program information loaded into the ICS on 9/20/21. You will be able to copy this information into the instructor profile to reduce data entry.

- 1. Navigate to the Instructional Assignment(s) tab
- 2. Click the Select from Existing Credentials on File link.
- 3. Select the appropriate credentials.
- 4. Click Proceed with Selected Credentials to copy your selection to the Instructional Assignments tab.



Resources

Office Hours

Date	Time	Zoom Link
9/31/21	1:00 PM - 2:30 PM	https://fsu.zoom.us/j/96671726521
9/14/21	10:00 AM – 11:30 AM	https://fsu.zoom.us/j/97022725041
9/15/21	2:00 PM – 3:30 PM	https://fsu.zoom.us/j/92330352022
9/16/21	1:00 PM – 2:30 PM	https://fsu.zoom.us/j/98966450481
9/17/21	10:00 AM – 11:30 AM	https://fsu.zoom.us/j/92955303798

Websites

- Office of Faculty Development and Advancement:
 Faculty Credentialing Information
- Institutional Research:
 Degree Program Inventory
- National Center for Education and Statistics:
 C.I.P Codes

Contacts

- Maria Whitaker, Project Manager for ITS, <u>mwhitaker@fsu.edu</u>
- Dr. Jennifer Buchanan, Associate Vice President for FDA, jbuchanan@fsu.edu
- Ameko Dillard, Office Administrator for FDA, adillard@fsu.edu