

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**.
3. 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.

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there is a search filter set to 'Query Name' and a search box containing 'FSU_ICS_NEW_HIRE_REPORT'. A 'Search' button is visible. Below the search bar, the 'Search Results' section shows a table with one result. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The 'Run to HTML' and 'Run to Excel' buttons are highlighted with a red box.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_ICS_NEW_HIRE_REPORT	All Dept Fac New Hires	Public	ICS	HTML	Excel	XML	Schedule	Lookup References	Favorite

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**.
2. 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.

Submit Instructor Credentials

00000001
Smith, John
218000 – Mechanical Engineering
ENG – College of Engineering

Instructional Assignment(s)

Is this person an instructional hire? Yes No As Of Date

Enter the FSU degree/certificate program(s) with which this instructor is associated. All fields are required.
For multiple entries, use the Primary CIP Code checkbox to indicate the primary CIP assignment. Add a new row for each level that applies.

FSU Degree / Certificate Program	Department	Primary CIP Code
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

CIP Code Level Location(s) of instruction: Main PC ROP Sarasota Online

Will this instructor serve as a Program Director? Yes No

[Select from Existing Credentials on File](#)

Select from existing credentials on file.

Empl ID 000000387

Title Id	Title Name	Department	School Name	Effective Date	Degree Level Key	Instructional Hire	Tallahassee	Panama City	ROP	Sarasota	ONL	Is Primary CIP Code
<input type="radio"/> 183		218000	ENG	09/10/2021	Doctorate	Yes	D	D	D	D	D	Yes
<input type="radio"/> 183		218000	ENG	09/10/2021	Masters	Yes	M	M	M	M	M	No
<input type="radio"/> 183		218000	ENG	09/10/2021	Bachelors	Yes	B	B	B	B	B	No

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

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