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Introduction
The Faculty Database is a tool created by Spectral Fusion Designs (SFD) in the College of Arts and Sciences as a means for faculty, staff, and graduate students to manage personal and professional information they wish to make publically available on the web. The system dynamically generates content for faculty and staff lists and faculty details pages on school and departmental websites.

Schools and colleges wishing to use the Faculty Database can contact Spectral Fusion Designs to set up an account and administrative permissions.

Faculty, staff, and graduate students are added to the Faculty Database by school or department administrators. A NetID and faculty type is required for this process. Faculty types used by the current version of the Faculty Database include:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Adjunct
- Research Faculty
- Emeritus
- Affiliate
- Staff
- Student
- Post-Doc

For security reasons, the number of administrators will be limited to those responsible for adding users and updating information. Students will not be granted administrative permissions unless they have a staff NetID.

User guides are available at http://www.cas.umt.edu/casit/howTo.php

Spectral Fusion Designs
243-4789
sfd@mso.umt.edu
Logging In
1. To log in to the Faculty Database (FacDB), go to: https://www.cas.umt.edu/facultydatabase/
2. On the landing page, click the LOGIN button.

3. On the Login page, log in using your NetID and password.

The Faculty Database uses UM’s Central Authentication Service. This account is managed by Central IT. If you have trouble or do not remember your password, use the account help options under the login area or contact Central IT at 243-HELP.

Admin Panel
A successful login will bring you to the appropriate Admin Panel.

The School Admin Panel lists the departments within a School:
The **Departmental** Admin Panel lists the people assigned to a particular department:

![Image](image.png)

**Managing Users**
Once people are added to the Faculty Database, they will most likely update their own profile. Instructions for managing user profiles are available at: [http://www.cas.umt.edu/casit/howTo.php](http://www.cas.umt.edu/casit/howTo.php)

As an administrator, you have permissions to add users to the Faculty Database, assign them to departments, and edit their profiles.

**Add a User to the Faculty Database**
Adding a user to the FacDB requires a **NetID** and **faculty type**.

Before you add a user to the FacDB, search to see if he or she is already in the system.

**Search for Faculty**
To locate a user in Faculty Database, select ![Faculty Search](image.png) from the black tool bar. In the window that opens, enter a name (first, last or both) or a NetID. If the person is already in the FacDB, user information will automatically appear below. You may also click the **Search** button.

![Image](image.png)

To view a profile for the person, click “View Faculty”.

If the person is not in the database, select “Add User to the Faculty Database” or ![Add People](image.png) from the menu on the Admin Panel. On the next screen, enter the person’s NetID and click “Add User”.

![Image](image.png)
Adding a User to a Department

After users are added to the Faculty Database, they must be assigned to a department within a school.

Viewing People in a Department

If you are a School Admin, to view people in a particular department within your School, click on View Department to the far right of the department name.

To add an individual to a department, follow these steps:

1. Within a department, select Add People from the menu on the left side of the window.

2. The next screen is the Search Faculty feature. Enter a name or NetID to search for a user. To add the person to the department, click “Add Faculty to Department”.

3. On the next screen, use the dropdown menu after the name and NetID to assign a Faculty Type. NOTE: It is important to assign Faculty Types accurately because these labels are used to populate people lists on websites.

Users can be added to more than one department and assigned different types for each department. To see the departments with which a person is associated, go to the user profile and select View Faculty Departments from the options.
Additional Titles
Specific titles can be added using departmental tags (see “Managing Tags” below).

Removing Users
To remove a person from a departmental listing, go to the department list. Click on \[\text{Remove}\] to the far right of the person’s name. This will remove the person from the department list, but not from the FacDB. This makes it easy to add and remove adjust instructors from departmental lists as necessary.

Managing Tags
Tags are used to sort faculty, staff, and students when building people lists for websites. For example, tags are used to sort faculty by language on the MCLL website:

Adding Department Tags
To add a department tag, within the appropriate department, select \[\text{Manage Tags}\] from the options on the left. The next screen will include a list of current department tags. Enter the new tag in the empty field and click “Add Tag”.

Deleting Department Tags
To delete a department tag, click on \[\text{Delete}\] to the right of the tag. (Warning! Because tags are used to sort faculty, staff, and students, removing a tag may result in an error on the departmental website.)
Assigning Tags
To assign tags to a user, go to the user’s profile and select Manage Tags from the options. Assign tags by selecting the appropriate check box or boxes to the right of the person’s name and department. Click Update to complete the process or Cancel to go back without assigning a tag.

Managing Fields
Fields are added at the department level to accommodate information specific to a particular discipline beyond the standard fields within the user profile. For example, Spectral Fusion Designs might add “Programming Languages” as a department-specific field. Additional fields will appear under the “Other” tab in the user profile.

Adding a Department Field
To add a department-specific field, select Manage Fields from the options on the left. On the next screen, enter the name of the field and click Add Filed.
Creating Mailing Lists
The Mailing Lists tool allows administrators to send emails to selected people directly from the Faculty Database. The tool provides a way to sort by faculty types. For example, an Admin can send an email to staff, professors, and students. To create a mailing list, follow these steps:

1. Select Mailing List from the menu on the left-hand side of the Admin Panel.
2. On the next screen, narrow your selection using the drop-down menus and check boxes.
3. To remove individuals from the resulting mailing list, uncheck the box next to their entry by double clicking it. When your list is complete, click the red Send Message button.
4. In the next window, enter your email address, the subject of the email and the text for the email. When you are finished, click the Send Email button. You may also select Cancel to return to the mailing List window without sending an email.

Editing User Profiles
Administrators may edit user profiles. Instructions for editing user profiles in the Faculty Database are available at http://www.cas.umt.edu/casit/documents/howTo/facultyDatabase_faculty.pdf