

Uploading Documents to the Personal Folder

Follow these steps to upload a document such as your CV or personal statement to the Personal Folder:

1. In the Personal Faculty Documents tab, click the **Upload Document** button.
2. In the Upload Document popup screen, enter the title of the document.
3. In the File Attachment box, click the **Upload File** button.
4. In the File Attachment box, click the **Browse** button and locate your file.

Upload Document

File Attachment Properties

*Title

File Attachment

File Name	Created
<input type="button" value="Upload File"/>	12/01/2017 9:32AM

5. Click the **Upload** button.
 6. Click the **Save** button.
- Result: The system displays a message that your document has been uploaded successfully.
7. You can:
 - Click the **Upload Another Document** button to upload another document.
 - Click the **Close** button to exit the Upload Document popup screen.

Understanding the Faculty Portal

UNC Links **1**

SelfService

Student Administration

Teaching Resources

Research Resources

Finance

HR/Payroll

General Links

Enterprise Reporting

My Links

Status/Notifications **2**

Watch this space for faculty information such as deadlines and upcoming system maintenance

Research Projects **3**

PI Dashboard Grants

Project ID	Project Description	Project End Date	Direct Balance
5199210	Risk Factors	11/30/2020	\$146,698.78
5199061	SUBCON:UNIVERSITY OF NORTH CAR	11/30/2016	\$48,888.10
5199943	Center for Gastro	11/30/2019	\$259,517.65
5199012	SUBACCT:ADMIN CORE	11/30/2019	\$-7,460.44
5199913	SUBACCT:IBIO	11/30/2019	\$5,905.64

Teaching **4**

Faculty Center Pending Incomplete

2017 Summer I 2017 Fall 2018 Spring

1652	INLS 465-001	IT FOR DIGITAL COLL	Enrolled:5
Manning - Rm 0014	05/17/2017-06/22/2017	MTWTF: 08:00 AM-11:30 AM	

Personal Folder **5**

My Salary Sources Personal Faculty Documents

Fund	Source	Account	Dept	Program	Project ID	Funding End Dt	Cost Code 1	Cost Code 2	Cost Code 3	Amount	Total_Pct
25210	49200	513120								26072.96	24.1
20101	12001	513120								81760.11	75.8

Inbox **6**

Research (2) +

HR (0) +

Finance (0) +

Help and Support **7**

Report List **8**

You have no Reports at this time.

- 1** **UNC Links** takes you to pages in ConnectCarolina, such as SelfService to see your pay stub, and to other systems such as Sakai and InfoPorte. **My Links** lets you save links you use often.
- 2** **Status/Notifications** shows messages important to faculty, such as upcoming dead-lines and system maintenance.
- 3** If you conduct research, the **PI Dashboard** tab shows the most recent projects you are principal investigator for. If you see the **Grants** tab, your research administrator has uploaded a spreadsheet for you to manage your grants (only used by a small group).
- 4** The **Faculty Center** tab shows your teaching schedule and lets you access class and grade rosters. The **Pending Incomplete** tab shows students who have incompletes in your classes.

- 5** Click the arrow to the right of Personal Folder to see the **My Salary Sources** tab which shows the current charging instructions for your salary (this may differ from your previous effort certification) and the **Personal Faculty Documents** tab which shows any documents you have uploaded, such as your CV or personal statement.
- 6** **Inbox** shows items you need to take action on from other systems at the University, such as RAMSeS, IRB, and AIR. If you approve HR or Finance transactions in ConnectCarolina, you also see those transactions.
- 7** **Help and Support** has information on using the Faculty Portal and other faculty-specific information.
- 8** If you're a manager, the **Report List** contains a report that lists upcoming employee terminations.

Adding Links to the My Links Section

Follow these steps to add a new link to the My Links section:

1. Click the arrow next to My Links.
2. Click the **Add/Delete Links** button.
3. In the popup screen, click the plus sign to add a new row.
4. Type the description and the full link.
5. Mark the checkbox in the Active column to display the link in My Links.
6. Click the **Save** button.
7. Click the **Close** button to return to the Faculty Portal page.

Add/Delete Links

Add your Custom Links with a Description. Also, set the Active Flag, whether to turn on/off the links from displaying.

Description	URL	Active
1 Faculty Handbook	http://facultyhandbook.unc.edu/	<input checked="" type="checkbox"/>

Save

Using the PI Dashboard Section

If you conduct research, the PI Dashboard tab shows the projects you are the lead principal investigator for, the end date for each project, and the balance available to spend. The information comes from the PI Dashboard in InfoPorte.

- Click the blue **Project ID** link to see the Project Report screen on the PI Dashboard in InfoPorte.
- Click the **More Info** button to see details such as project dates and expenses for your open projects.
- Click the **Download All** button to download all of your current sponsored research projects to Excel.
- Click the **Award View** button to open the PI Dashboard in InfoPorte.

Research Projects

PI Dashboard Grants

21 12 \$0 14

Project ID	Project Description	Project End Date	Direct Balance
5199910	Risk Factors	11/30/2020	\$146,698.78
5199061	SUBCON:UNIVERSITY OF NORTH CAR	11/30/2016	\$48,888.10
5199943	Center for Gastro	11/30/2019	\$259,517.65
5199012	SUBACCT:ADMIN CORE	11/30/2019	-\$7,460.44
5199913	SUBACCT:BIO	11/30/2019	\$5,905.64

Award View More Info Download All

Seeing Your Teaching Schedule

To see your teaching schedule for a different semester from the one that's underlined, click the link for the semester you need.

Teaching

Faculty Center Pending Incomplete

2017 Fall 2018 Spring

Printing a Class Roster, Emailing Students, or Creating Academic Progress Reports

1. Click the blue **Course ID** link to open the dropdown menu.
2. Click **Class Roster**.
3. At this point you can:
 - Print your class roster by clicking the **Printer Friendly Version** link.
 - Display the roster with pictures:
 - a) Click **Include photos in list**.
 - b) Click the **Roster with Pictures** link.
 - Send an email to all students in the class by clicking the **notify all students** button.

2373 EPID 910-073 RESEARCH IN EPIDEMIOLOGY

08/22/2017-12/15/2017

Class Roster

Grade Roster

Roster with Pictures

MASTER'S (NON-THESIS)

TBA 08/22/2017-12/15/2017

- Send an email to one or more students by marking the checkbox beside each student and then clicking the **notify selected students** button.
- Complete the Academic Progress Report by clicking the **Academic Progress Report** link.

Printing a Grade Roster, Requesting a Grade Change, Emailing Students, or Creating Academic Progress Reports

1. Click the blue **Course ID** link to open the dropdown menu.
2. Click **Grade Rosters**.
3. At this point you can:
 - Print your grade roster by clicking the **Printer Friendly Version** link.
 - Request a grade change by clicking the **Request Grade Change** button.
 - Send an email to all students in the class by clicking the **notify all students** button.

2373 EPID 910-073 RESEARCH IN EPIDEMIOLOGY

08/22/2017-12/15/2017

Class Roster

Grade Roster

Roster with Pictures

MASTER'S (NON-THESIS)

TBA 08/22/2017-12/15/2017

- Send an email to one or more students by marking the checkbox beside each student and then clicking the **notify selected students** button.
- Complete the Academic Progress Report by clicking the **Academic Progress Report** link.