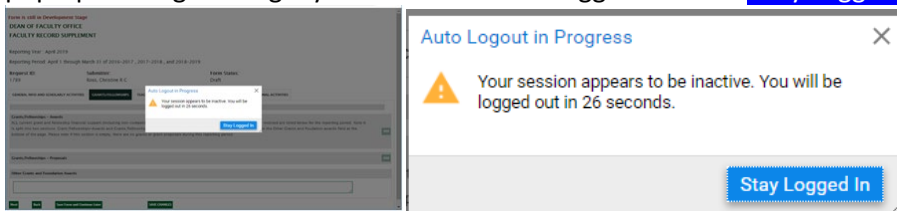


QUICK REFERENCE - FACULTY RECORD SUPPLEMENT E-FORM

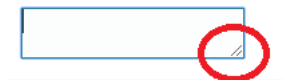
- **Compatible Browsers:** You will need to copy and paste the link into one of these browsers.
 - Chrome
 - Firefox
- **Connect to VPN.** To establish GlobalProtect VPN Connection, review the link or contact your computer consultant: <https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=73771>
- **Session:**
 - Open the FRS eForm in one browser window only.
 - Do not open the FRS eForm in multiple windows.
 - Anytime you wish to exit and return to the eForm, you need to click the *Save Form and Continue Later* button and close the browser tab/window by clicking the "X".
 - Once you start a session updating the eForm, save your work and close your browser window/tab before moving on to something else. Any information completed during the session will not be saved until the *Save Form and Continue Later* button is clicked.
 - If ALL fields are grayed out, close all browser windows, wait 15 minutes, and start a new session.
 - The e-form session will time out after 30 minutes of inactivity. At the 30-minute mark, you will receive a pop-up message asking if you'd like to remain logged in. Click **Stay Logged In**



- **Field Types:**
 - Gray fields are non-editable.
 - Dropdown fields
 - For editable fields, please review the information to ensure accuracy; update as needed.
 - Some fields are blank, which may require you to enter information.
 - The two diagonal lines at the bottom corner of a field indicate the box is resizable. Click and drag to resize the field. This will allow you to read all text typed into the field.

Faculty Rank

Academic Year



- **Adding new data:**
 - Click the **Add** button several times to add multiple lines. Additional lines will appear at the bottom of a section. This will eliminate the need to scroll to the top of each section to add lines.

Scholarly Activities
 Please list all publications, works produced, exhibited, or performed and forthcoming scholarly publications (items that have been accepted or, in the case of performances and exhibits, scheduled). Please do not abbreviate.
 Include anticipated publication/completion date. Only include work that is forthcoming now, not work that was forthcoming in earlier cycles and has now appeared.

(Note: Clicking the "Add" button will create additional rows at the bottom of each section)

Academic Year	Type	Status	Citation/Exhibition/Performance as it appears on your CV	Peer Reviewed	Notes	
2017-2018	Book	Published	Book citation as it appears on CV	N/A	Additional information	Remove
2018-2019	Exhibit	Exhibited	Exhibit citation as it appears on CV	N/A	Additional information	Remove
						Remove

- In Student section, if you begin typing the last name, a dropdown menu of matching names will appear.

Advising and Mentoring Activities
Identify people that you advised or mentored in the reporting period.

(Note: Please select "Yes" for each term you participated in advising or mentoring activities)

Undergraduate Students								Add
Academic Year	Student Name (Last, First)	Activity	Spring	Summer	Fall	Winter	Project Description	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>