INSTRUCTIONS – FACULTY RECORD SUPPLEMENT E-FORM

Logging In

- Connect to GlobalProtect VPN. For general access problems, contact Help@Dartmouth.edu.
- Compatible Browsers: Chrome or Firefox
- Click or copy/paste the link from the email you received from OnBase, Subject Line: "Faculty Record Supplement Request (FRS) April"
- For technical difficulties with the FRS, contact Grace.E.Lyall@dartmouth.edu.

Technical Tips and Warnings

- Do not open the FRS form in multiple windows.
- To avoid losing your work, click *Save Form and Continue Later* **often**!
- If there is a large amount of white space at the top of the screen, you can increase the amount of the form that is visible by dragging the five dots in the middle of the screen toward the top.
- Grayed out fields cannot be edited.
- If ALL fields are grayed out, close all browser windows, wait 15 minutes, and start a new session.
- If you select a prior year for a new entry, the row will go gray and cannot be edited or removed. If you're trying to correct a prior year entry, enter all the corrected info before selecting the year. If the year selection was a mistake, close the browser tab without saving and start over.
- At the end of a session, close the browser tab/window or you may have login problems later.
- The session will time out after 30 minutes of inactivity. A pop-up message will give you the option to click "Stay Logged In." You have 30 seconds to reply and make sure that you have saved your work.

Field Types on the Form

- Dropdown menus. Chose the most appropriate option for the entry you are making.
- Blank text boxes. The two diagonal lines at the bottom right corner indicate that the box is resizable. Click and drag to make the box bigger and read all text typed into the field.
- Pre-filled text boxes. These boxes contain the text you entered last year. Be sure to delete outdated information and update to reflect the current 3-year window of activities.
- Pre-filled grayed-out boxes. These boxes contain the text you entered last year and cannot be edited. They preserve information from the past 2 years; with the new information you enter, you will complete the 3-year window of activities. The evaluation for compensation is based on this 3-year rolling window.

Four Tabs on the Faculty Record Supplement Form

1. General Info and Scholarly Activities
2. Grants/Fellowships
3. Teaching and Mentoring Activities
4. Service and Other Professional Activities

TAB 1: General Info and Scholarly Activities

- If you have moved in the past year, check the box "Please check if address has changed" and follow the instructions to update your address on Employee Self-Service portal.
- Each section header has a **Add** button on the right edge: click to add a line to add new information.
- **TIP:** Click the **Add** button several times to add multiple lines at once. 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.
- If you make a mistake, you can click Remove.

TAB 2: Grants/Fellowships

- Before starting, click Refresh Grants and Course data at the top right of the page. You may need to scroll right to find the button.
- Manually enter all activity that does not populate automatically, according to the directions on the page.

TAB 3: Teaching and Mentoring Activities

- Before starting, click Refresh Grants and Course data at the top right of the page. You may need to scroll right to find the button.
- Student Name fields: If you begin typing the last name, a dropdown menu of matching names will appear.

TAB 4: Service and Other Professional Activities

This tab is divided into the following categories:

- Professional Activities
- Department/Program Chair
- Department/Program Service
- Dartmouth Service – A&S Committees
- Dartmouth Service – College Councils
- Dartmouth Service – Other
- Upload Resume/CV

Upload Resume/CV

- Uploading an updated CV is a required field. PDF recommended.

Form Submission

- Click *Save Form and Continue Later* to save the e-form.
- Click **Submit for Review** Button. Once you submit, you cannot edit the form.
- A new box will appear to the right, "Are you sure your Faculty Record Supplement is ready for submission?"
- Click *Yes, Submit for Review* button when you're ready.
- If you click *No*, you will return to the e-form but it will not be saved.
- Close the browser tab/window by clicking the "X".

After Submitting

- You can click the "Print" button at the top of the screen to save a PDF copy of what you have submitted.
- Tenure-track faculty: after April 30, you can log back in to see what your chair has submitted to your associate dean.