# QUICK REFERENCE - FACULTY RECORD SUPPLEMENT E-FORM

- **Compatible Browsers:** You will need to copy and paste the link into one of these browsers.
  - Firefox
  - Internet Explorer

- **Connect to VPN.** To establish VPN Connection review 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 of updating the eForm, save your work and close your browser window/tab prior to 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 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
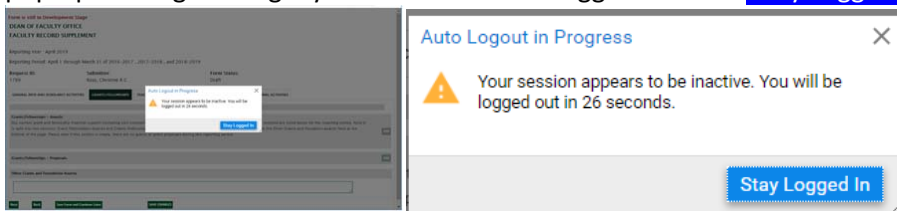
- **Field Types:**
  - Gray fields are non-editable.
  - Dropdown fields
  - For fields that are editable, please review the information to ensure accuracy; update as needed.
  - Some fields are blank, that may require you to enter information.
  - The two diagonal lines at the bottom corner of a field indicate the box is resizable. Click and drag to resize the field. This will allow you to read all text typed into the field.
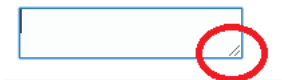
- **Adding new data:**
  - Click the Add button several times to add multiples lines. Additional lines will appear at the bottom of a section. This will eliminate the need to scroll to the top of each section to add lines.
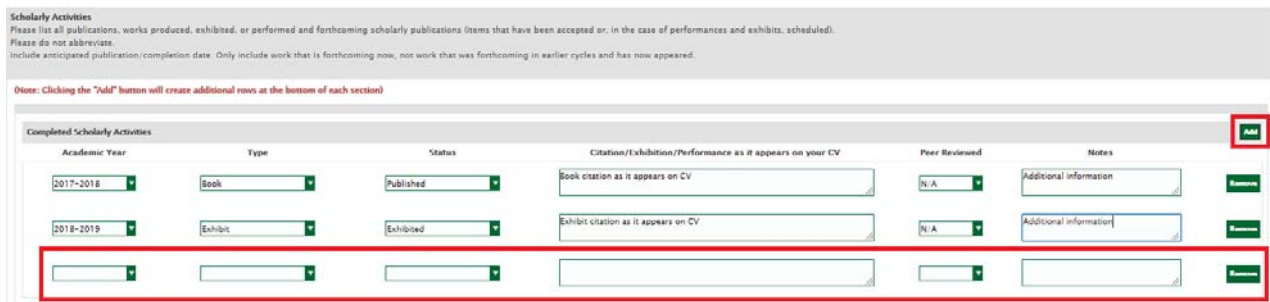
- In Student section, if you begin typing the last name, a dropdown menu of matching names will appear.

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