QUICK REFERENCE - FACULTY RECORD SUPPLEMENT E-FORM

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



- o 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

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					Stay Logged I	n

- Field Types:
 - Gray fields are non-editable.
 - o Dropdown fields
 - For fields that are editable, please review the information to ensure accuracy; update as needed.

Faculty Rank

Professor

- 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.

Scholarly Activities Prease line all publications, works produced, exhibited, or performed and forthcoming scholarly publications (terms that have been accepted or. in the case of performances and exhibits, scheduled). Prease do not aboverview. 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" humon will create additional rows at the bottom of each section)										
Completed Scholarly Activities										
Academic Year	Туря	Status	Citation/Exhibition/Performance as it appears on your CV	Peer Reviewed	Notes					
2017-2018 *	Sook	Published	Book citation as it appears on CV	N/A 💌	Additional information					
2018-2019	Exhibit 💌	Exhibited	Exhibit citation as it appears on CV	N/A T	Additional information					

• 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			