Section 1 – Website and Login Information

Step 1 – Open your web browser and navigate to the following page:

http://umwa.memphis.edu/facultyeval/

Step 2 – Once the page has loaded, enter your UUID and Password, then click the Login button.
Section 2 – Navigation and Logoff Information

When navigating the Faculty Evaluations Website, please refrain from using the Back button on your web browser. Doing so may cause you to lose data you have recently entered or cause other issues.

Instead, please use the various Return to... buttons found throughout the website as seen below:

From any page within the Faculty Evaluations Website you can always logoff by clicking the Logoff button as seen below:

If you have successfully logged out of the website you will be taken back to the Login Screen.
Section 3 – Selecting a Role

Step 3 – On the Role Selection Screen click the role you wish to assume for the evaluation. Note: If you only have one role you will not see this screen and will instead be taken directly to the Department Administration Screen.

Step 4 – If you selected the role of “Department Admin” you will be taken to the Department Administration Screen as seen below.
Section 4 – Administrative Options

Step 5 – In the top right-hand side of the Department Administration Screen you will see a dropdown menu entitled “Administrative Options”.

Step 6 – Here you will find three options: Maintain Department, Maintain Department Admins, and Maintain Faculty.
Section 5 – Maintain Department

Step 7 – To maintain your department select “Maintain Department” from the dropdown menu and then click the Go button.

Step 8 - This will take you to the Maintain Department Screen seen below. Here you will be able to update departmental information and designate special departments and reviewers.
Step 9 – To update department information simply fill out any new information for Description, Chair UUID, and Chair Reviewer UUID. Note: the Description must be the same as the Banner Description.

Step 10 – To designate a Special Department checkmark the Special Department checkbox and enter in information for the Reporting Department and the Special Reviewer UUID. Note: the Chair UUID and Chair Reviewer UUID fields are not necessary when creating a Special Department and the Reporting Department field must use the department code used in Banner (for example: BIOL for the Biology Department).
**Step 11** – When you are finished updating all necessary information click the Update Department button at the bottom of the screen.

![Update Department button](image)

**Step 12** – If you receive an error message such as the one below click the Return to Update Department button to return to the previous screen to make sure you’ve filled out each necessary field correctly.

![Error message](image)
Step 13 – If you’ve entered in all fields correctly you will be taken to a Confirmation Screen as seen below. If you have verified the information and it is correct click the Yes button; you will be returned to the Department Administration Screen. If the information is incorrect click the No button; you will be taken back to the Maintain Department Screen where you can make corrections.

Step 14 – If you wish to delete a department (for example a Special Department you’ve created previously) you can do so by clicking that department, then clicking the Delete Department button. Note: You will not be able to delete a department if evaluations have already been completed for that department.
Section 6 – Maintain Department Admins

Step 15 – To maintain your department admins select “Maintain Department Admins” from the dropdown menu and then click the Go button.

Step 16 - This will take you to the Maintain Department Admins Screen seen below. Here you will be able to update departmental information and designate special departments and reviewers.
**Step 17** – To add a Department Admin simply click the Add a Department Admin button.

**Step 18** – You will be taken to the Add Department Admin Screen as seen below.
**Step 19** – Enter in the **Department Code** (this must match the 4-letter code found in Banner) and the **Admin UUID** (the person you would like to make an Admin) in the appropriate fields.

![Department Code and Admin UUID input fields](image1)

**Step 20** – When you have entered the appropriate information click the **Add Department Admin** button.

![Add Department Admin button](image2)
**Step 21** – If you receive an error message, such as the one displayed below, click the Return to Add Department Admin button to return to the previous screen to check what you have entered for accuracy.

![Error Message](image1)

**Step 22** – If you have filled out the fields correctly you will be taken to a screen that will ask you to verify the information. If it is correct, click the Yes button; you will be taken back to the Department Administration Screen. If it is not correct, click the No button; you will be returned to the Add Department Admin Screen where you can make further changes.

![Confirmation Screen](image2)
**Step 23** – To delete a Department Admin click the person’s name from the **Maintain Department Admins Screen**.

**Step 24** – You will be taken to a **Delete Department Admins Screen**. Click the **Delete Department Admin** button and the selected **Department Admin** will be removed. **Note**: There is no **Confirmation Screen** when deleting a Department Admin.
Section 7 – Maintain Faculty

Step 25 – To maintain faculty select “Maintain Faculty” from the dropdown menu and then click the Go Button.

Step 26 – You will be taken to the Maintain Faculty Department Selection Screen as seen below. Note: If you are only the Chair or Director of one department you will be taken directly to that department’s screen.
Step 27 – Click the department you would like to maintain.

Step 28 – You will be taken to the Maintain Faculty Department Screen as seen below.
**Step 29** – To add a Faculty Member click the **Add a Faculty** button.

![Add Faculty button](image)

**Step 30** – This will take you to the **Add Faculty Screen** as seen below.

![Add Faculty Screen](image)
**Step 31** – Fill out the necessary fields for the Faculty Member you wish to add. **Note:** The Department Code must match the 4-Letter Department Code found in Banner.

**Step 32** – When you have finished filling in all the necessary fields click the **Add Faculty** button.
**Step 33** – If you have filled out everything correctly you will be taken to a **Confirmation Screen** as seen below. If the information listed is correct click the **Yes** button; you will be taken back to the **Department Administration Screen**. If the information listed is not correct click the **No** button; you will be returned to the **Add Faculty Screen** where you can make changes.

![Confirmation Screen](image1)

**Step 34** – If you receive an error message such as seen below you may have entered in one of the fields incorrectly. Click the **Return to Add Faculty** button to return to the previous screen to make corrections.

![Error Message](image2)
**Step 35** – To maintain or delete a Faculty Member click their name from the list on the Maintain Faculty Department Screen.

![Faculty Evaluations Screen](image)

**Step 36** – You will be taken to the Maintain Faculty Member Screen as seen below.

![Maintain Faculty Member Screen](image)
**Step 37** – To update a Faculty Member’s information click the fields that need to be changed and enter in the new data.

**Step 38** – When you are finished click the **Update Faculty** button.
**Step 39** – If you have filled out everything correctly you will be taken to a **Confirmation Screen** as seen below. If the information listed is correct click the **Yes** button; you will be taken back to the **Department Administration Screen**. If the information listed is not correct click the **No** button; you will be returned to the **Maintain Faculty Screen** where you can make changes.

![Confirmation Screen](image)

**Step 40** – If you receive an error message such as seen below you may have entered in one of the fields incorrectly. Click the **Return to Update Faculty** button to return to the previous screen to make corrections.

![Error Message](image)
**Step 41** – If you wish to delete a Faculty Member simply press the **Delete Faculty** button. **Note:** There is no **Confirmation Screen** when deleting a Faculty Member.
Section 8 – Logging Off

**Step 42** – Once you are completely finished don’t forget to logout by clicking the **Logoff** button on the bottom right-hand side of the screen.

![Logoff Button](image)

**Step 43** – Once you have successfully logged out of the webpage you will be taken back to the **Login Screen**.