Pre-loaded Data

Some of the records are pre-loaded for faculty in the system from university sources. Some pre-loaded data is modifiable, and some is marked as “read-only”, (meaning you cannot edit or delete it). If any read-only records need revision, click on “Contact Our Helpdesk” in the left-hand menu to request changes. This will ensure that data is corrected at the original source.

Many screens with pre-loaded data also have fields that faculty must update. Please review all pre-loaded data, update modifiable pre-loaded data and add information to any blank field(s).

<table>
<thead>
<tr>
<th>Screens with Pre-loaded Data</th>
<th>Update Frequency</th>
<th>Actions for Faculty</th>
</tr>
</thead>
</table>
| Personal and Contact Information | One time | Review:  
  • All Fields  
  **Review and Update:**  
  • Alternative Name  
  • Email Address |
| Permanent Data (faculty rank, date of hire, tenure date) | Every year in June | Review:  
  • All Fields |
| Education | One time | Review and Update:  
  • Pre-loaded educational history  
  **Add:**  
  • Any additional educational history that has been omitted |
| Scheduled Teaching | Fall by Feb 1; Spring by July 1; Summer by Sept. 1 | Review and Update:  
  • Pre-loaded scheduled teaching information |