



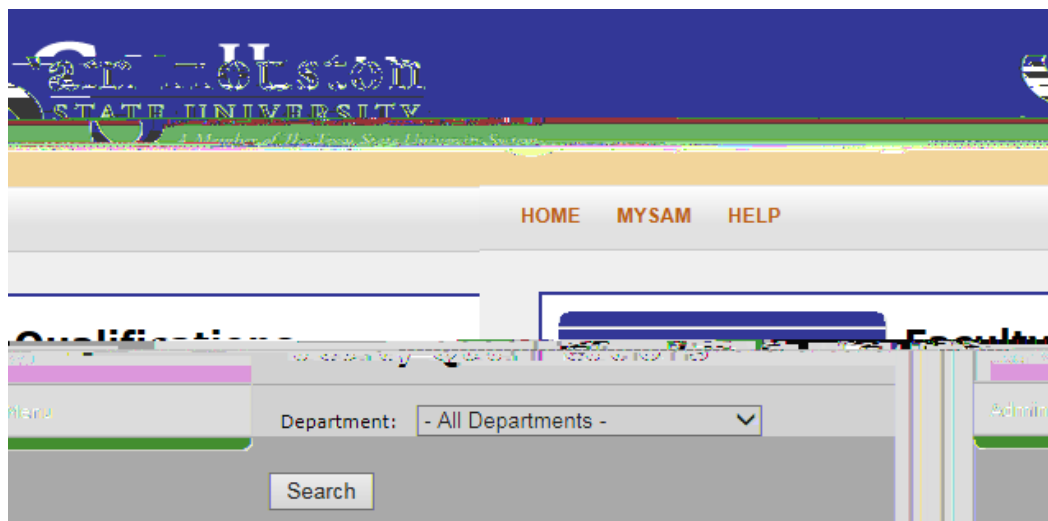




3. On the SamWeb home page click 'Faculty Reports' followed by 'Credentials Report.'

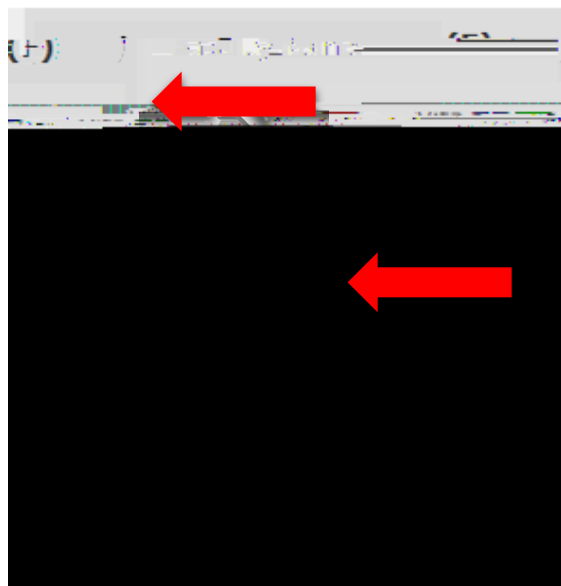
4. On the Faculty Qualifications page select the *Semester*

5. Select the 'Department' from the drop-down box. Click 'Search.'



6. To add a **Syllabus or Vita** – Click on the green plus icon next to the syllabus or vita link requiring an upload.

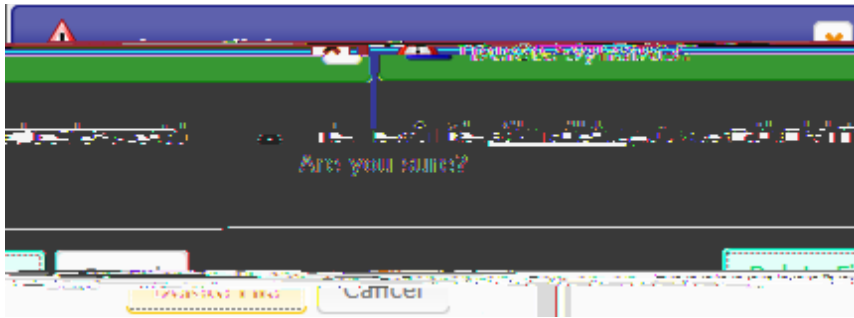
*NOTE: Vitas or syllabi with the green plus signs have no document uploaded. Courses or vita with a pencil or trash can icon have documents uploaded that can be deleted or replaced.*



7. Click 'Browse' and locate the saved PDF syllabus or vita to be uploaded. Upon selecting the appropriate file, click 'Upload File.'

Upon successful file upload, you will

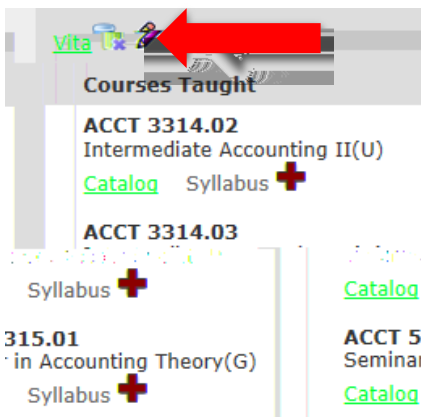
- To confirm the deletion, click 'Delete File.'



- You should see the following:

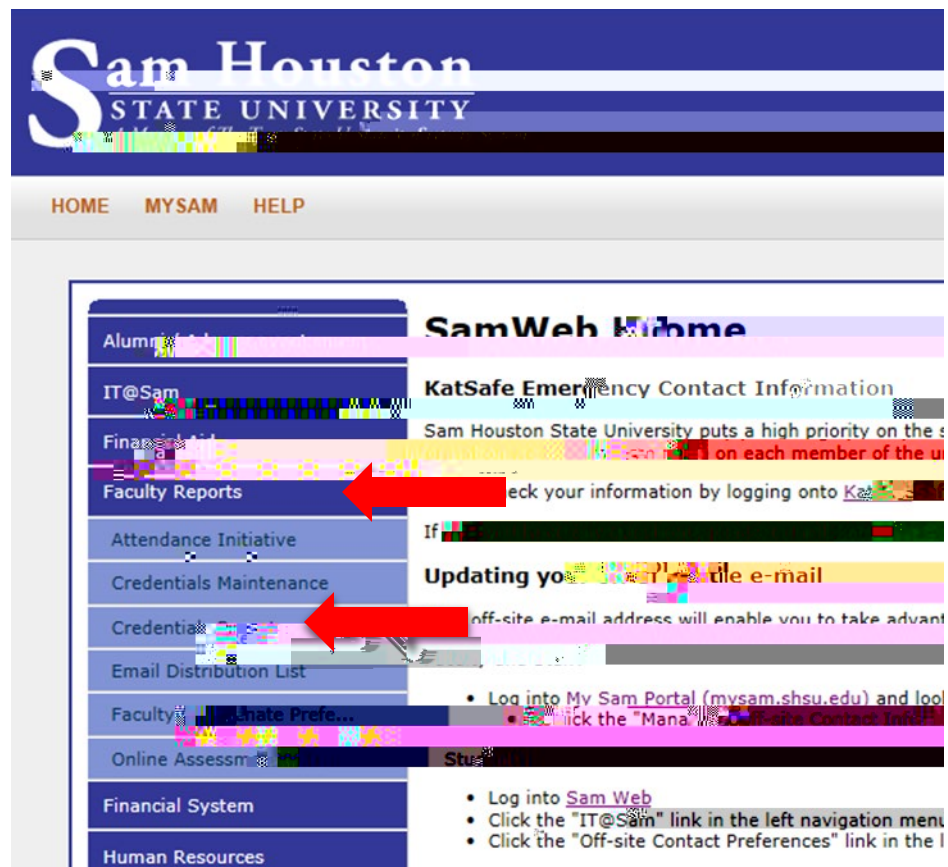


- To replace or edit an existing syllabus or vita, click on the pencil icon. Please note that after selecting the pencil icon, the process mirrors that of adding a new document. Please see steps 6 and 7 above.



## How To: View the Syllabi and Vita

1. From the SamWeb, click on 'Faculty Reports' followed by 'Credentials Report.'



2. Follow prompts to identify semester and department.



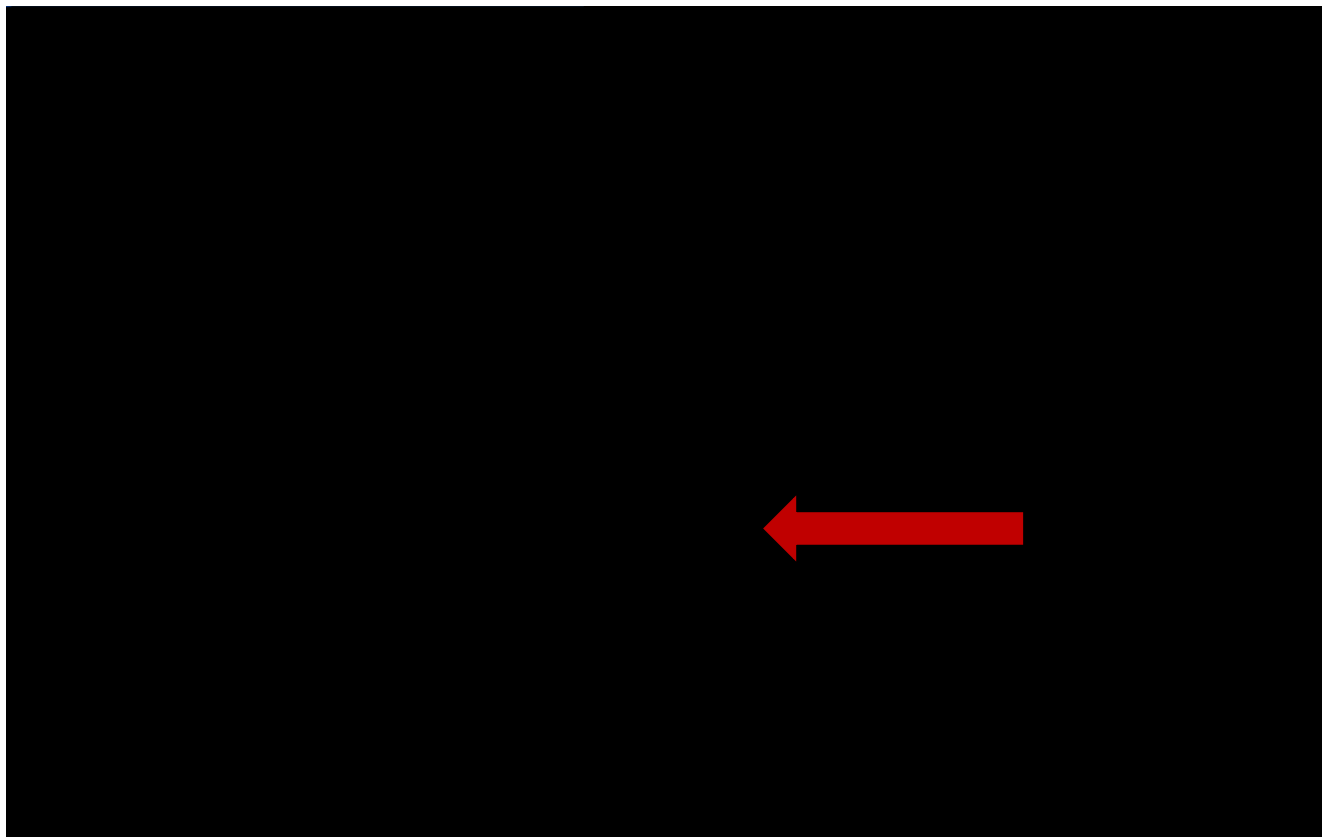


3. Select the 'Department' from the drop-down box. Click 'Search.'

4. In the upper left-hand corner of the page, click 'Credentials Home. '

5. Scro

6. Follow the prompts to select the semester and type of report.



Please note the results can be downloaded into an Excel file and sorted for ease of use.