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).

Screens with Pre-loaded Data	Update Frequency	Actions for Faculty
Personal and Contact Information	One time	**Review:** • All Fields **Review and Update:** • Alternative Name – pre-loaded educational • Email Address history **Add:** • Any additional educational history that has been omitted
Scheduled Teaching	Fall by Feb 1; Spring by July 1; Summer by Sept.	**Review and Update:** • Pre-loaded scheduled teaching information