

How Do I Add a Publication in Faculty Data Self Service?

Some institutions have enabled the functionality to allow faculty members to record their activities through Faculty Data Self Service. This job aid details how to add publications.

Navigation

1. Log into **OneUSG Connect**.
2. Click the drop down next to **Employee Self Service** at the top of the page.
3. Click **Faculty Data Self Service**.

Add Publications

4. Click the **Activities** tile.
5. Click **Publications** in the left menu.
6. Click the **Add a Publication** button.
7. On the **Publication Detail** page, the **Publication Number** will automatically populate.
8. Using the **Publication Type** drop down, select either **Abstract, Article, Book, Presentation, Recording, Thesis** or **Video**.
9. Using the **Author Type** drop down, select either **Author, Co-Author** or **Editor**.
10. Enter the **Publication Title**.
11. Enter the **Publication Name**.
12. Enter the **Publisher**.
13. If you have a publication date that includes month, day and year, click the **Date Format (PowerPlay Only)** checkbox and enter the **Publication Date**.
 - a. If you have a publication date that only includes the year, leave the **Date Format (PowerPlay Only)** checkbox unselected and enter the publication year in the **Publication Date** field.



14. Enter the **Volume, Issue, and Page Number(s)**.
15. Enter any **Notes** you wish to record with this publication.
16. Click the **Save** button.
17. Click **OK** on the **Save Confirmation** page.

Edit Existing Publications

18. To review the details of an existing publication, click its link in the **Publication Number** column.
19. To edit an existing publication, click its **Edit** button. Make the necessary changes and save them.
20. To delete a publication, click its **Delete** button.
21. Click the **Faculty Data Self Service** back button in the upper left corner.

Complete the Task/Sign Out of Application

22. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



23. Click **Sign Out**.

