How Do I Add a Presentation 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 presentations.

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 Presentations

4. Click the **Activities** tile.

5. Click **Presentations** in the left menu.

6. Click the **Add Presentation** button.

7. On the **Add Presentation** page, use the **Presentation Type** drop down to select **Conference**, **Expert Witness**, **Lecture**, **Paper**, **Poster**, **Seminar**, or **Speech**.

8. Enter the **Presentation Date**.

9. Enter the **Presentation Title**.

10. Enter the **Audience** or **Function**.

11. Enter the **Location**.

12. Enter any **Comments** you wish to record with this presentation.

13. Click the **Save** button.

14. Click **OK** on the **Save Confirmation** page.

Edit Existing Presentations

15. To review the details of an existing presentation, click its link in the **Presentation Type** column.

16. To edit an existing presentation, click its **Edit** button. Make the necessary changes and save them.

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17. To delete a presentation, click its **Delete** button.

18. Click the **Faculty Data Self Service** back button in the upper left corner.

Complete the Task/Sign Out of Application

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

20. Click **Sign Out**.

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