



Columbus State University
College of Education and Health Professions
Associate Dean's Office for Assessment and Accreditation

FACULTY QUALIFICATIONS

STEP CHART FOR FACULTY PROFILE

Faculty Qualifications Helpdesk Support: Ms. Jackie Adamczyk
adamczyk_jackie@columbusstate.edu or 706-507-8515

STEP 1



To log in to the Tk20 website, type in the search engine:

columbusstate.tk20.com

STEP 2

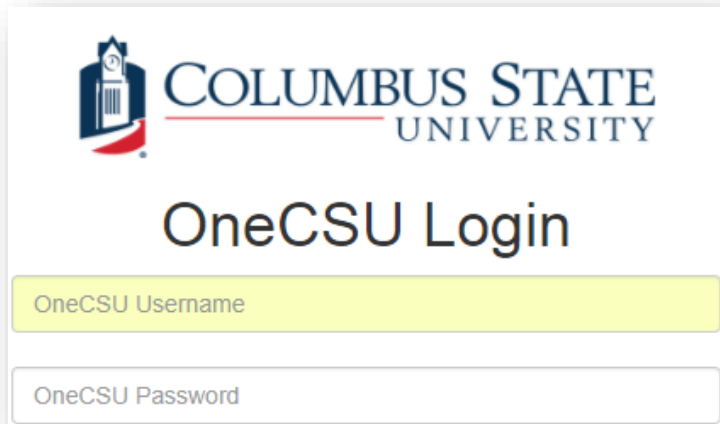
Type in your username and password

Note: Your username and password are the same as your login for CougarNet

	<input type="text" value="Username"/>
	<input type="password" value="Password"/>
<input type="button" value="LOG INTO YOUR ACCOUNT →"/>	

STEP 3

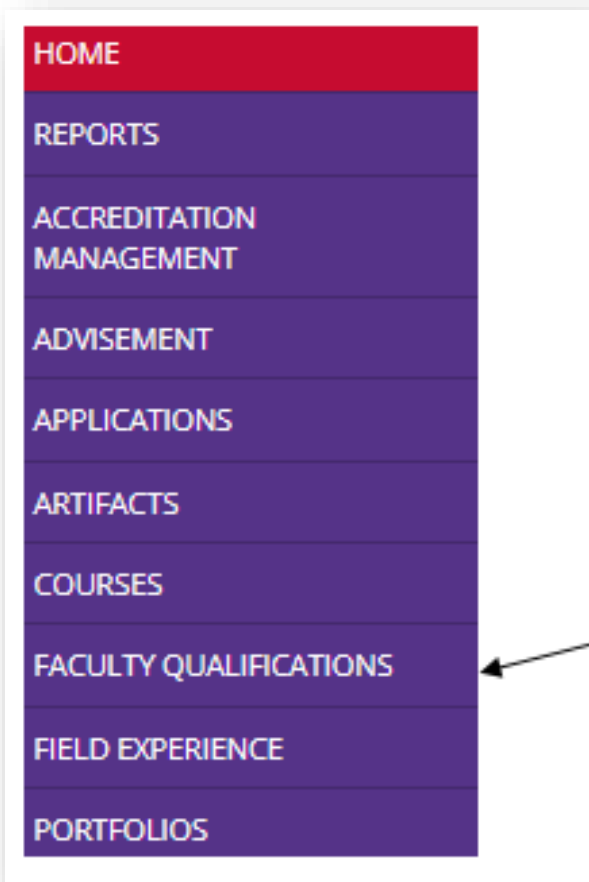
You may have to sign in again to the “OneCSU Login screen” with your credentials.



The image shows the OneCSU Login screen for Columbus State University. At the top left is the university's logo, which features a stylized building with a clock tower. To the right of the logo, the text "COLUMBUS STATE UNIVERSITY" is displayed in a serif font, with "COLUMBUS STATE" on the top line and "UNIVERSITY" on the bottom line. Below the logo and text, the title "OneCSU Login" is centered in a large, bold, sans-serif font. Underneath the title, there are two input fields: the first is labeled "OneCSU Username" and has a yellow background; the second is labeled "OneCSU Password" and has a white background with a thin border.

STEP 4

Click on Faculty Qualifications.



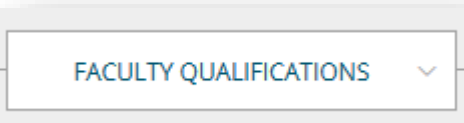
STEP 5

You are now viewing the Faculty Qualifications Homepage.

The screenshot displays the 'Faculty Qualifications' homepage. At the top, there is a dropdown menu labeled 'FACULTY QUALIFICATIONS'. Below this, the page title is 'My Activity Portfolio' with a breadcrumb trail: 'Faculty Qualifications > My Activity Portfolio: Research/Scholarly'. A navigation bar includes tabs for 'Research/Scholarly', 'Teaching', 'Service', 'Grants', 'Experience', 'Credentials', and 'Other'. A search bar is located on the right with the text 'Search titles or author name:' and a 'Quick Add an Activity' button. A 'Personalize' link is also visible. The main content area contains a grid of 18 activity categories, each with a title, a count in parentheses, and a 'None Listed' status. The categories are: Articles in Proceedings (0), Books (0), Cases (0), Chapters in Books (0), Creative Works - In Print (0), Creative Works - Not in Print (0), Faculty Research Seminar (0), Journal Articles (0), Monographs (0), Other Research and Publications (0), Paper Presentations (0), Patents and Trademarks (0), Research in Progress (0), Software Development (0), Technical and Research Reports (0), and Published Abstract (0). Each category has a small green arrow icon on the right side of its header.

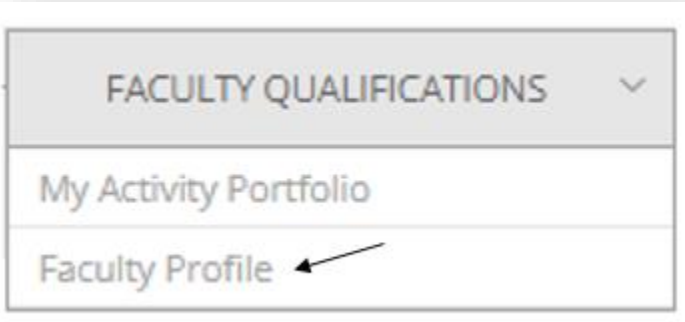
STEP 6

At the top and center of the page, click on the dropdown box labeled "Faculty Qualifications"



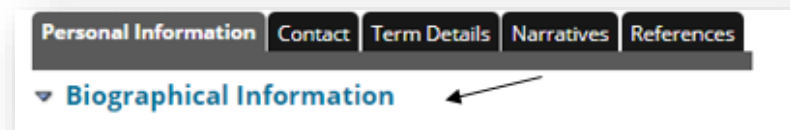
STEP 7

There are two options: *My Activity Portfolio* and *Faculty Profile*



STEP 8

Click on Faculty Profile. Type in your **Personal Information** under Biographical Information.



STEP 9

There are five tabs to enter in your personal data.



STEP 10

The **Basic Information** section is pre-populated with your personal data.

Note: PID number is the same as your CSU 909#

▶ **Basic Information**

This information is not editable and has been imported from your information system that contains the official university record for that information. Please contact the designated office to update this information.

PID		
Race		
Gender		
Ethnicity		
Date of Birth		
Employment Dates		
Rank	Rank	Date Attained
Date Tenure Attained		

STEP 11

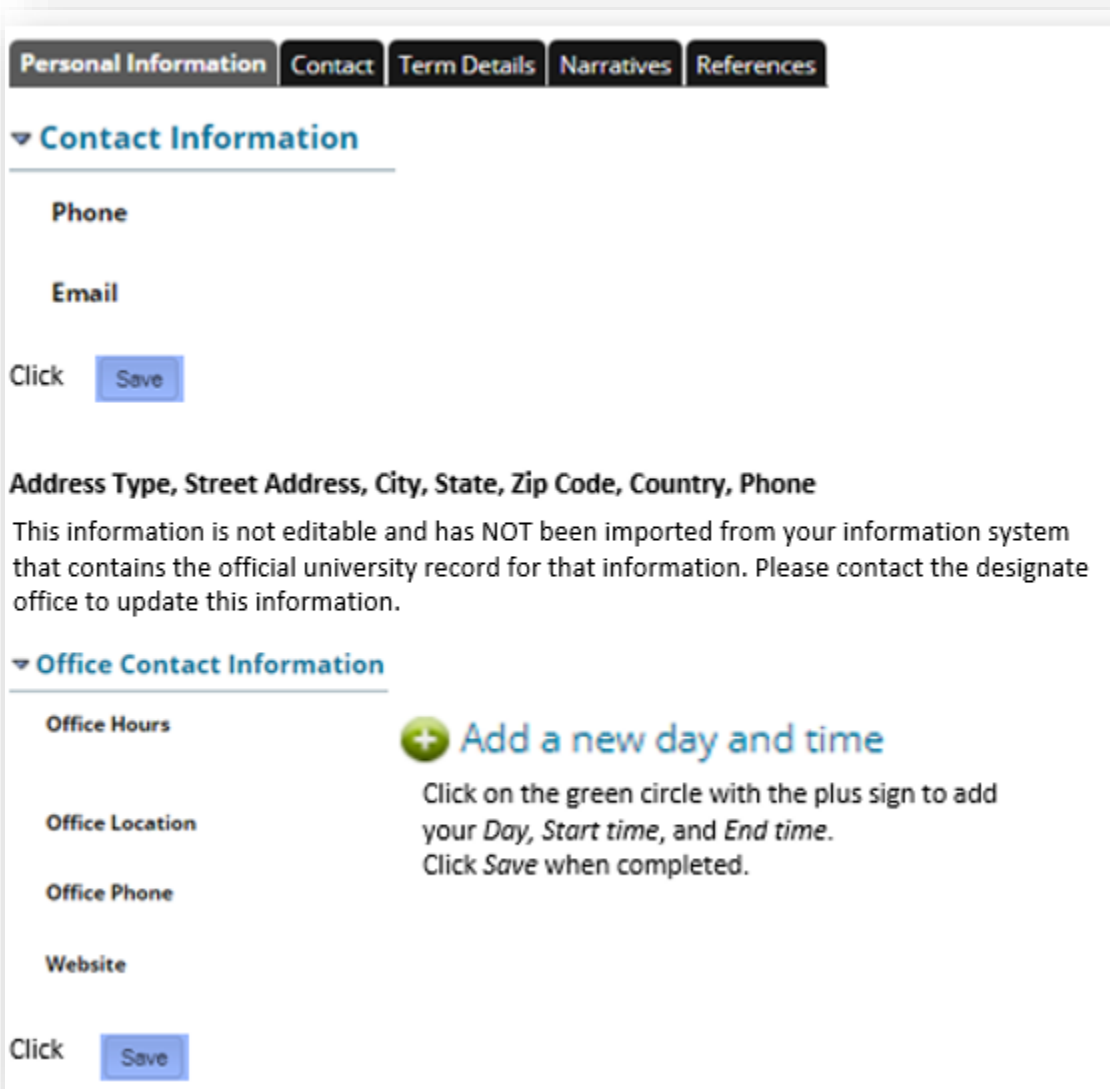
After entering your personal information, **always** click the save tab.

Save

STEP 12

Click the *Contact* tab to enter your Phone Number, Email Address, Office Hours, Office Location, Office Phone, and Website.

Note: Do not forget to press the save button when you completed entering your data.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: "Personal Information", "Contact", "Term Details", "Narratives", and "References". The "Contact" tab is selected and highlighted in blue. Below the tabs, the "Contact Information" section is expanded, showing fields for "Phone" and "Email". A "Save" button is located below these fields. Below the "Contact Information" section, there is a heading "Address Type, Street Address, City, State, Zip Code, Country, Phone" followed by a note: "This information is not editable and has NOT been imported from your information system that contains the official university record for that information. Please contact the designate office to update this information." Below this note, the "Office Contact Information" section is expanded, showing fields for "Office Hours", "Office Location", "Office Phone", and "Website". A green plus sign icon is next to the "Office Hours" field, with the text "Add a new day and time" in blue. Below this icon, there is a note: "Click on the green circle with the plus sign to add your Day, Start time, and End time. Click Save when completed." A "Save" button is located at the bottom of the "Office Contact Information" section.

Personal Information **Contact** **Term Details** **Narratives** **References**

▼ **Contact Information**

Phone


Email

Click

Address Type, Street Address, City, State, Zip Code, Country, Phone

This information is not editable and has NOT been imported from your information system that contains the official university record for that information. Please contact the designate office to update this information.

▼ **Office Contact Information**

Office Hours  **Add a new day and time**

Click on the green circle with the plus sign to add your *Day*, *Start time*, and *End time*.
Click *Save* when completed.

Office Location

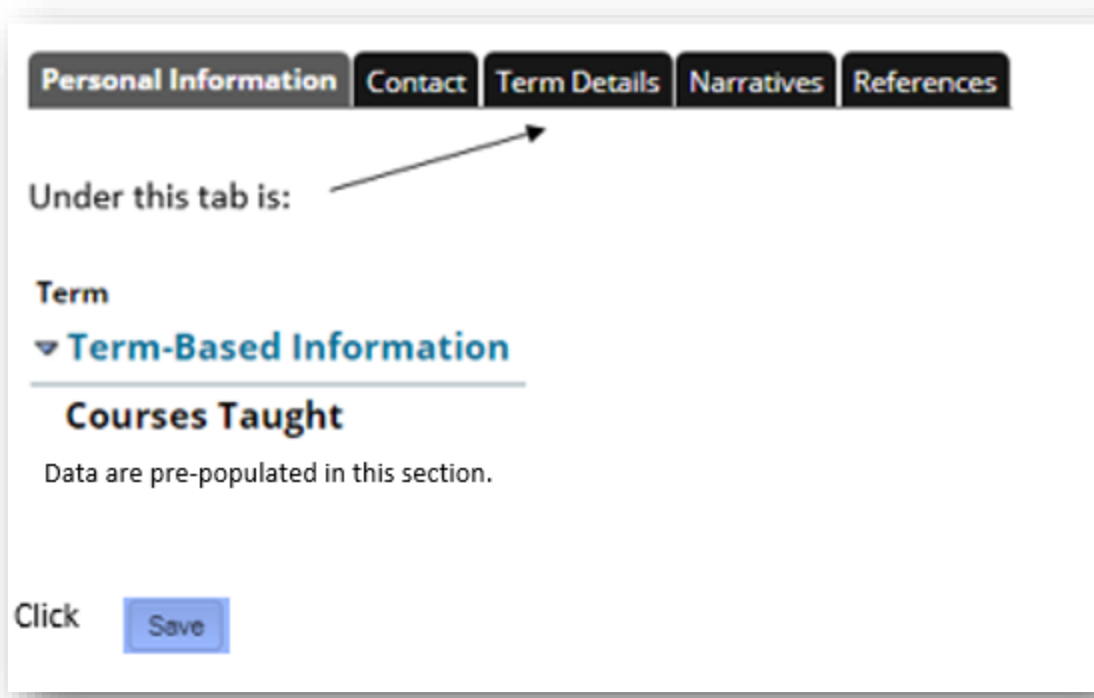
Office Phone

Website


Click

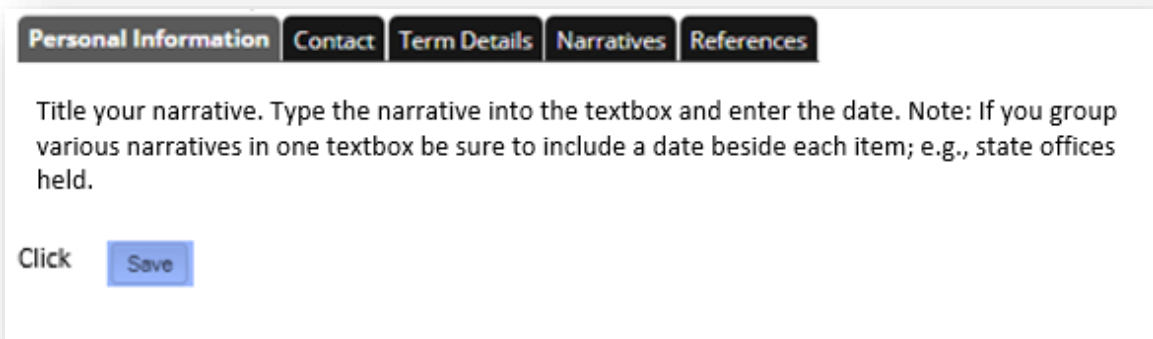
STEP 13

Click on **Term Details**.



STEP 14

To add a **Narrative**, click on the  [Add another narrative](#)



The screenshot shows a navigation bar with five tabs: 'Personal Information', 'Contact', 'Term Details', 'Narratives', and 'References'. The 'Narratives' tab is currently selected. Below the tabs, there is a text area with the instruction: 'Title your narrative. Type the narrative into the textbox and enter the date. Note: If you group various narratives in one textbox be sure to include a date beside each item; e.g., state offices held.' At the bottom left, there is a 'Click' label and a blue 'Save' button.

STEP 15

Click on **References**



The screenshot shows the same navigation bar as in Step 14. The 'References' tab is now selected, and an arrow points to it from the right. Above the tabs, there is a 'Click on' label and a blue '+ Add a reference' link. Below the tabs, there is a 'Click' label and a blue 'Save' button.