



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

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**FACULTY QUALIFICATIONS**

*STEP CHART FOR MY ACTIVITY PORTFOLIO*

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**STEP 1**



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

[columbusstate.tk20.com](http://columbusstate.tk20.com)

**STEP 2**

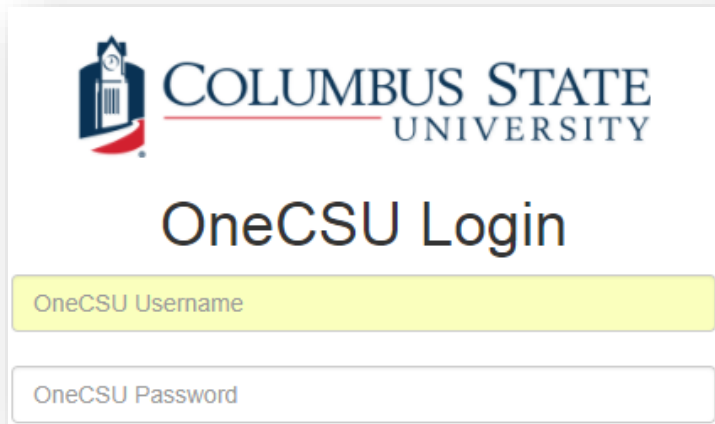
Type in your username and password

*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**

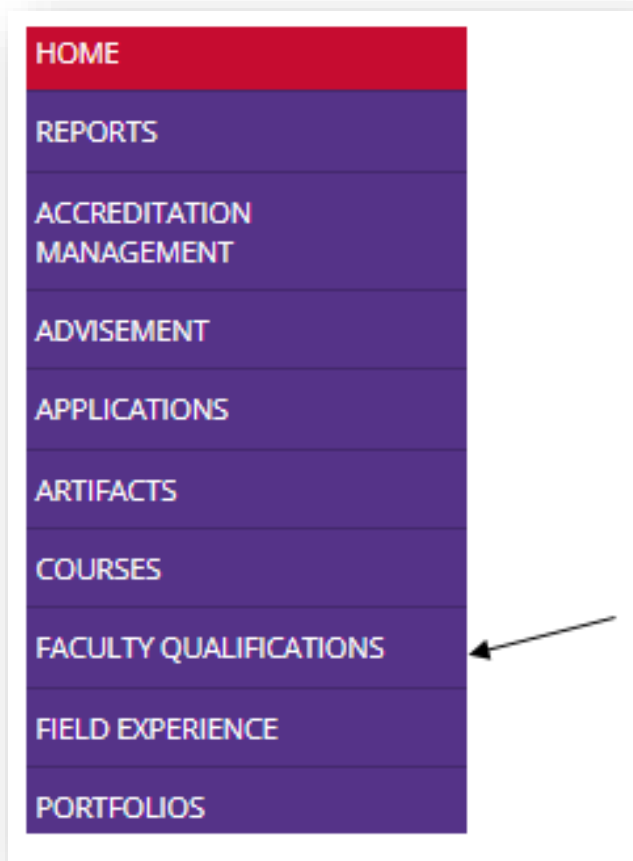
You may have to sign in again to the “OneCSU Login screen” with your credentials.



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 and the text "COLUMBUS STATE UNIVERSITY". Below the logo, the text "OneCSU Login" is displayed in a large, bold font. Underneath, 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 light gray border.

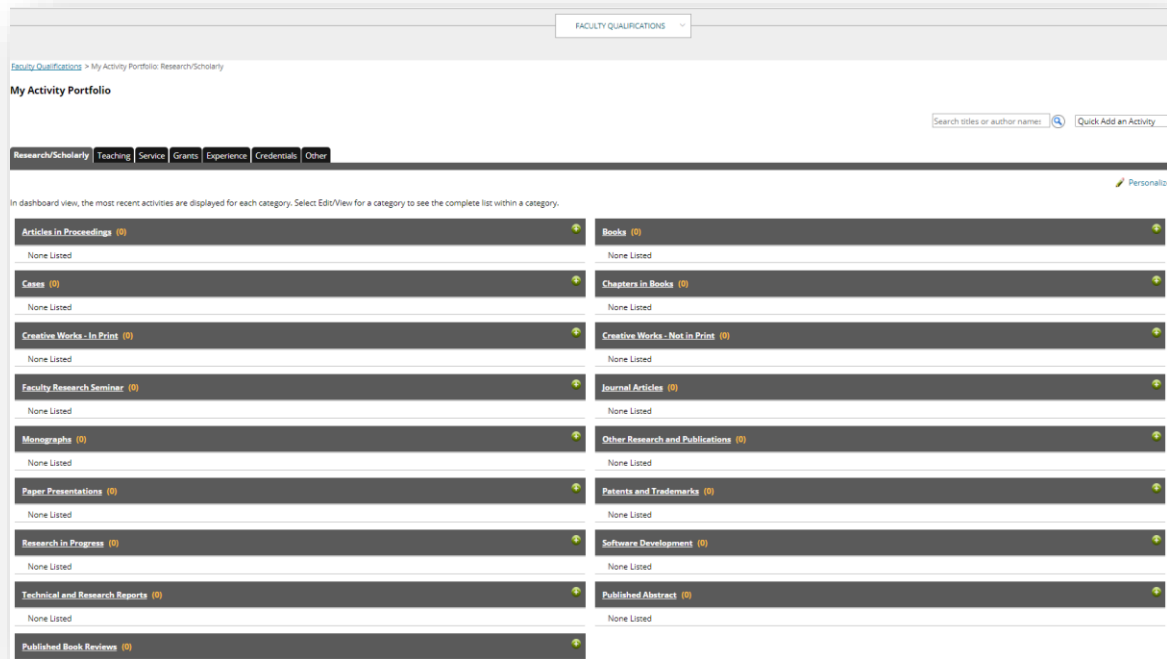
**STEP 4**

Click on Faculty Qualifications.



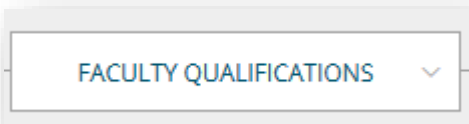
## STEP 5

You are now viewing the Faculty Qualifications Homepage.



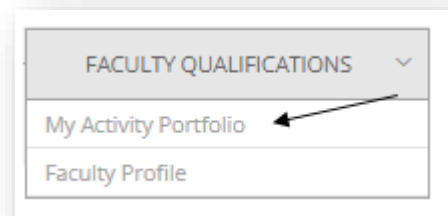
## STEP 6

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 *My Activity Portfolio*.

[Faculty Qualifications](#) > My Activity Portfolio: Research/Scholarly

## My Activity Portfolio

**Research/Scholarly**

Teaching

Service

Grants

Experience

Credentials

Other

## STEP 9

Click on the **Research/Scholarly** tab.

Click on the appropriate category to enter your data. You will see the message below to “*Add an activity*”.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.

Enter in the information for each field and remember to press the *Save* tab.

The screenshot displays the 'Research/Scholarly' tab interface. At the top, there is a header 'Research/Scholarly'. Below it, there are two columns of category buttons. Each button is dark grey with white text and a '(0)' in orange. Below each button, the text 'None Listed' is displayed in a light grey font. The categories are arranged in two columns:

Category	Status
Articles in Proceedings	(0)
None Listed	
Cases	(0)
None Listed	
Creative Works - In Print	(0)
None Listed	
Faculty Research Seminar	(0)
None Listed	
Monographs	(0)
None Listed	
Paper Presentations	(0)
None Listed	
Research in Progress	(0)
None Listed	
Technical and Research Reports	(0)
None Listed	
Published Book Reviews	(0)
Books	(0)
None Listed	
Chapters in Books	(0)
None Listed	
Creative Works - Not in Print	(0)
None Listed	
Journal Articles	(0)
None Listed	
Other Research and Publications	(0)
None Listed	
Patents and Trademarks	(0)
None Listed	
Software Development	(0)
None Listed	
Published Abstract	(0)
None Listed	

## STEP 10

Click on the **Teaching** tab.

### Teaching

There are four categories (listed below).

<b>Curriculum Development</b> (0)	<b>Teaching Activities</b> (0)
None Listed	None Listed
<b>Courses Taught at This Institution</b>	<b>Courses Taught at Other Institutions</b>

Click on the appropriate category.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.

## STEP 11

Click on the **Service** tab.

### Service

There are four categories listed (see below).

<b>Community</b>	<b>Institutional</b>
<b>Professional Unit</b>	<b>Service to P-12 schools or health field</b>

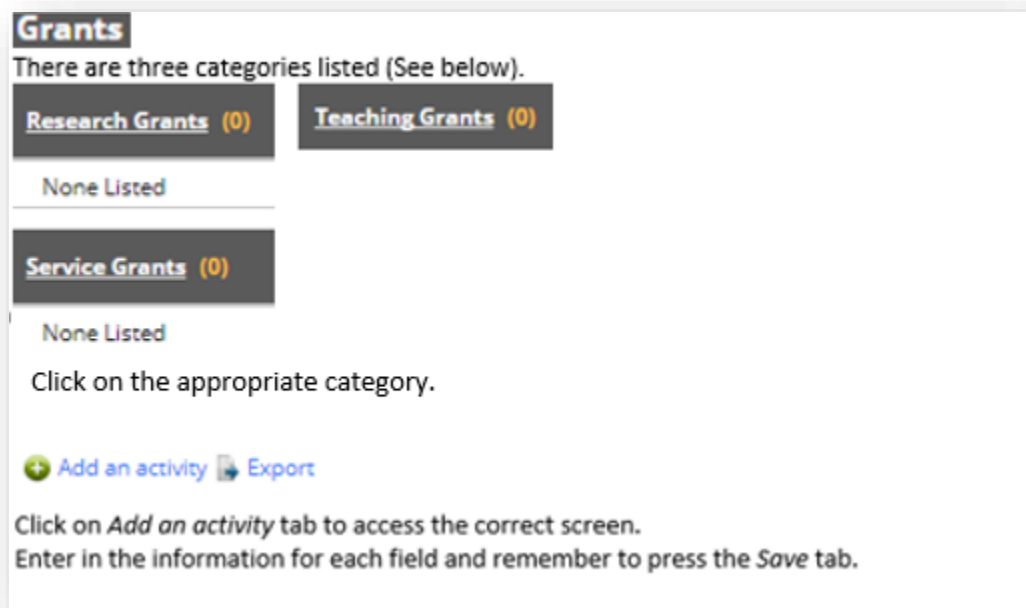
Click on the appropriate category.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.

## STEP 12

Click on the **Grants** tab.



**Grants**

There are three categories listed (See below).

[Research Grants \(0\)](#)   [Teaching Grants \(0\)](#)

None Listed

[Service Grants \(0\)](#)

None Listed

Click on the appropriate category.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.

### STEP 13

Click on the **Experience** tab.

#### Experience

There are four categories listed (See below).

<b>Consulting</b> (0)	<b>Employment</b> (1)
None Listed	<a href="#">Associate Dean for Assessment and Accreditation</a> Higher Education Present <a href="#">View all Employment</a>
<b>Military</b> (0)	<b>Paid Service</b> (0)
None Listed	None Listed

Click on the appropriate category.

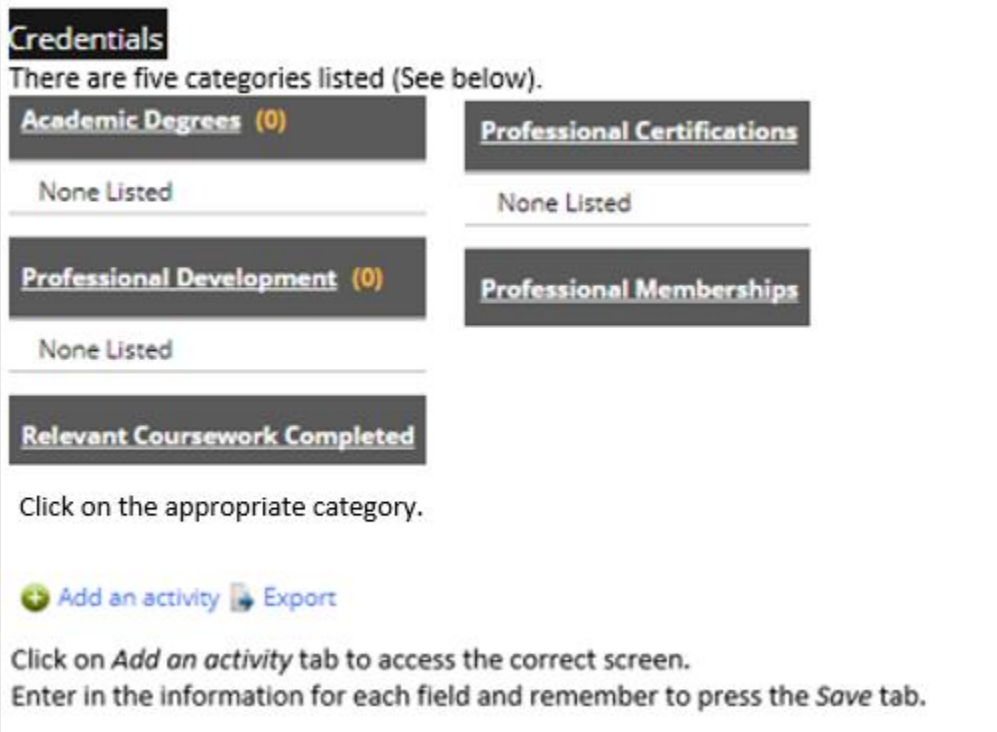
[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.



## STEP 14

Click on the **Credentials** tab.



**Credentials**

There are five categories listed (See below).

<b>Academic Degrees</b> (0) None Listed	<b>Professional Certifications</b> None Listed
<b>Professional Development</b> (0) None Listed	<b>Professional Memberships</b>
<b>Relevant Coursework Completed</b>	

Click on the appropriate category.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.

**STEP 15**

Click on the **Other** tab.

**Other**

There are four categories listed (See below).

<b><u>Administrative Duties</u></b>	<b><u>Awards and Honors</u> (0)</b>
None Listed	None Listed
<b><u>Special Projects</u> (0)</b>	<b><u>Miscellaneous</u> (0)</b>

Click on the appropriate category.

[+ Add an activity](#) [Export](#)

Click on *Add an activity* tab to access the correct screen.  
Enter in the information for each field and remember to press the *Save* tab.  
Click *Save* when completed.