Welcome to the new FACS System! The FACS System provides a means for entering faculty qualification information to be used for accreditation reporting. The system also provides a single point for faculty to upload their current syllabi and curriculum vitae. Uploading syllabi via FACS also populates Classmate.

The FACS System can be used in all browsers!

Internet Explorer Users:

Please make sure you are using the current version of Internet Explorer. (IE 8)

It is highly recommended you follow these directions to optimize the FACS System in IE:

Step 1: Open Internet Explorer.

Step 2: Go to Tools....

Step 3: Select Internet Options...

Step 4: Select the Security Tab from the dialog box.
Step 5: Select Custom Level...

Step 6: A list of options wills pop-up. Scroll down until you find “Display mixed content.” Make sure this option is enabled.

Step 7: Click ok for all dialogs. That’s it! You’re ready to log-in!
Getting Started

Step 1: Log in with your ArgoNet username and password. If you have problems logging in please contact: Karen Goldschmidt or Breanna Garrett.

![Login Form](image)

Step 2: Always read the info on the home page! It normally contains important announcements or information regarding the FACS System.

Step 3: Once you have successfully logged in, new menu options become available at the top of the page in the navigation area. Depending on your faculty position you may see different options.

If you belong to more than one department then a select box will appear in the tabbed area above the navigation. You may change your department at anytime.

![Navigation Menu](image)

Step 4: Navigation

- Select Edit/ View Records. Here you can view your Degree Information, Documentation Information, and upload/view your Vita.
- Next, select Syllabi from the navigation. Here you can view and upload all of your syllabi for specific semesters. Past semester syllabi can only be viewed.

If you are uploading multiple faculty syllabi please see step 5.
Step 5: Advanced Navigation

- Office managers, Chairs, and Dean level navigation is slightly different than regular faculty options.
- **Select Edit/ View Faculty Records...**
  - A menu should pop-up prompting you to select a faculty member from the department. Here you can:
    - View/ Edit General Information
    - View/ Edit Degree Information
    - View/ Edit Documentation Information
    - View/ Upload Vitae
    - View/ Upload Syllabi
    - View SACS Form

  **All of these functions are faculty member specific. This means if you select John Doe from the department list. John Doe’s information will be displayed.**

  **To change faculty member, simply click the “Edit/ View Faculty Record” button again.**

- **Next Select “Add Faculty to Department” from the navigation.**
  - This feature allows for you to search for faculty to add them to a department.
  - If you have domain over multiple departments **PLEASE MAKE SURE YOU ARE IN THE CORRECT DEPARTMENT! THIS IS VERY IMPORTANT!**
  - When you click “Add” next to a faculty’s name this will bring up a prompt to make sure you want to add this person to the specific department.
  - To change departments see **Step 3.**

- **Hover over Reports from the Navigation area...this should expand the area showing the two options:** Adjunct Faculty & GA Review and Course/ Syllabus Report.
  - These links generate PDF reports based on the selected department and selected semester.

- **The last important navigation item is Syllabi.**
  - Here you can search Syllabi within the selected department and selected semester by course number, reference number, or instructor name (Last, First, or both...).
  - All past semesters are **view only.**

Please report any bugs to Karen Goldschmidt and/or Breanna Garrett.
Developed by CAS Technology Services, 2010.