ULM Faculty Activities Database

URL: https://www.digitalmeasures.com/login/ulm/faculty/login/showLoginPage.do

Login information

- The userID is your ULM email address (e.g., pani from pani@ulm.edu).

- The password can be obtained from Academic Affairs by calling 342-1025 and asking for Alma Sewell or Sheila Mahon. To verify your identity, they will ask for the last four digits of your SSN and will give you your initial password.

- You can also obtain your password by selecting the Request Your Password link at the above URL and entering your userID in the box provided.

- If you have any problems logging in, please contact Academic Affairs.
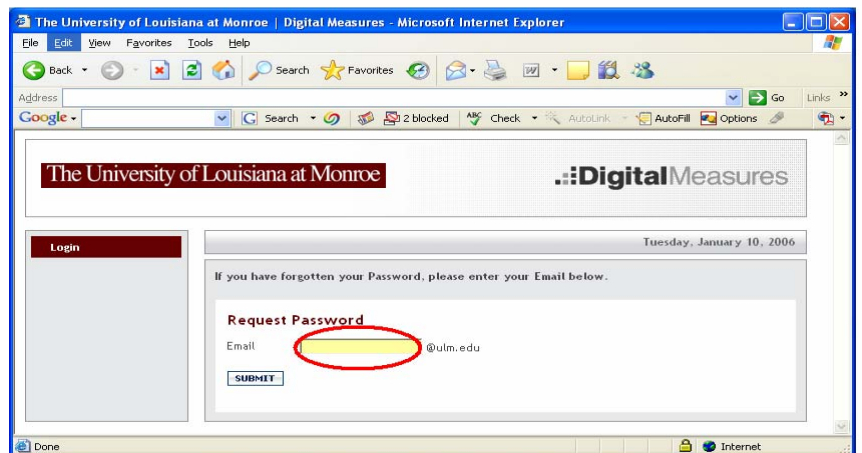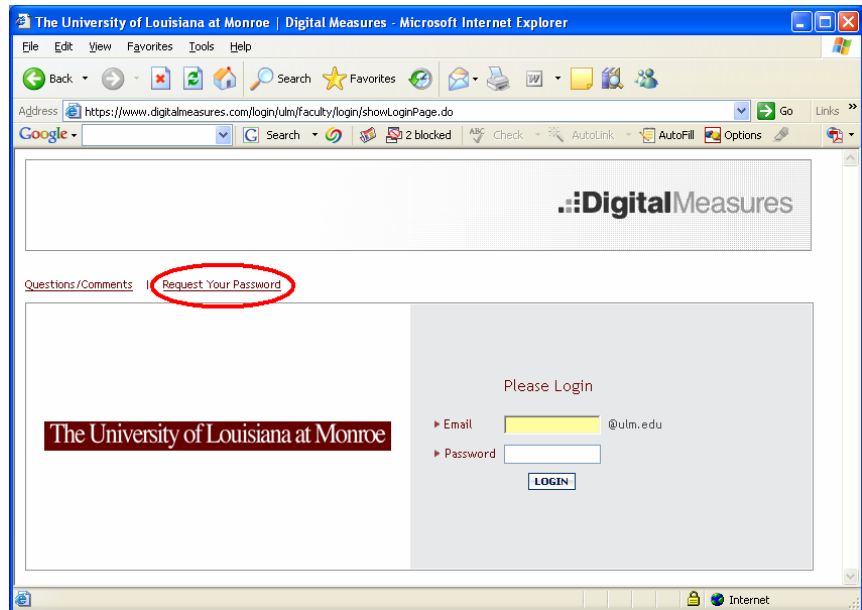
- After you have logged in for the first time, change your password by selecting the <u>Change Password</u> link on your personal welcome page.
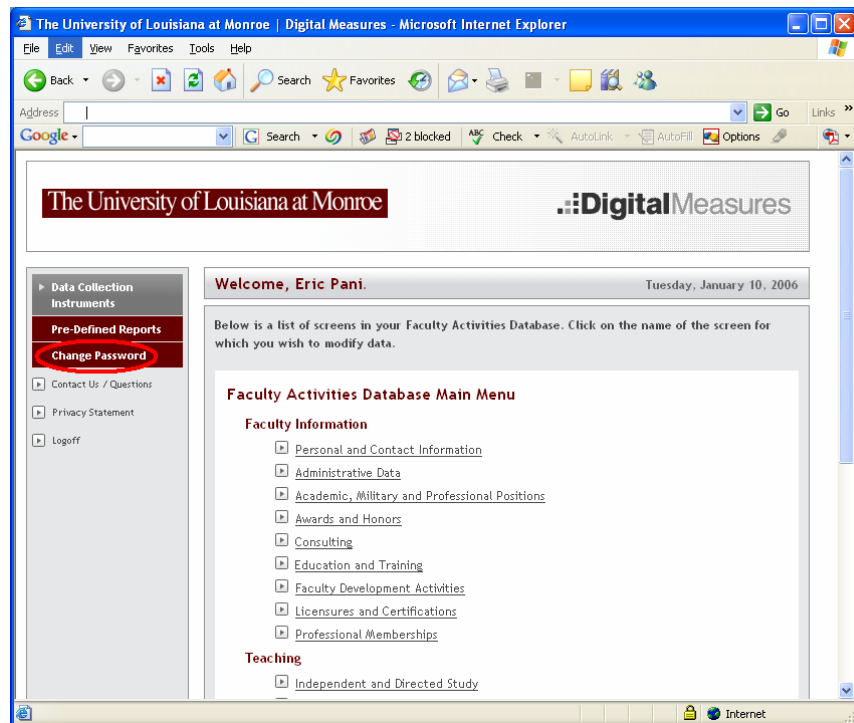
Entering information

- Links to the primary data categories are provided on your welcome page. Clicking on the link will take you into that category's set of web pages.
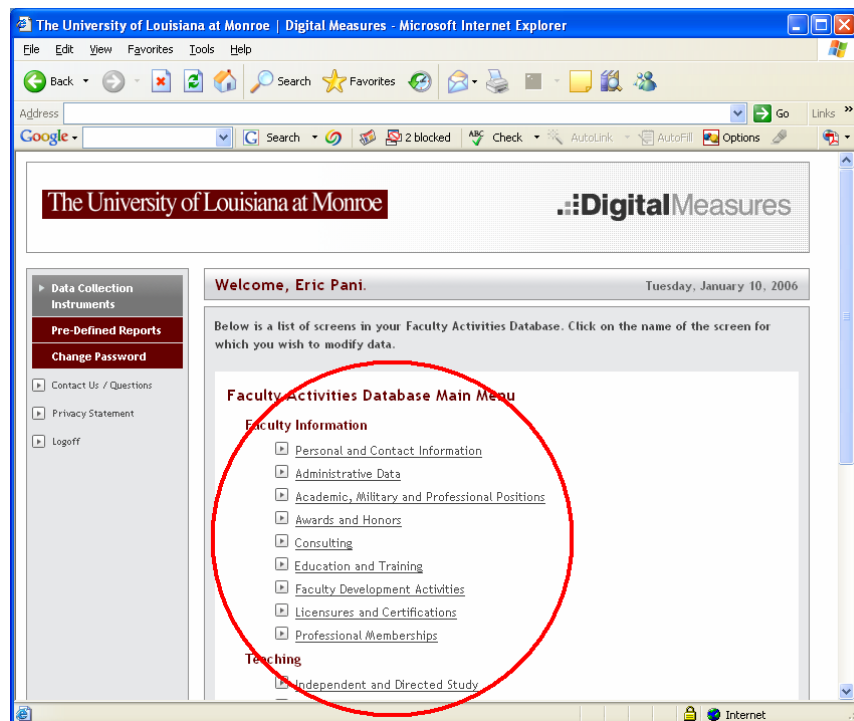
- Some pages will allow you to enter information directly into fields. Boxes designate fields in the database. Those fields with limited input have drop-down menus indicted with the blue box and arrow at the right edge. Some fields are protected and will be loaded administratively. You will not see a box for those fields. If a box is present but no arrow appears on its right edge, no restrictions have been placed on data entry.

- You can cut and paste into fields from a word processor. The details for uploading pdf files will be provided later.

- Categories that may have multiple entries will show a page that allows you to <u>Add a New Item</u>. Previously entered data will appear below that button. Note that these items can be edited or deleted. The oldest items appear on the bottom of the list, and the order cannot be rearranged.

- When you add a new item, you will be presented with the page listing the fields for that item. Be sure to save your entry using the buttons at the bottom of the page. If you do not want to save your entry, use the RETURN(CANCEL) button at the bottom, right. You can save your current item and add another one without returning to the previous page if you use the SAVE AND ADD ANOTHER button in the bottom, center.

- Plan on several sessions if you are going to add all of your professional information into the database. Minimal time should be needed to keep your database up to date afterwards.

- Data for the Scheduled Teaching category will be added administratively for the past five years during the Spring 2006 semester and will be maintained administratively each semester afterwards.

Logoff information

- When you have completed the session, you can logoff from any page using the button in the left frame.

- Everything you have saved will be retained in the database.

- Only you will be able to add or delete the information you enter.