How Do I View My Information in Faculty Data Self Service?

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**.

Review Rank and Tenure Data

4. Click the **Rank/Tenure Data** tile.

5. View your **Rank History** on opening page (**Rank History** in the left menu).

   This includes your rank, department, tenure status, and tenure status date.

   This information reflects the most recently passed effective date.

6. Click **Prior Experience** to view any prior experience granted.

7. Click **Service History** to view the years of service accrued.

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

Review Special Titles

9. Click the **Special Titles** tile.

10. Any **Special Titles** that you have will be listed on this page.

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

Review Additional Posts

12. Click the **Additional Posts** tile.

13. Any **Additional Posts** that you hold will be listed.

14. To view the details of an additional post, click the link in the **Administrative Posts** column.

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

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Complete the Task/Sign Out of Application

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

17. Click **Sign Out**.

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