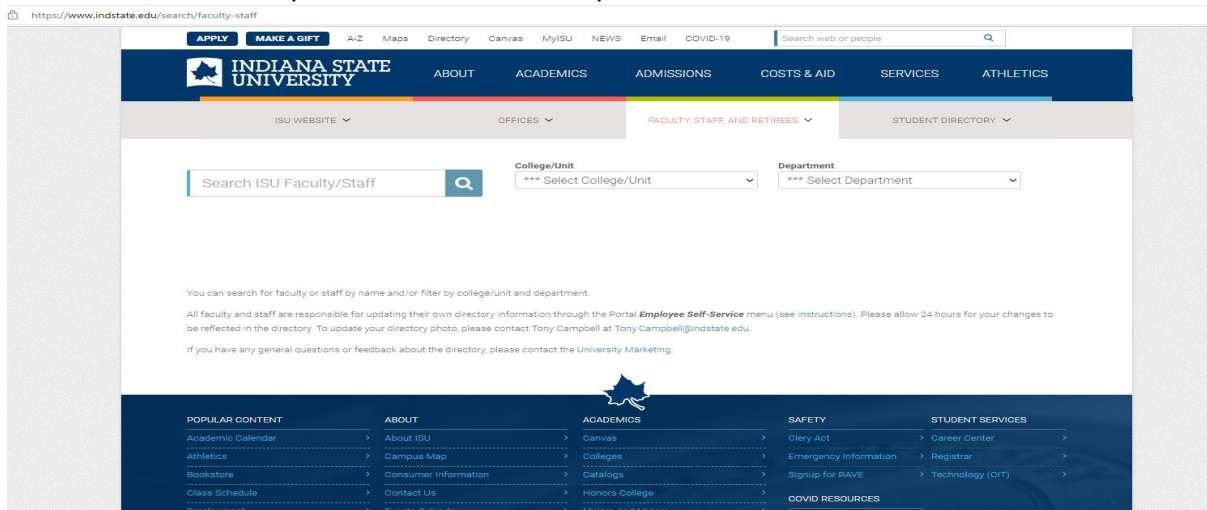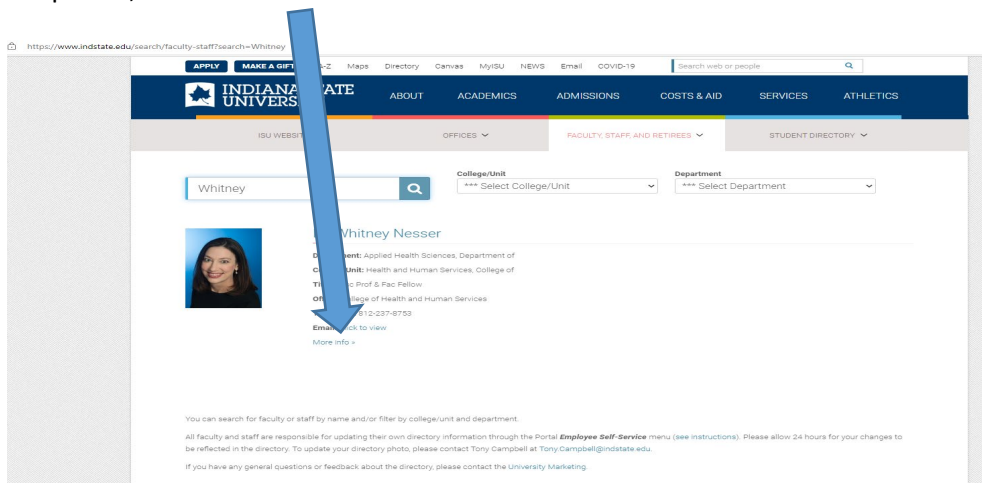# ACADEMIC AFFAIRS
INDIANA STATE UNIVERSTY

Faculty Guide:
Faculty Activity Database (FAD)
How to update/create web "Directory" profile
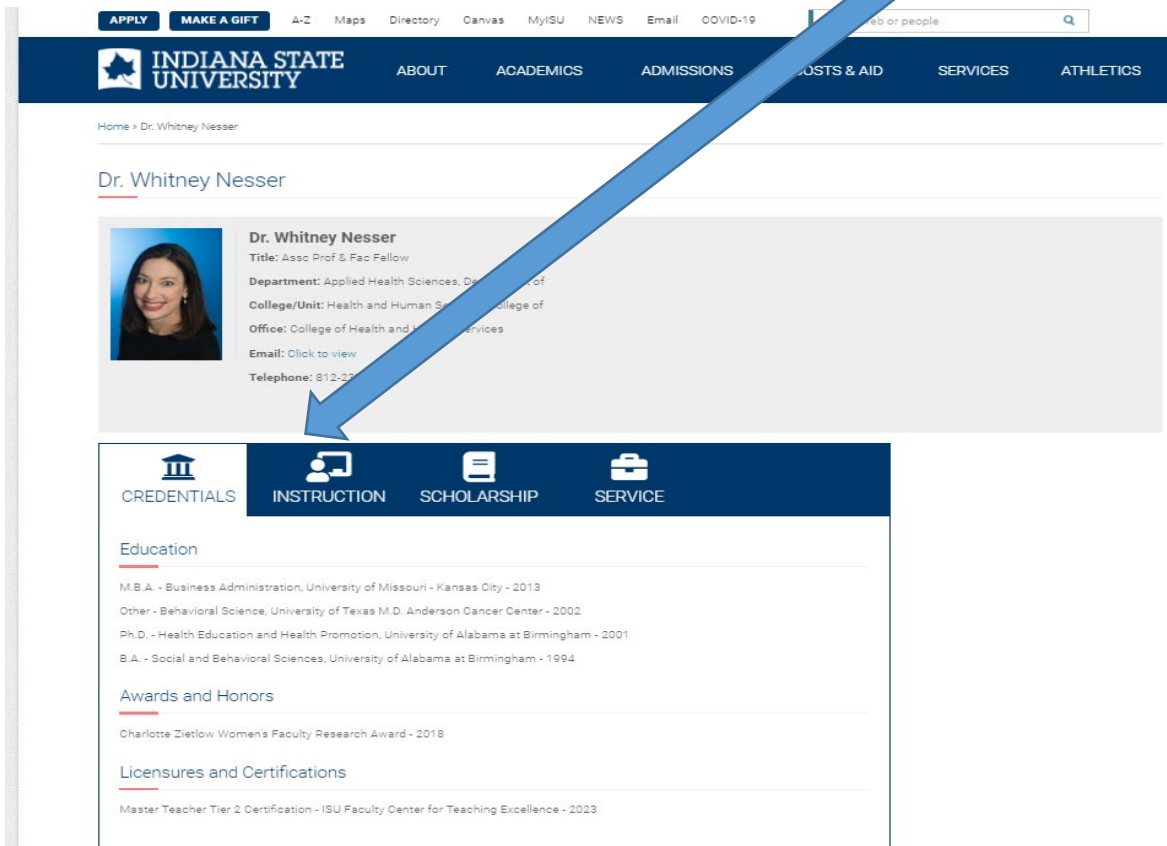
INTRODUCTION

The ISU "directory" is where someone can search for a faculty/staff member. To update your own information, search for your name in the directory:
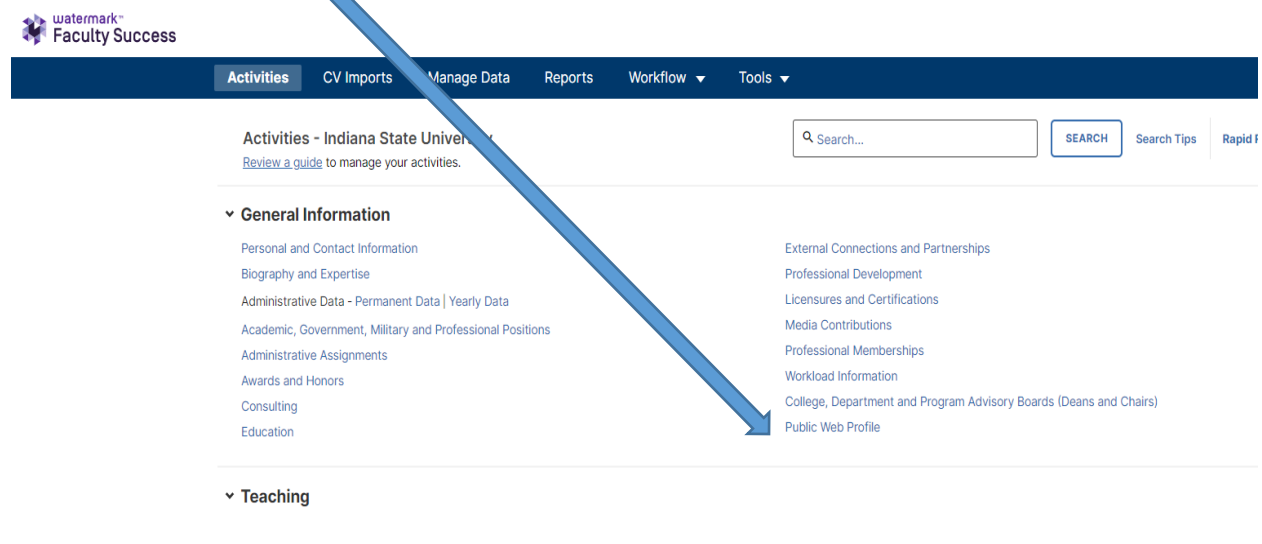

Once on your initial profile page, the contact information (Dept, Telephone, etc) must be updated by faculty through Portal Employee Self-Service. An instructions link is provided on the page. To view your full profile, click the "More info" link.

Once on your full profile link, there are *four main tabs with subheadings*: **Credentials**, **Instruction**, **Scholarship**, **Service**. Through FAD is how to update/populate these four tabs.
The following pages show how to update tabs and subheadings.

The "**Public Web Profile**" link located in FAD "Activities" is where you select FAD entries from dropdown menus, with three exceptions: **Credentials-Education**; **Instruction-Teaching Interests**; and **Scholarship-Research Interests** are populated from other areas in FAD (shown on pages 3 and 4).

How to update CREDENTIALS– Education subheading

To update the **Education subheading**, under the FAD Activities tab, click on the Education link.
This is where information populates for the Education subheading and where you can add/update info.

How to update INSTRUCTION– Teaching Interests subheading

To update the **Instruction tab** (which only has a **Teaching Interests subheading**, under the FAD Activities tab, click on the Personal and Contact Information link.

Once on the Personal and Contact Information page in FAD, scroll down to the section that shows "**Teaching Interest(s)".** Whatever is typed in this box will populate in your ISU directory full profile.

How to update SCHOLARSHIP– Research Interests subheading

To update the **Research Interests** subheading, open FAD, click on the "Activities" tab, and then open the "Personal and Contact Information" link:

Once on the Personal and Contact Information page in FAD, scroll down to the section that shows "**Research Interest(s)".** Whatever is typed in this box will populate in your ISU directory full profile.

How to update ALL OTHER TABS AND SUBHEADINGS

To update **all the other tabs and subheadings** included in the directory full profile, click on the Public Web Profile link, located under FAD Activities:

Once you are on the **Public Web Profile link**, you can select the FAD entries that appear in the ISU directory:

To select which entries are included in the ISU directory, click the arrows to expand each section.
Then click the dropdown menus to select the FAD entry to include in your ISU directory profile.

A few important notes:

- The Public Web Profile dropdown lists (shown in screenshot above) are pulling directly from FAD entries. For example, the Intellectual Contributions are pulling entries from FAD Activities within Scholarship/Research/Creativity links.
- Once you update your Public Web Profile and other fields that pull from FAD for the ISU directory, it usually takes approximately 24 hours for the FAD information to update in the ISU directory.