

# **Online Faculty Information System (OFIS)**

## **User Guide**

March 2020

## Table of Contents

I.	INTRODUCTION .....	3
II.	GETTING STARTED .....	4
III.	LOGGING INTO THE SYSTEM .....	5
IV.	THE MAIN MENU .....	6
V.	ENTERING INFORMATION.....	7
VI.	IMPORTING DATA .....	8
VII.	PASTEBOARD .....	9
VIII.	EXAMPLE DATA FIELD AND OPTIONS.....	10
IX.	NOTES FOR SPECIFIC DATA FIELD CATEGORIES .....	12
X.	GENERATING REPORTS .....	14
XI.	CONCLUSION.....	15

## Introduction

CMU developed the Online Faculty Information System (OFIS) to store accurate and up-to-date information about faculty activity. It is imperative that the university obtain and maintain accurate and timely information about faculty professional activities. This system provides that ability and complements other information and management systems, all of which support CMU's institutional planning, core values and priorities.

We know that you typically receive numerous requests for information about your scholarly activities, both from various CMU offices and from external sources. OFIS provides you some relief from having to continually reformat your data to respond appropriately to these often redundant requests. The system is also designed to facilitate departmental, college and institutional reporting to local, state and federal agencies and other constituencies. Finally, a major benefit of OFIS is that you now have the ability to print your database records in the form of curriculum vitae formatted to meet the requirements of any number of internal and external reports.

It is critical that your activity data be entered into the system accurately if these reports are to be of value. This *User Guide* is designed to quickly get you started and to provide detailed assistance with the use of OFIS features.

For further assistance, hands-on group workshops and demonstrations can be arranged. If interested, please email [ofis@cmich.edu](mailto:ofis@cmich.edu).

## Getting Started

As you work within OFIS, there are a few things that are important for you to keep in mind:

- If you are unable to access the system, email [ofis@cmich.edu](mailto:ofis@cmich.edu). If you are a new faculty member your account will need to be activated.
- Some information such as Administrative Data, Personal and Contact Information, and Scheduled Teaching are automatically imported into the system. You do not need to enter this information.
- Do not key or paste titles into OFIS fields with quotation marks around them. Such items will be appropriately formatted by the system. If you include quotes, you are likely to find that the reports will *also* provide them leading to double quotes.

You are now ready to begin using CMU's Online Faculty Information System!

## Logging into the System

To access OFIS, log into your CMU account at [www.cmich.edu](http://www.cmich.edu). From there, go to My Account, and select OFIS (Online Faculty Information Database) from the list under Academics.

The screenshot shows the 'My Account' page in CentralLink. The page has a yellow header with 'CentralLink > CentralLink > My Account' on the left and navigation icons on the right. A search bar is at the top left. Below it is the 'Academics' section with various links. On the right, there is a 'My Account' sidebar menu. Two black arrows are overlaid on the page: one points from the 'OFIS (Online Faculty Information Database)' link in the main content area to the 'My Account' link in the sidebar menu, and the other points from the 'My Account' link in the sidebar menu to the 'My Account' link in the top navigation bar.

CentralLink > CentralLink > My Account

**My Account**

Looking for something specific?

**Academics**

- View My Academic History  
Download a PDF report detailing your previous classes, grades, and credits earned.
- My Class List  
View your class schedule for a specific term.
- Search for Courses (Old System)  
Access the old course search application. If you have Silverlight installed, try the new course search/registration/drop & add.
- Early Alert  
Notify Academic Advising & Assistance of a student who may be at risk of academic difficulty or failure.
- EHS Information Sheet
- Web Grades  
Submit your grading information for this semester's classes.
- Course Search/Registration/Drop & Add  
Search and register for courses, or drop & add courses. (Requires Silverlight. Find out more.)
- Grade Distribution Reports by Term  
Access grade distribution reports by term on Institutional Research's website.
- Academic Senate  
Visit the Academic Senate website.
- Academic Calendars & Deadline Dates - Mt. Pleasant  
View academic calendars and deadlines for CMU's Mount Pleasant campus.
- Academic Calendars - Global Campus  
View academic calendars and deadlines for CMU's Global Campus and online programs.
- Wait List Administration  
Access administrative screens for the Wait List.
- Classroom Codes  
View access codes for CMU's mediated classrooms.
- OFIS (Online Faculty Information Database)  
Access the Online Faculty Information System to access your CV and reports.
- SOS Results  
Faculty can access their own SOS results here.
- Transcript Request  
Request an official transcript from CMU.

**My Account**

- > My Profile
- > My Academics
- > My Finances
- > My Approvals
- > My Account
- > Classroom Codes

**NOTE:** When you click on the OFIS link you will be automatically logged into the system. If you are directed to a sign-on page, please contact [OFIS@cmich.edu](mailto:OFIS@cmich.edu). Your account will need to be activated.

## The Main Menu

Once you log in, you will see the following page:

The screenshot shows the OFIS main menu interface. At the top is a dark red navigation bar with the OFIS logo, 'Activities', 'Reports', and 'Tools' dropdown menus, and utility icons for help, notifications, and user profile. Below the navigation bar is a search bar labeled 'Search All Activities...' and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is a list of activity categories under three main sections: 'General Information', 'Teaching', and 'Scholarly and Creative Activity'. A link 'Review a guide to manage your activities. Show more' is located at the top left of the main content area. Two callout boxes are present: one pointing to the 'Show more' link and another pointing to the 'Teaching' section.

Review a guide to manage your activities. [Show more](#)

- ▼ **General Information**
  - Personal and Contact Information
  - Administrative Data - Permanent Data | Yearly Data
  - Academic, Government, Military and Professional Positions
  - Administrative Assignments
  - Awards and Honors
  - Consulting
  - Education
  - Faculty Development Activities Attended
  - Licensures and Certifications
  - Media Contributions
  - Professional Memberships
- ▼ **Teaching**
  - Academic Advising
  - Directed Student Learning (e.g., theses, dissertations)
  - Non-Credit Instruction Taught
  - Scheduled Teaching
  - Other Teaching
- ▼ **Scholarly and Creative Activity**
  - Artistic Performances & Exhibits (e.g., music, new media, theater, video, visual art)
  - Contracts, Grants and Sponsored Research
  - Intellectual Contributions (publications, articles, etc.)
  - Intellectual Property (e.g., copyrights, patents)
  - Presentations
  - Research Currently in Progress
- ▼ **Service**

There are helpful video and guidebook links if you would like additional assistance.

You may not be able to modify some fields in these menus, as they use information that is automatically uploaded from SAP. If there are errors, please contact [ofis@cmich.edu](mailto:ofis@cmich.edu) to correct them.

The list shown above displays the categories that OFIS uses to organize faculty activity data. When you click on an item in the list, you come to a data entry screen. Within each screen, you must input the appropriate data from your CV.

## Entering Information

Within each data entry screen, you will need to enter each discrete item separately. For example, as the image below shows, when you click on *Intellectual Contributions*, you will see a screen with an ADD NEW ITEM button. Select this button to enter each of your publications.



The screenshot shows the top navigation bar with 'OFIS' logo, 'Activities', 'Reports', and 'Tools' menus. A search bar contains 'Search Intellectual Contributions (publications, art)'. On the right, there are 'Rapid Reports' and 'PasteBoard' buttons. Below the search bar, the page title is '< Intellectual Contributions (publications, articles, etc.)'. To the right of the title are buttons for 'Import', 'Add New Item' (circled in red), 'Duplicate', and a trash icon. At the bottom, there is an 'Item' input field with a small square icon to its right.

When you finish entering data on any screen, select either the SAVE or SAVE+ADD ANOTHER button. The SAVE button will save the entry you have completed and then return you to the previous screen. The SAVE+ADD ANOTHER button will save the entry you have completed and take you to a new blank page to add another of the same type of entry. Always ensure that you select one of these options so that your data are recorded in the system. If you decide you DO NOT wish to save your efforts, just CANCEL.

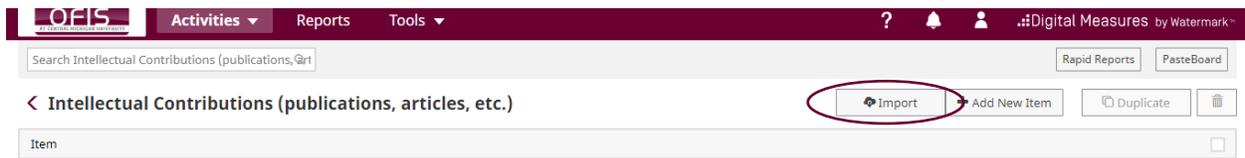


The screenshot shows the 'Edit Intellectual Contributions (publications, articles, etc.)' form. At the top right, there are 'Rapid Reports' and 'PasteBoard' buttons. Below the title, there are 'Cancel', 'Save' (circled in red), and 'Save + Add Another' (circled in red) buttons. The form contains several fields: 'Contribution Type\*' (dropdown), 'Current Status\*' (dropdown), 'Title of Contribution\*' (text input), 'If book chapter, Book Title' (text input), and a radio button question: '\*Does this activity meet the definition of community engagement or outreach?' with 'Yes' and 'No' options. At the bottom, there is a section for 'Authors \* (1)' with instructions: 'Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name in the input fields.'

*Note:* You must complete all items with a red asterisk \* in order to save your information. These items are necessary for the various reports in the system to function appropriately.

## Importing Data

You also have the option to import intellectual contributions from a variety of sources.



If you import from a BibTeX file you will first need to download the file from the original source. This [link](#) provides additional instructions from Digital Measures. The system will walk you through the steps to import from a Third Party such as Web of Science, Crossref, or PubMed.

### < Import Publications

Your publications may exist in other systems—and we want to make adding them easy. Import your citations using one of the options below, then follow the prompts to address duplicates, match collaborators, and perform a final review to complete the process.

#### Import from a BibTeX file

Import publications from other software or databases such as:

- EndNote
- Google Scholar
- Mendeley
- RefWorks
- HeinOnline
- Zotero

Choose File...

#### Import from a Third Party

Select a service:

- Web of Science  Crossref  PubMed

Search criteria:

Author Name

Publication Year  to

[Add search criteria](#)

Search Web of Science >

## PasteBoard

OFIS has a feature called PasteBoard. This feature allows you to copy text from another document into your web browser and drag and drop the text into the proper field in the OFIS. In order to access the PasteBoard, simply click on the PasteBoard tab located in the top right-hand corner of the web browser screen.



In the example below, you simply highlight the text you want to move (for example the title), then you use your mouse to drag and drop the text into the *Title of Contribution* field. DO NOT drop the punctuation into the field because custom reports are designed to include whatever punctuation is appropriate.

A screenshot of the OFIS form. The form has several sections. The first section is 'Contribution Type' with a dropdown menu. Below it is 'Explanation of "Other"' with a text input field. The next section is 'Current Status' with a dropdown menu. The 'Title of Contribution' field contains the text 'Value and competitive advantage', which is highlighted in red. Below this is a section for 'Author' with a dropdown menu for 'Central Michigan' and input fields for 'First Name', 'Middle Name/Initial', 'Last Name', 'Affiliation', and 'If a student, what is his/her level?'. There is also a '+Add' button. The next section is 'Translator' with a dropdown menu for 'Central Michigan' and input fields for 'First Name', 'Middle Name/Initial', 'Last Name', 'Affiliation', 'If a student, what is his/her level?', and 'Role'. There is also a '+Add' button. The final section is 'Journal/Publisher' with input fields for 'Publisher', 'State of Journal/Publisher', and 'Country of Journal/Publisher'. A 'PasteBoard' window is open on the right side of the form, showing the text 'Smith, Jane (2005). . Journal of Competition, 2(3), 122-130.' with a red arrow pointing from the 'PasteBoard' label to the window.

## Example Data Field and Options

### Intellectual Contributions

This section of the system is where your publication information is stored. Below is an example entry for an intellectual contribution. On the following page you'll find a more detailed description of this section.

Edit Intellectual Contributions (publications, articles, etc.) Cancel Save Save + Add Another

---

Contribution Type\*

Current Status\*

Title of Contribution\*

If book chapter, Book Title

\*Does this activity meet the definition of community engagement or outreach?   
 Yes  No

▼ Authors \* (1)  
Please order the authors in the order of authorship.  
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author				Actions ▼
People at Central Michigan University	First Name	Middle Name/Initial	Last Name	
:: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Affiliation	If a student, what is his/her level?			
<input type="text"/>	<input type="text"/>			

▶ Editors/Translators (1)

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

The usefulness of the fields on this screen varies depending on the discipline and the individual faculty member. In general, however, the fields described below are required for every entry.

The screenshot shows a web form titled "Edit Intellectual Contributions (publications, articles, etc.)". At the top right are buttons for "Rapid Reports" and "PasteBoard". Below the title are "Cancel", "Save", and "Save + Add Another" buttons. The form contains several fields: "Contribution Type", "Current Status", "Title of Contribution", and "If book chapter, Book Title". A radio button question asks "Does this activity meet the definition of community engagement or outreach?". Below this is a section for "Authors \* (1)" with instructions to order authors and select from a list or enter names. The "1st Author" section includes a dropdown for "People at Central Michigan University", input fields for "First Name", "Middle Name/Initial", and "Last Name", and fields for "Affiliation" and "If a student, what is his/her level?". An "Add Row" button is at the bottom of the author section.

You need to select your GLOBAL ID under "People at Central Michigan University" to indicate that you are an author. If your co-author(s) are faculty at CMU select their GLOBAL ID from the drop down.

Note: Many of the reports defined in the system only include items with a status of either **Accepted/In Press** or **Published**. For example, if you want your entry to appear on your department's *Annual Report* from OFIS, you must select a status of either **Accepted/In Press** or **Published**. There is an *Intellectual Contributions* report that will list every single item that has been entered, regardless of the status indicated.

If you were a co-presenter, select ADD to insert additional names. If your co-author(s) is a student, indicate their level.

- If you had numerous student co-authors (too many to add) it is recommended to put the count of students, and their levels, in the abstract/synopsis section

## Notes for Specific Data Field Categories

### Awards and Honors

- You may choose to leave *Purpose* and/or *Scope* blank. If you do NOT select a value for either of these categories, your Award/Honor will be listed at the end of your vita. If you select a *Purpose*, your Award or Honor will appear in that specific section of your vita. For example, if you select ‘Service-University’, your Award or Honor will be grouped under all your University-level service items. You may want to experiment with different options to ensure your vita output meets your needs.

### Directed Student Learning

- This is a required field and reported annually by department. It includes the direction of student research, honors and thesis projects, masters and doctoral committees. This directed student learning is usually not part of a class and is often outside of load.

### Scheduled Teaching

- You will only be able to enter certain information in the *Scheduled Teaching* category. Most of the data included in this area will be imported from CMU’s SAP enterprise system. However, if you would like to include additional details about any particular course you have taught at CMU, you are free to enter data into some additional fields.

### Artistic Performances and Exhibits

- Be sure to view all options in the drop-down menu for Type of Work and choose that which most closely matches your entry. Include the title, whether it was a refereed or juried work, whether it was invited or accepted, the scope, and the date. All other information is optional. Much of the additional information usually appears on vitae and is helpful for tenure and promotion decisions. If any students were coauthors be sure to include their name as well as choosing their student level from the drop-down menu. This information is very important when CMU reports student creative endeavors.

### Contracts, Grants and Sponsored Research

- This section of the system is where you record all your funded activities, whether the source is internal or external. The vita reports will group your activity in sub-sections labeled *Internal* and *External*. Only those items listed which indicate *Central Michigan University* as the Awarding Organization will be included in the *Internal* sub-section.
- By default, your name will appear under first investigator. If you collaborated, select ADD to insert additional names. If your colleague(s) is a student, ensure you indicate that.
- If the grant you’re entering is NSF or NIH, you will want to use the intellectual contribution dropdown menu to select from those items you’ve already entered in OFIS. Those selected will then appear on the OFIS Biographical Sketch report that you will use to accompany your grant proposal.
- It is critical that you indicate current status.
- Enter the start and end years of funding at a minimum.
- If you are an NIH or NSF grant applicant, and required to show related publications/research activity on your *Biographical Sketch* (one of the vitae reports

available in the system), you will be able to select specific publications for each grant entered from a drop-down menu. This feature eliminates the need for you to manually enter (or cut and paste) this information. Once selected, these items will then print on the *Biographical Sketch* report. The *Biographical Sketch* reports will only compile if the Current Status is indicated as Currently Under Review or Not Funded.

### Presentations

- At a minimum, describe the name of the conference/meeting at which you presented and if it was peer-reviewed/refereed.
- If you were the first presenter be sure to select your name under “People at Central Michigan University.” If you were a co-presenter, select ADD to insert additional names. If your co-presenter(s) is a student, ensure you indicate that.
- Enter at least the year in which your presentation took place and the scope. You may be more specific if you choose.

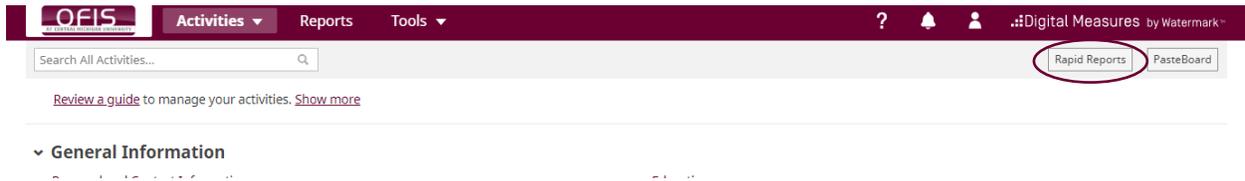
### Service

- Service is required of all faculty. This is an important entry. Do not include any paid service external to CMU – paid service is consulting. Put your service entry in only one place. Enter the committee name, your role, a brief description of your participation on the committee, the accomplishments of that committee, and the dates of service. This explanation is required for all tenure and reappointment documents.

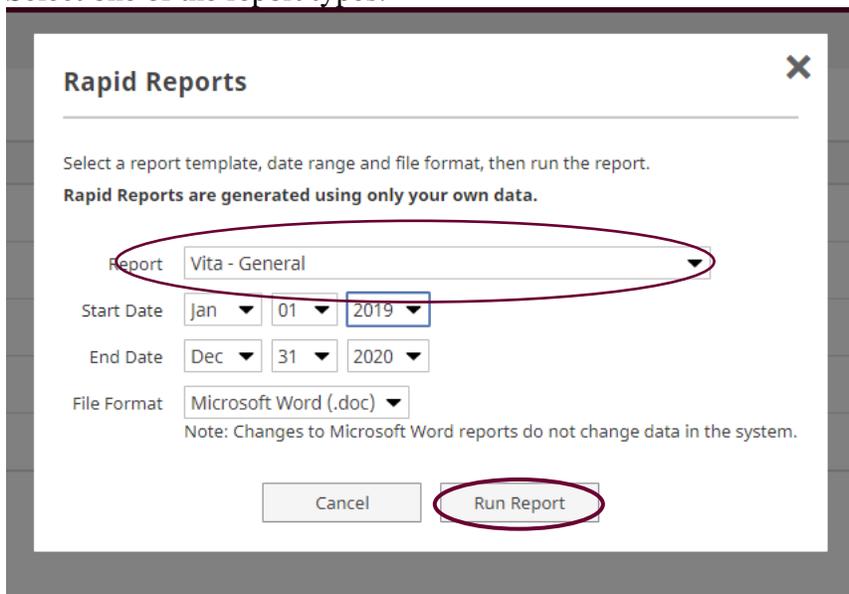
## Generating Reports

Once you have entered your information, you can review it easily by generating a report. The following steps will take you through the creation of a report.

To begin the process, log into OFIS. Next, select the Rapid Reports option from the top right of any data entry screen (see below). Select your parameters and then click **RUN REPORT**.



Select one of the report types:



Choose your date range and select from one of the following file formats: Microsoft Word, Adobe PDF, or HTML. Once your parameters have been selected, click on **RUN REPORT**. You will next be prompted to Open or Save your file.

That's all there is to it!

## **Conclusion**

The Online Faculty Information System is dynamic and designed to meet the unique needs of Central Michigan University. If you have ideas for enhancing the system, new report designs, or suggested improvements, please send them to [ofis@cmich.edu](mailto:ofis@cmich.edu). We welcome your input.