

STOP GUIDE

A Guide to Updating and Maintaining Faculty Profiles in Sedona

A. How to Access Sedona:

- 1) Go to www.sedonaweb.com and choose **Member** from the drop down box under Account Type.
Enter the Member ID and password. If you need to obtain your Member ID and password, please contact Yashika D Wright (ywright3@gmu.edu).

B. Reporting/Updating Research and Other Activities:

- 1) The activities to be added include, but are not limited to, those identified in the [contributions model](#).
- 2) To add a new activity, click on the type of activity you wish to update.
- 3) Click the add box in the top right corner of your browser and complete each section denoted by a red asterisk.
- 4) All remaining fields should be updated at least once a semester. Relevant fields that automatically build into faculty CVs include, but are not limited to:
 - o Service Activities, Work/Military Experience, Honors and Awards, etc...
- 5) You may follow the same steps as above to update your profile.

ADDITIONAL INFORMATION

- Dean's Office will be responsible for the following:
 - o Establishing Sedona record upon hire of faculty member, and issuing a Member ID/password.
 - o Uploading teaching schedules each semester (including IRR data for Student Evaluation of Teaching and Average GPA for each course/section taught).
- Area staff will be responsible for uploading syllabi each semester (for each course/section taught).
- Faculty should complete their annual inputs prior to the end of each spring semester. These updates will automatically feed into the Faculty Accomplishment Report.