1. **Log in to Northwestern Faculty Folio.**
   Open your web browser (Chrome is preferred) and log in with this link, using your NetID and password: facultyfolio.northwestern.edu

2. **Review and update, if needed, the Profile section** (accessible from the left-hand menu).
   - **Editable:** Personal Information, Contact Information, Work Experience, Degrees, Professional Licensures & Certifications, Military Experience, Interests, and Biography.
   - **NOT editable:** Current Position and Rank and Promotion History. myHR is the system of record for position, rank, and promotion.

3. **Make sure your 2019 activities, and/or ongoing activities, display in the annual vita supplement.**
   - From your home page and “Your Action Items,” select the Weinberg College 2020 Vita Supplement. The link appears here if your vita supplement is required and you have not yet submitted it for this year.
   
   ➞ TIP! Look for the red “Activities require your attention” alert in each section. Either mass update activities with the “Update” button or select “Activity Ended” for a row and then the appropriate end term and year.

4. **Review/update your activities either in the Weinberg College 2020 Vita Supplement (accessible from your home page) or in the Activities section (accessible from the left-hand menu).**
   - Upload your most current CV in the first section.
   - It is only necessary to enter/update activities that occurred during the review period of the vita supplement collection: the 2019 calendar year.
   
   ➞ TIP! Sort activities in descending order by Start or End Term to view your most recent activities.
   - **NOT editable in Faculty Folio:**
     - Teaching. Classes taught are imported from CAESAR if you are the instructor of record. If you taught a combined class or section, the classes are listed separately in Faculty Folio. In future periods, the data from CAESAR should accommodate combined sections as well as CTEC scores for combined sections.
     - Pre-populated information in Patents and Intellectual Property. The Innovations and New Ventures Office (INVO) maintains the system of record for Northwestern faculty patents.
   - Import scholarly or creative work citations from Google Scholar (via RIS/BibTeX formats), Medline/PubMed, Web of Science, ARXIV, iNSPIRE, or NU Scholars via the “Add” button in Scholarly and Creative Works.
   - Link your ORCID account to Faculty Folio for scholarly or creative work citations, education, and/or work history. Navigate to “Vitas & Biosketches” in the left-hand menu.

5. **Complete narrative sections:** Teaching, Advising, Service, Scholarly and Creative Work, Research.
   The narrative sections are only available in the annual vita supplement. From your home page and “Your Action Items,” select the Weinberg College 2020 Vita Supplement.
   
   ➞ TIP! The system times out after 45 minutes and does not automatically save your work. Type narratives in a word processing application first and then copy and paste them into the data entry form to make sure you don’t lose your work.

6. **Preview your vita supplement.**
   At the top of the vita supplement screen (where you enter your narratives), select “Preview” to generate a summary. The default format is how the budget committees and department chairs will view your vita supplement.

7. **Submit your vita supplement.**
   Once you are satisfied that the vita supplement form reflects your work for the activity period, select “Submit for Review” to advance your vita supplement to your department leadership.
   
   ➞ TIP! The link to your vita supplement will disappear from your home screen after you submit; however, the snapshot will still be accessible via Forms & Reports (Prior Activity Input Forms) in the left-hand menu. You can also view and update Activities throughout the year in advance of the next vita supplement collection.