

DM College Limited Administrator Instructions for User Accounts

Rev: August 2013

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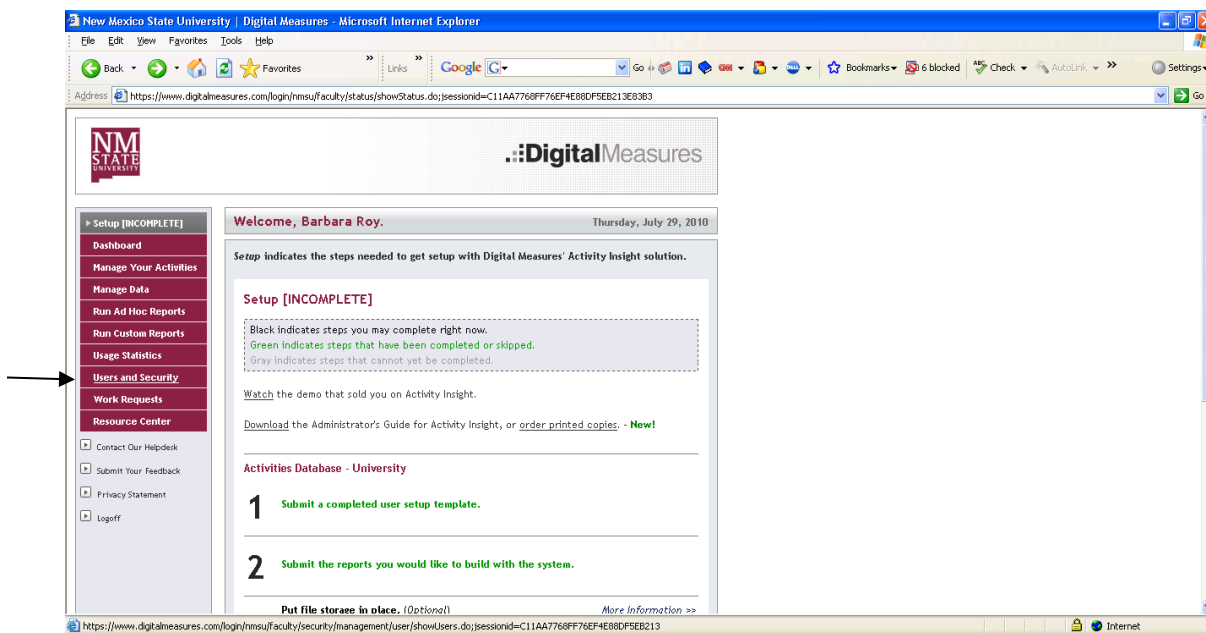
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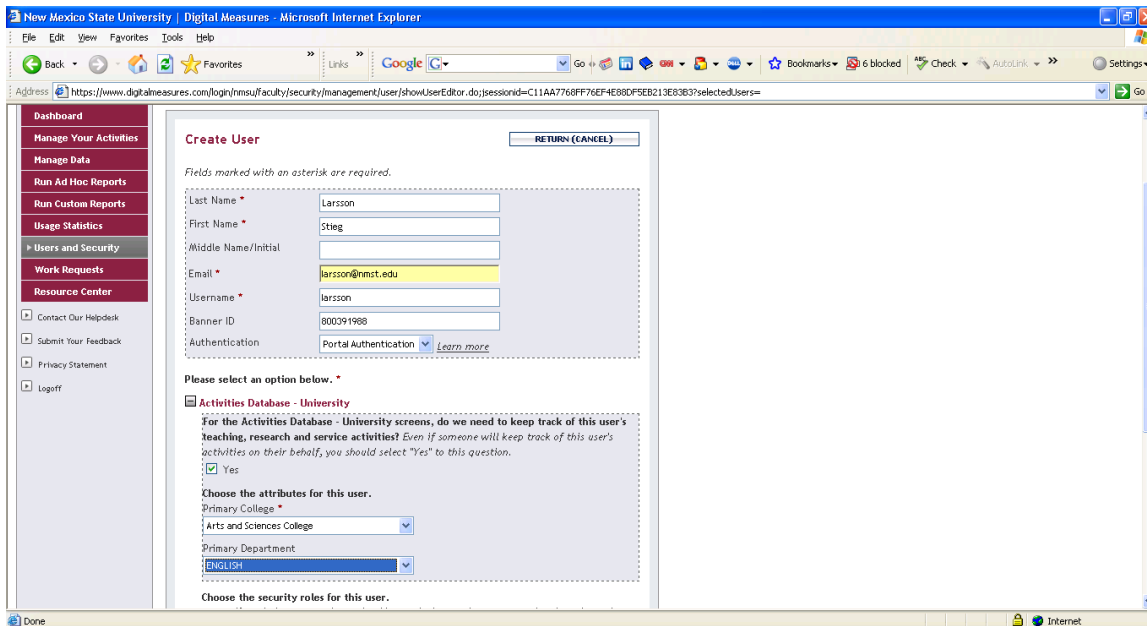
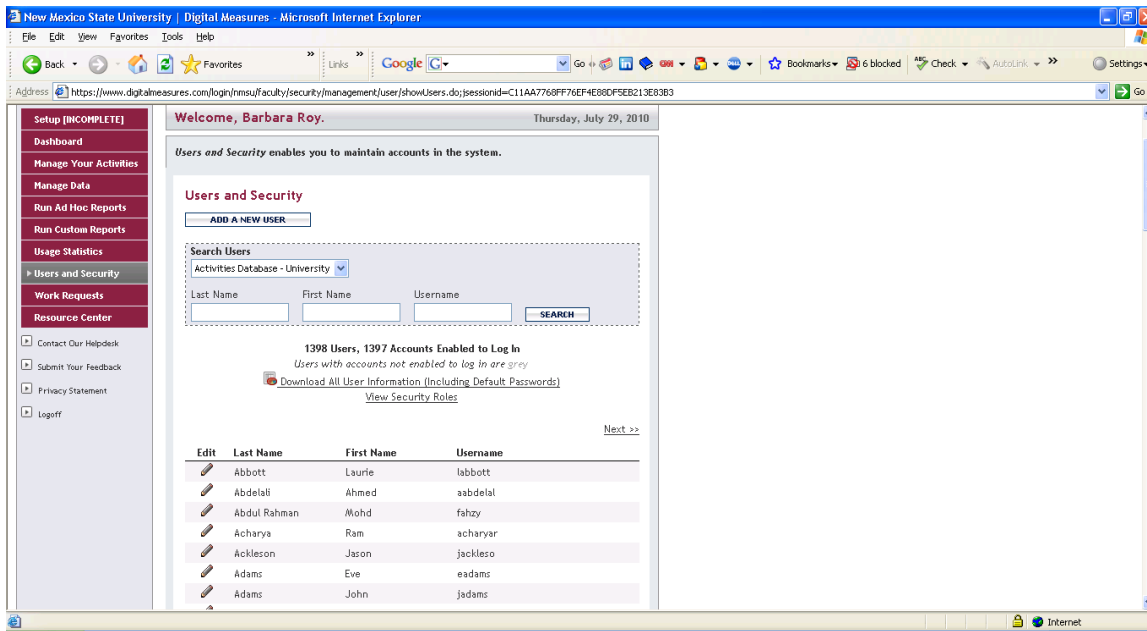
Add New Faculty Member

These instructions outline the procedure to add new, eligible faculty to the Digital Measures system for your college. Faculty eligibility for a DM account is the designation: *full-time, part-time regular faculty* as set by the Liaison group in spring 2009.

After logon, select Users and Security from the left sidebar menu:



Click on ADD A NEW USER button:

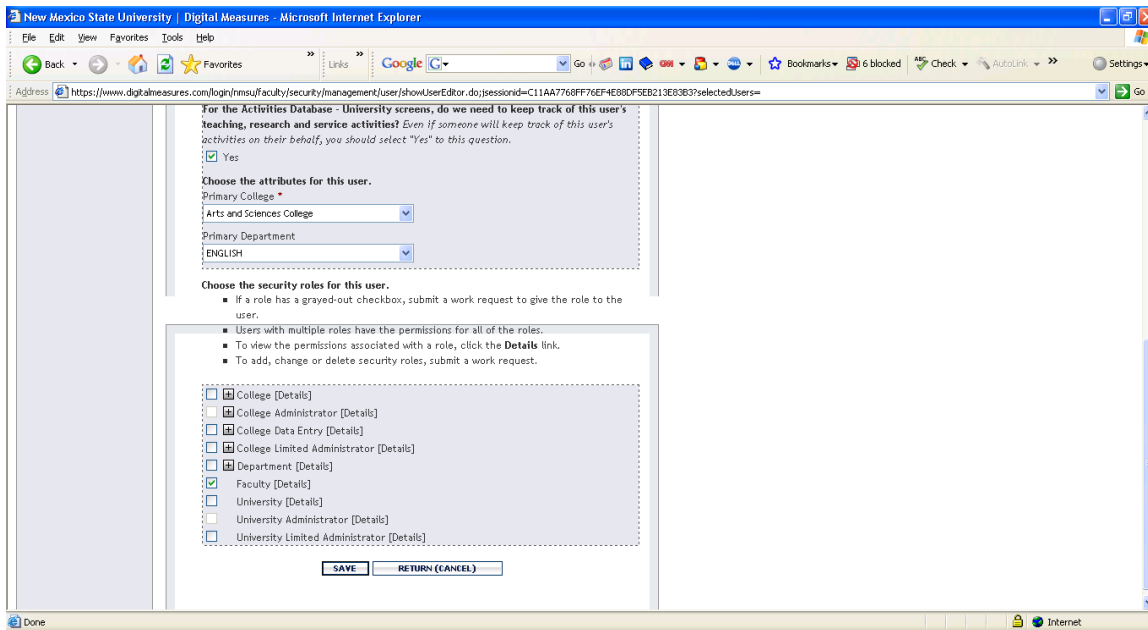


1 Complete all the fields in the first box:

- if Middle Name/Initial is unknown, leave it blank;
- use the university's preferred email that displays on the NMSU Phonebook: Person Lookup at nmsu.edu;
- the Username will default from the Email field;
- Banner ID is needed for accurate data pulls;
- set Authentication to Portal.

2 In the second box:

- ensure that the green check is displayed for Yes;
- select your college from the first drop list;
- select the Primary Department from the second drop list.



- 3 In the third box:
- check the box for Faculty;
 - click on the SAVE button.

Add Admin Entry Personnel

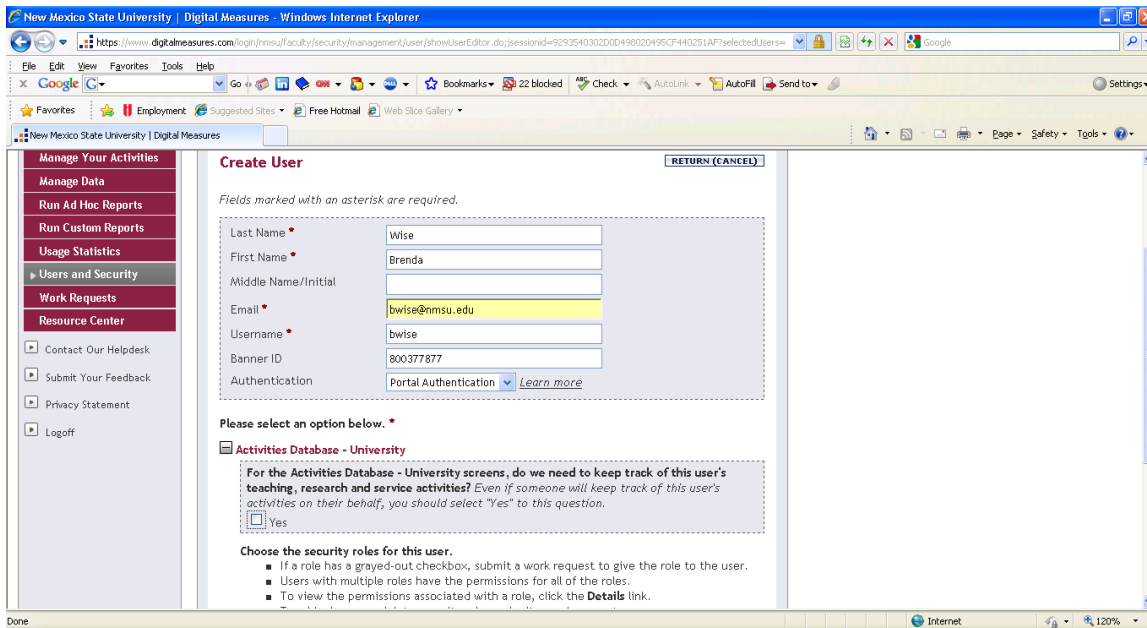
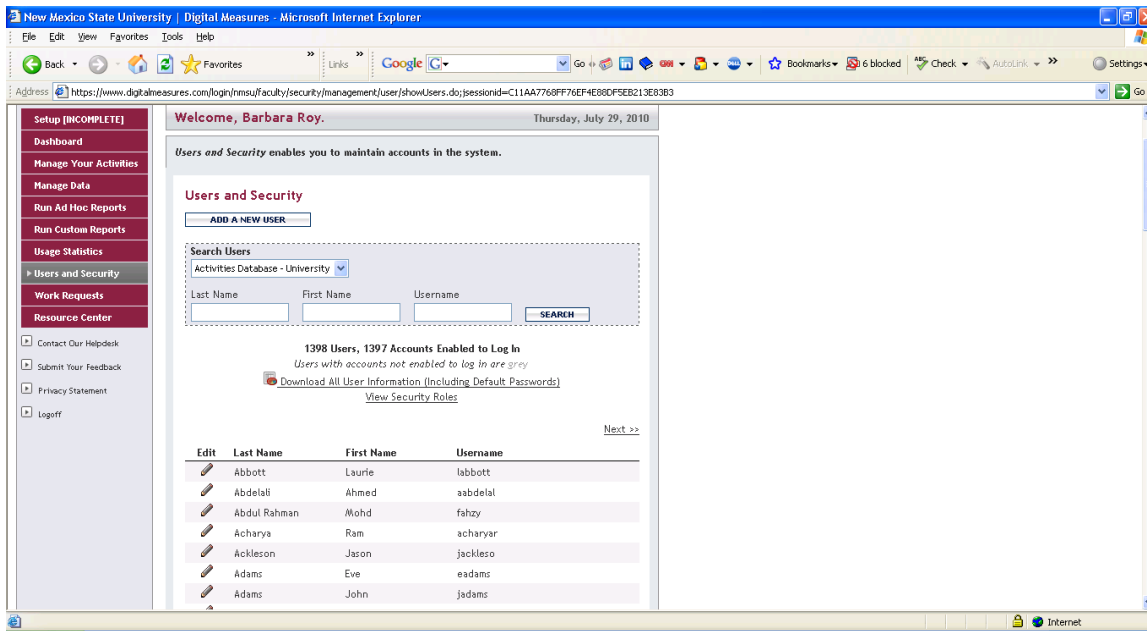
These instructions outline the procedure to add DM administrative entry personnel for your college. DM admin entry personnel are charged with entering the Allocation of Effort percentages to the Workload Information screen for the customary time period as prescribed by your college departments: yearly or by semester.

DM admin entry personnel can also assist with citation entry on Books, Journals and Other Text-Based Contributions or any entry to any screen with the appropriate data file provided by the faculty member. Onus is on the faculty member to review any data that is added to the system on their behalf.

After logon, select Users and Security from the left sidebar menu:



Click on ADD A NEW USER button:

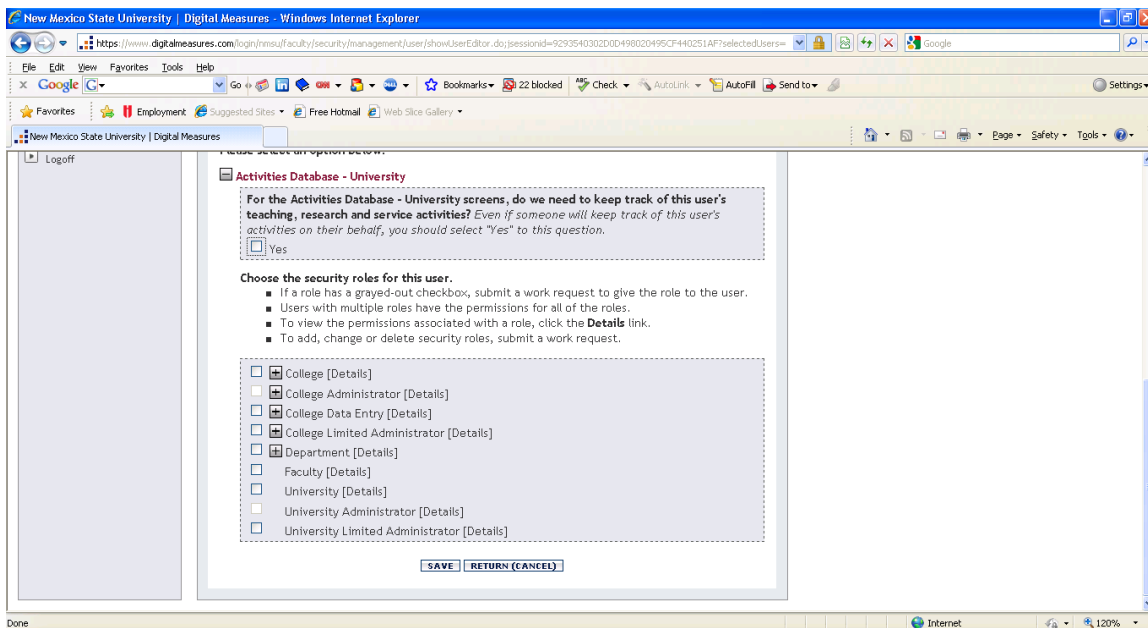


1 Complete all the fields in the first box:

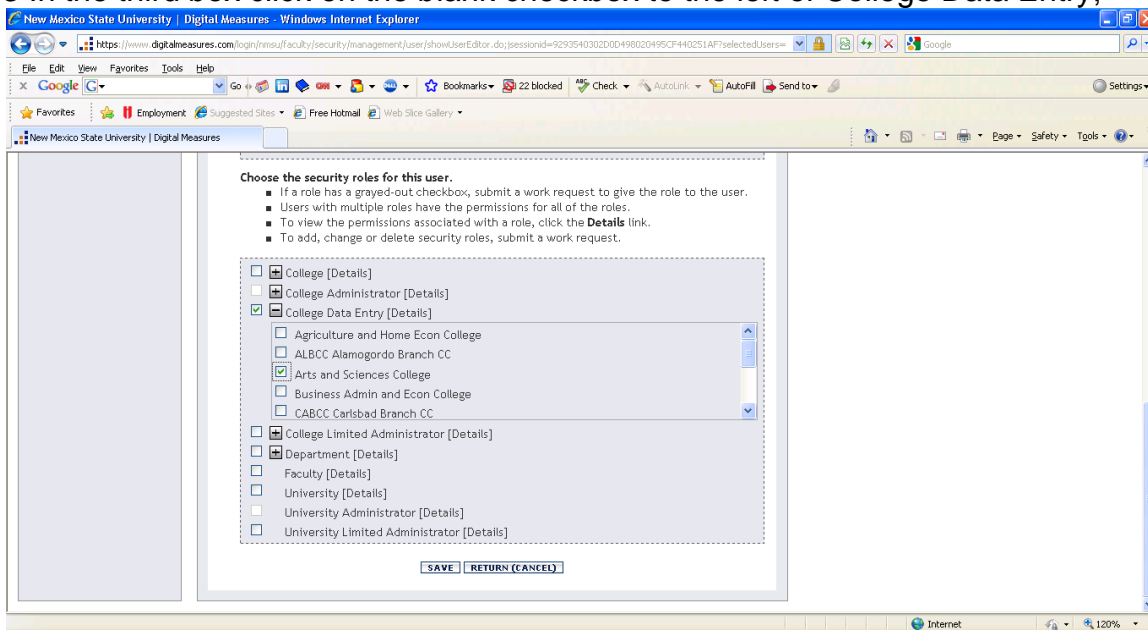
- if Middle Name/Initial is unknown, leave it blank;
- use the university's preferred email that displays on the NMSU Phonebook: Person Lookup at nmsu.edu;
- the Username will default from the Email field;
- Banner ID is needed for creation of this role;
- set Authentication to Portal.

2 In the second box:

- ensure that the green check is clicked off and the Yes checkbox is blank;
- scroll to the bottom of the page.



3 In the third box click on the blank checkbox to the left of College Data Entry;



- click on the appropriate college for this admin entry person;
- click on the SAVE button.

The admin entry person has been added for your college. The College Data Entry security role can access all faculty members for the college to perform the Manage Data function.

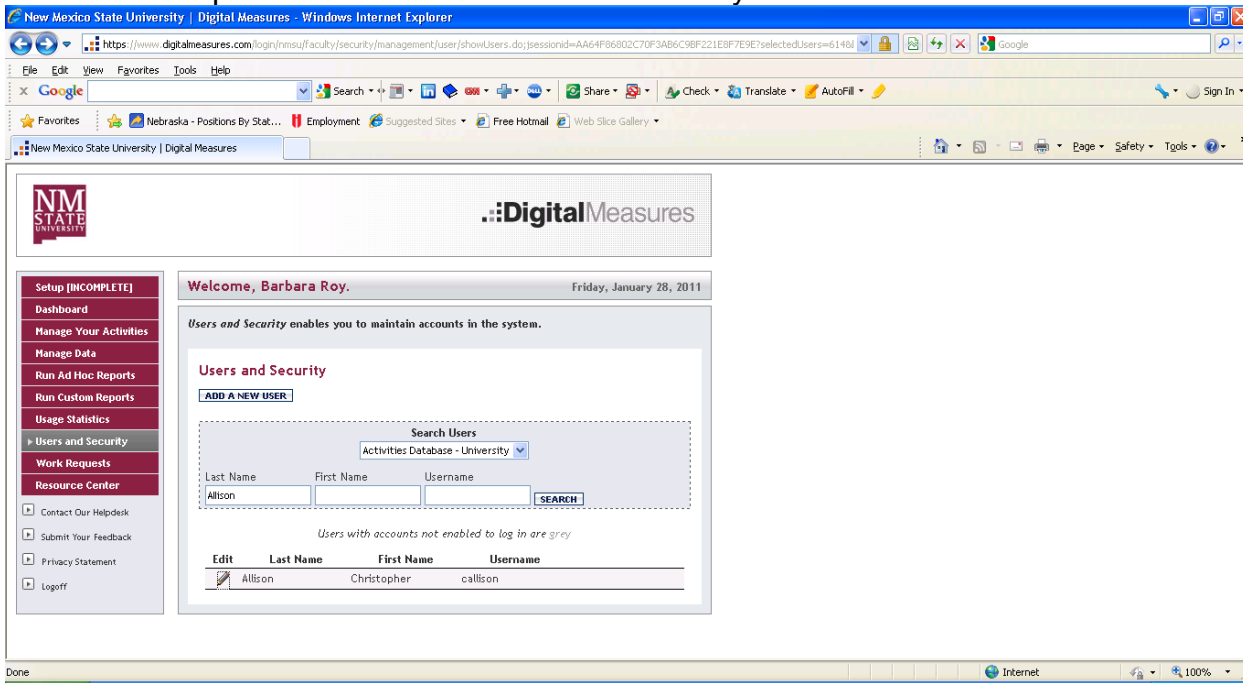
Assign Department Head Security Role to Existing DM Faculty

The DM Department security role consists of the following access:

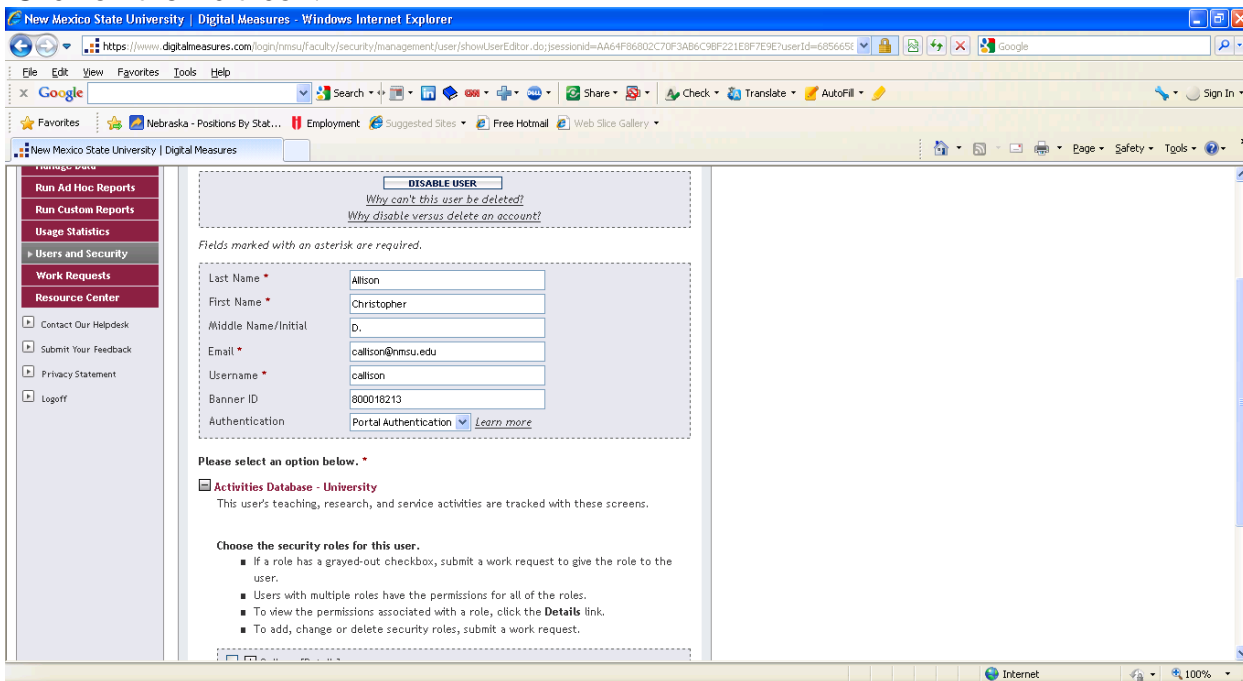


To add this security role to your Department Heads, complete the following actions:

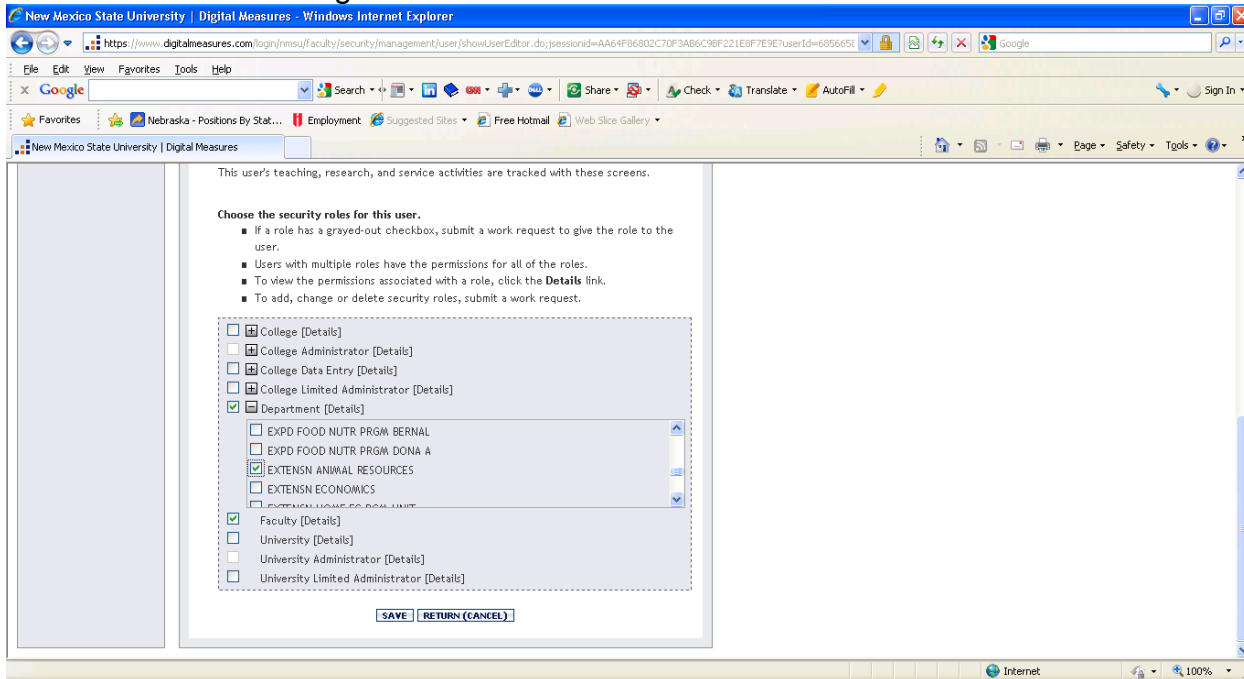
***Locate the Department Head on Users and Security:**



***Click on the Edit icon:**



*Scroll down to the assignment box:



*Leave the Faculty box checked, and click on the blank box next to Department.

*A drop list displays the scrolling list of departments for selection.

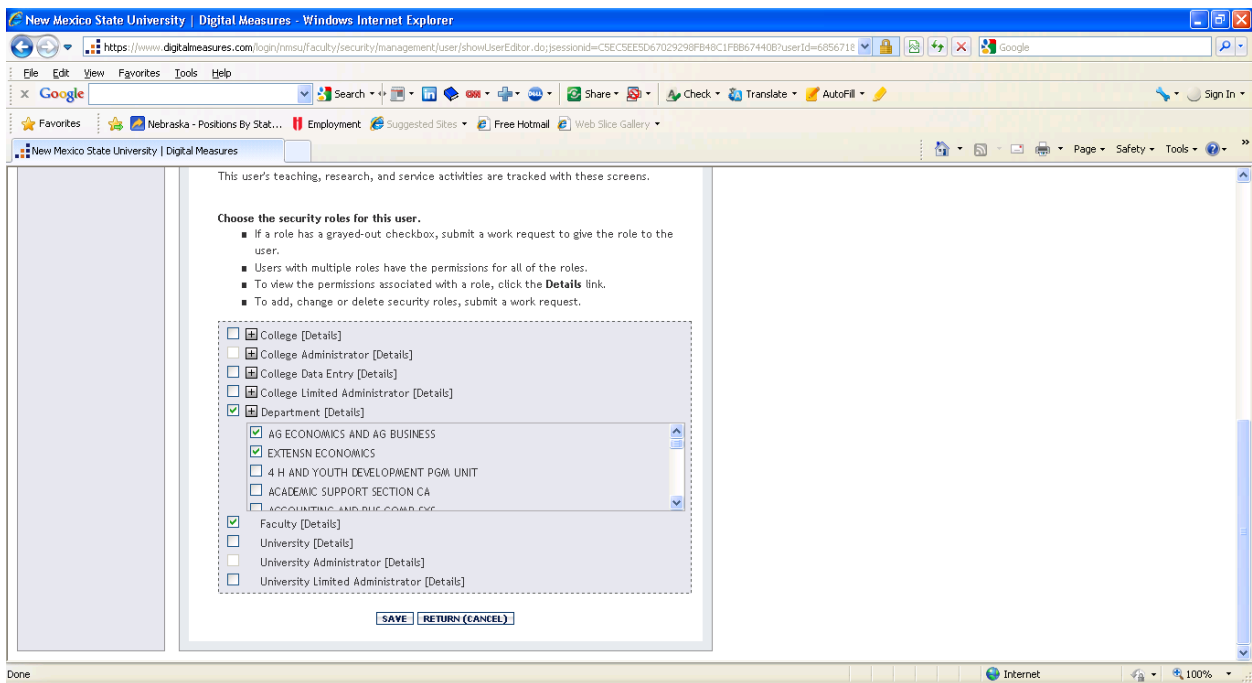
*Click on the appropriate department box.

*Click on the SAVE button.

*The Department security access assignment is complete.

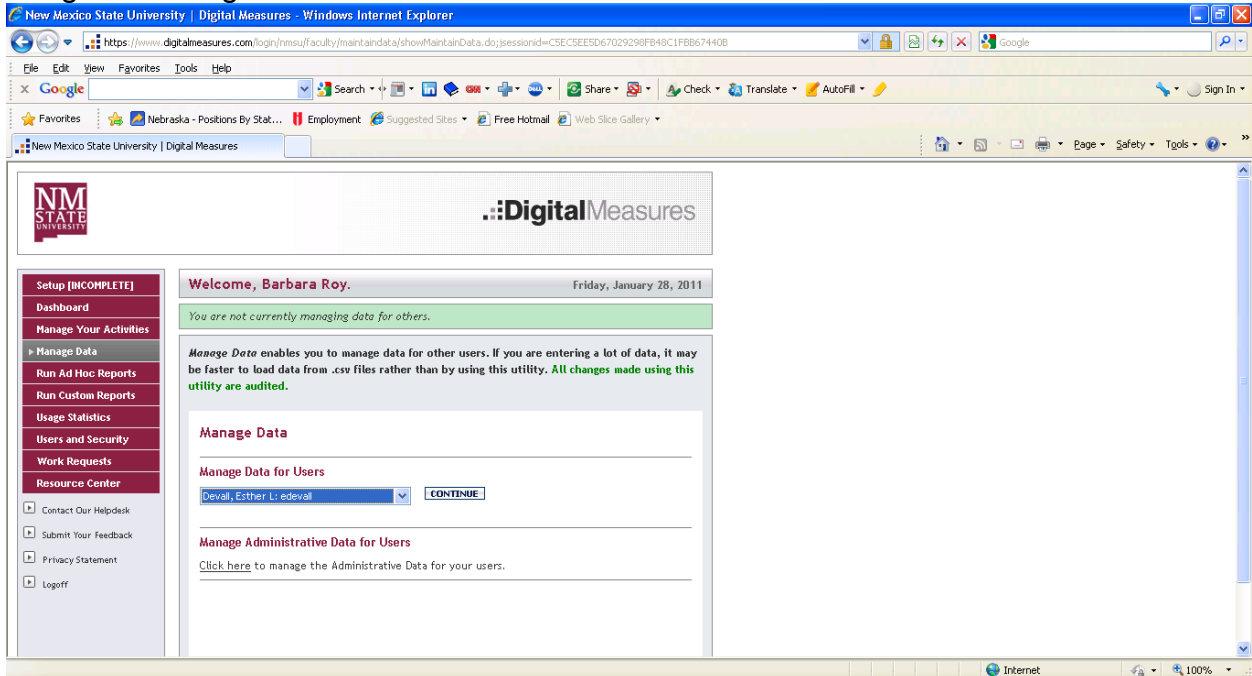
Additional Departments

If the Department Head covers more than one department, after checking the first department box, depress the Control (Ctrl) key and scroll to the next assigned department and click on that box. To verify the department's access that was assigned, return to Users and Security and edit the Department Head. The scroll box displays however many departments were assigned:

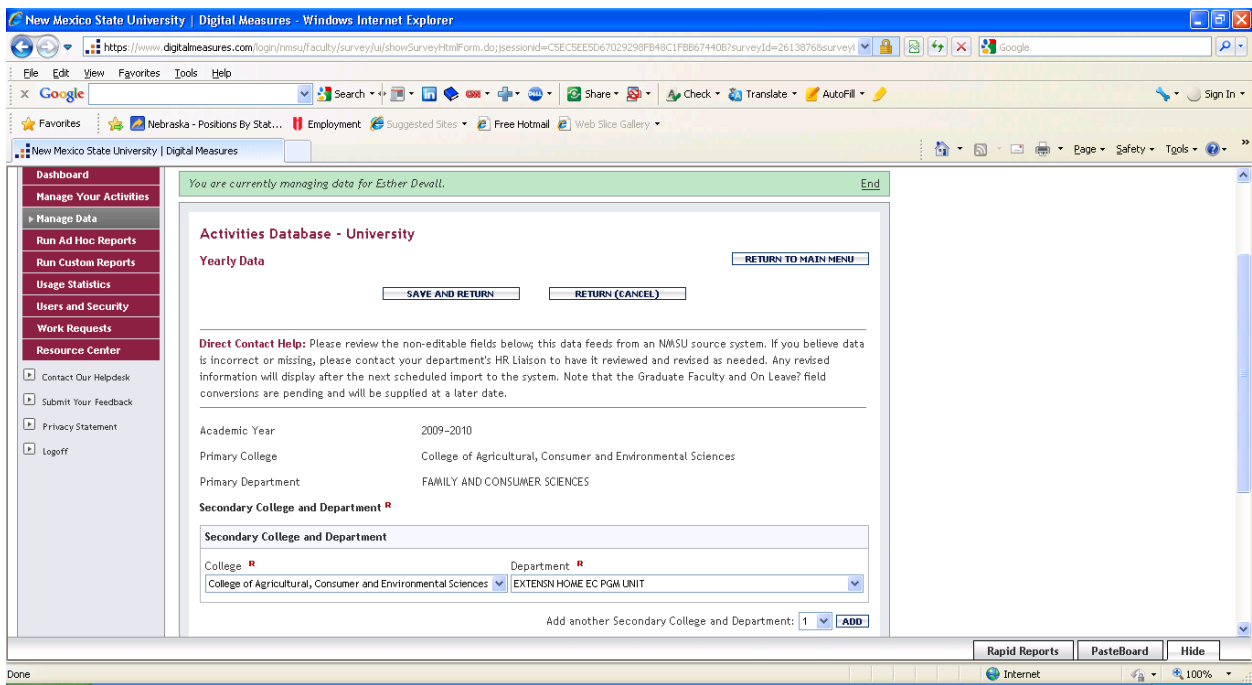


Additional departments should also be entered on the Yearly Data screen. During the DM system configuration sessions, the Liaisons enhanced the delivered system with the ability to record cross department and cross college assignments. It was decided that the addition of such assignments would be restricted to administrative entry.

To add additional department(s) and/or college(s) to the faculty record, select the faculty member using the Manage Data link:



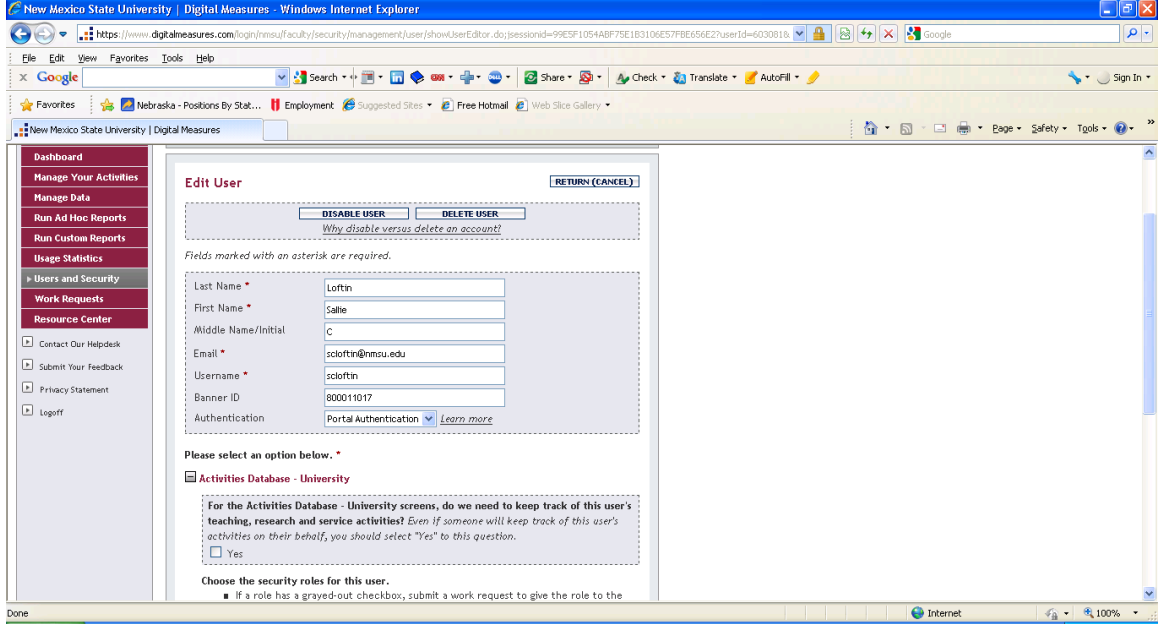
On the Yearly Data screen select the Secondary College and Department from the drop lists, and SAVE:



Disable Personnel who have Left the University

When faculty members or admin entry personnel leave the University they should be disabled on DM.

In Users and Security, locate the person and click on the edit icon:



Click on the DISABLE USER button; do not use the DELETE button.

Thank you for your help with Digital Measures!