Northwestern Faculty Folio
A Step-by-Step Guide to the Activity Reporting System

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

   > If information in any non-editable section of Faculty Folio is incorrect, please contact Weinberg-Faculty-Folio@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, Awards and Honors, Professional Licensures & Certifications, Military Experience, Interests, and Biography.
   - NOT editable: Current Position. myHR is the system of record for position, rank, and promotion.

3. **Make sure your 2021 activities, and/or ongoing activities, display in the annual vita supplement.**
   - From your home page and "Your Action Items," select the **Weinberg College Vita Supplement.**
   - ⇒ **ESSENTIAL!** Look for the red **"Activities require your attention"** alert in each section. Either mass update activities with "Update" or select "Activity Ended" for a row and then the appropriate end term and year.
     – You will NOT be able to add new activities in a section until you take the "Update" action.

4. **Review/update your activities either in the Weinberg College Vita Supplement or in the Activities section (accessible from the left-hand menu).**
   - Upload via the linked Microsoft Form 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 2021 calendar year, or start term of Winter 2021 and end term of Fall 2021.
   - ⇒ **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.
     – 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, via the "Add" button in Scholarly and Creative Works, from Google Scholar (via RIS/BibTeX formats), Medline/PubMed, Web of Science, ARXIV, iNSPIRE, or NU Scholars.
   - 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 three narrative sections: Teaching and Advising, Service, Scholarship and Research.**
   The narrative sections are only available in the annual vita supplement, the **Weinberg College 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 (near the Current CV entry), 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.