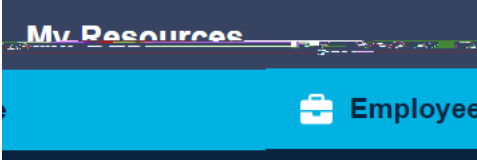


FAR Administrative User Guide

Accessing FARs

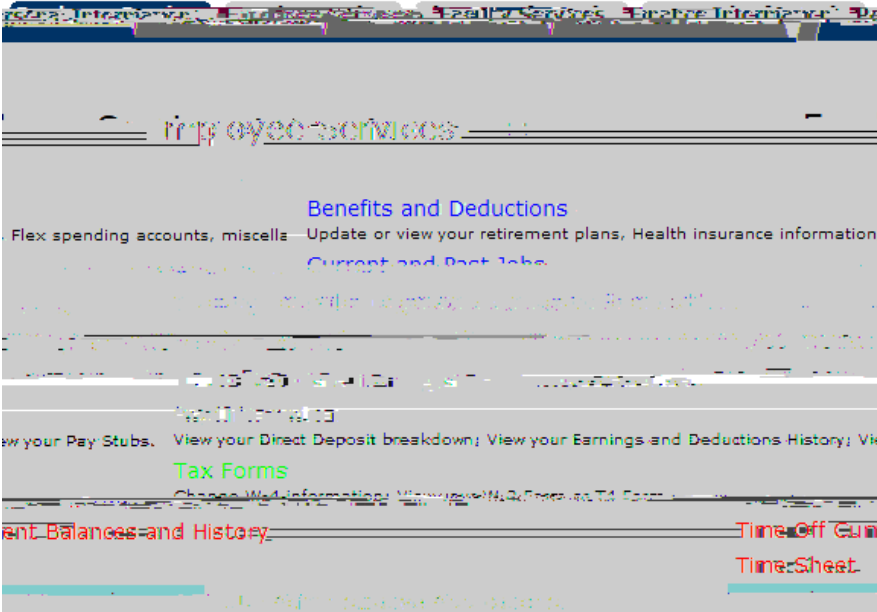
1. Login into MyWings using your UNF ID and password.
2. Click on My Resources.



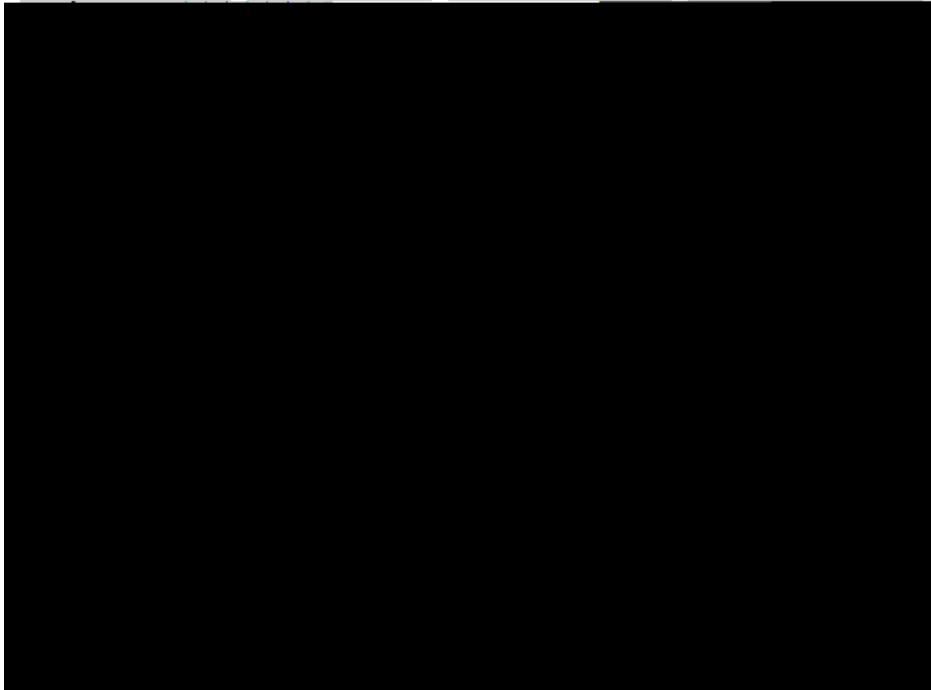
3. Click on the Banner Self Service link.



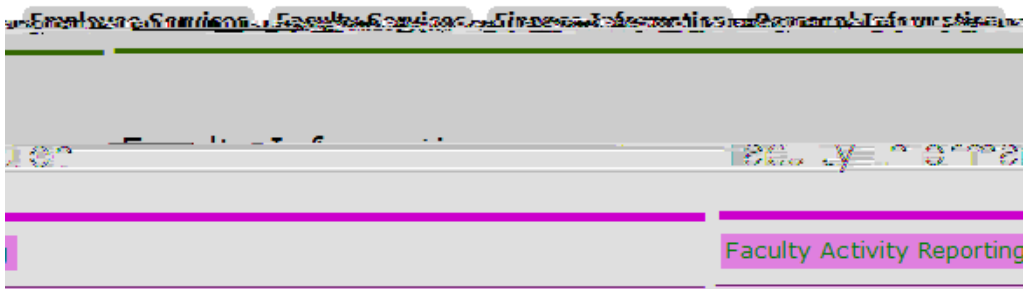
4. Click on the Self Service link.



5. Click on ^ & μ o š Ç / v (} Œ u š] } v _ X



6. o] l } v ^ & μ o š Ç š] À] š Ç Z % } Œ š] v P _ X



7. Select the Term, Faculty Member, and Position you would like to view/edit from the drop-down menus, and then click Show FAR Report. Please note, all positions need to be completed for each individual. If someone is missing from the drop-down list, please contact oir@unf.edu.

The screenshot shows the 'Faculty Activity Reporting' interface. At the top, there is a title 'Faculty Activity Reporting' followed by a horizontal line. Below this, there is a navigation bar with several icons. The main content area contains a message: 'Percent of Effort can be updated for each activity category.' Below this message, there is a table with columns for 'Activity Category', 'Percent of Effort', and 'Update'. The bottom section of the interface, which is highlighted with a yellow box, contains three dropdown menus: 'Term: None', 'Faculty: None', and 'Position: None'. Below these menus are four buttons: 'Report', 'Clear', 'Show FAR Report', and 'Close'. The 'Show FAR Report' button is highlighted with a white background.

Editing FARs

Adding Activity

To add Instruction-Related Activity and Non-Instruction-Related Activity, choose the activity you would

