

## How Do I Add an Activity in Faculty Data Self Service?

Some institutions have enabled the functionality to allow faculty members to record their activities through Faculty Data Self Service. This job aid details how to add research activities.

### Navigation

1. Log into **OneUSG Connect**.
2. Click the drop down next to **Employee Self Service** at the top of the page.
3. Click **Faculty Data Self Service**.

#### Add Research Activities

4. Click the **Activities** tile.
5. The **Activities** page opens.
6. Click the **Add Activity** button.
7. Using the **Activity Type** drop down, select either **Scholarly Research** or **Original Research**.
8. In the next drop down, select whether the research is **Internal** or **External**.
9. Enter a description of the research activity in the **Activity** field.
10. Enter the sponsor of the activity in the **Sponsor** field.
11. Enter the research activity dates using the **From Date** and **Thru Date** fields.
12. In the **Compensated** drop down, indicate whether this research activity is **Compensated** or **Not Compensated**.
13. Enter the organization in the **Organization** field.
14. Add any comments you wish to associate with this research activity in the **Comments** field.
15. Click the **Save** button.
16. Click **OK** on the **Save Confirmation** page.



**Edit Existing Activities**

17. To review the details of an existing activity, click its link in the **Activity** column.
18. To edit an existing activity, click its **Edit** button. Make the necessary changes and save them.
19. To delete an activity, click its **Delete** button.
20. Click the **Faculty Data Self Service** back button in the upper left corner.

**Complete the Task/Sign Out of Application**

21. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



22. Click **Sign Out**.

