**Login**

1. From your web browser, navigate to the Buchtel College of Arts and Sciences home page: http://www.uakron.edu/bcas
2. Select the link “Resources for Faculty and Staff.”
3. Click the icon for Faculty 180.
4. Click Login.
5. Enter your UANetID and Password and click Login.

**Logout**

1. Click the Logout button.
   a. There are two Logout buttons on every page – one in the top right corner and one in the bottom center.
2. A message returns, asking if you are sure you wish to logout. Click Yes, if you wish to log out.
3. A message returns indicating you must close your browser window in order to fully log out. Either click the “X” in the upper right corner or select File – Exit from the menu to close the browser.

**NOTE:** It is recommended that you ALWAYS use the link from the College web site rather than setting the link as a Favorite.

### My Data tab

1. **Profile Form** – Input form for credentials and items that do not change significantly over time (degrees, work experience, etc.)
2. **Workload Form** - Input form for activities that occur or change regularly (teaching, research, professional development, service)
3. **Personal Vita Settings** – Structure & style a unique version of the curriculum vita for personal use.
4. **My Activities** – Trend reports on teaching, research and service activities for a given range of terms.
5. **Vita** – Provides a publishable form of the curriculum vita for both personalized & standard versions.
Navigating in Faculty 180

**NOTE**: Do **NOT** use the browser’s Back button to navigate within Faculty 180. **ALWAYS** use the navigational links provided within the application.

**Profile Form — Zippy Kangaroo**

- **Home** — Returns to the initial Home tab.
- **Help** — Provides context-sensitive help.
- **Logout** — Logs out of the system.
- **Breadcrumb trail** — Navigational links that provide a hierarchical path.

**Additional Training Resources**

*Online tutorials and job aids are available at:* [http://www.uakron.edu/training/faculty180.dot](http://www.uakron.edu/training/faculty180.dot)