

Instructions for Submitting for a Column Change for an Existing MnSCU College Faculty Member

Please view the College Faculty Salary and Credentialing Faculty User Tutorial prior to registering on the system. You can find this tutorial at <http://www.hr.mnscu.edu/video/SPCredfacultytutorial.swf>

Step 1. Register on the system at <https://spp.mnscu.edu/>

Step 2. Complete the required fields under Personal Profile.

Step 3. Under My Information, enter the information that qualifies you for the column change. You need enter only the degree and/or course work that qualifies you for the column change. Previous employment and certification and license information are not necessary.

The screenshot shows a web browser window with the URL <https://spp.mnscu.edu/index.php?action=addNewDegree>. The page title is "MnSCU SPP and Cred Website - Mozilla Firefox". The main header includes the Minnesota State Colleges & Universities logo and the text "College Faculty Salary & Credentialing System". The breadcrumb trail is "Home > Educational Degrees > Add New Degree". The user is logged in as "Heather Kidd" with a "Logout" link.

The "My Information" section is active, showing a navigation menu with "Previous Employment", "Educational Degrees", "Educational Courses", and "Certifications & Licenses". The "Add New Degree" form is displayed, with a "Save" button at the bottom. The form fields are as follows:

Field	Value	Notes
* Degree Type:	Master's	Add degrees to your educational record here. These items will be verified against your official transcript.
* Major:	Biology	
Minor:		Arrange to have your official transcript(s) sent to the HR department at the institution(s) where you are employed. If you have a foreign transcript, view information on having it evaluated.
Emphasis / Concentration:	Animal Behavior	
* Granting Institution:	State University, Mankato	If you have a graduate degree, list only those undergraduate degrees that apply toward the minimum qualifications for your position.
* Date Conferred:	05/12/2007	Undergraduate transcripts are necessary only if you enter undergraduate information in your forms.
City:	Mankato	
State:	MN	

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Step 4. Under My Forms, create a Salary Placement Evaluation form.

The screenshot shows a web browser window with the URL `https://spp.mnscu.edu/index.php?action=listForms`. The page header includes the Minnesota State Colleges & Universities logo and the title "College Faculty Salary & Credentialing System". The user is logged in as Heather Kidd. The main content area is titled "Submit a Form" and contains instructions to click on links to begin creating a new form. The links are: "Add a New Salary Placement Evaluation Form", "Add a New Qualification Evaluation Form", and "Add a New T&LC Request Form". Below these links are three sections: "Current Salary Placement Forms", "Current Qualification Evaluation Forms", and "Current T&LC Forms", each with a table header and a message stating "You have no [form type] evaluations either in progress or that have been completed recently." The footer of the page contains the copyright notice "© 2006 Minnesota State Colleges and Universities".

The screenshot shows the same web browser window with the URL `https://spp.mnscu.edu/index.php?action=sp_addForm`. The page header is the same as the previous screenshot. The main content area is titled "Create Salary Placement Evaluation Form" and contains three bullet points: "Select the institution where you are employed and click on 'Create SP Evaluations Form'.", "If you are employed at more than one institution, select the institution where you are employed with the greatest number of credits.", and "If your employment at each institution is equal, select the institution where you received your first offer of employment." Below the instructions is a dropdown menu labeled "Select Institution" and a button labeled "Create Salary Placement Evaluation Form". The footer of the page contains the copyright notice "© 2006 Minnesota State Colleges and Universities".

5. Select the items that qualify you for the column change. Then, on the Finalize tab, click submit. Remember, you must also provide an official transcript containing this degree and course information to your HR department.

MnSCU SPP and Cred Website - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://spp.mnscu.edu/index.php?action=sp_selectDegrees&spFormID=53

Minnesota STATE COLLEGES & UNIVERSITIES

College Faculty Salary & Credentialing System

Home > Degrees

Welcome Heather Kidd (Logout)

Main Menu

- Home
- My Information
 - Personal Profile
 - Previous Employment
 - Educational Degrees
 - Educational Courses
 - Certifications & Licenses
- My Forms
 - Submit & Track Forms
 - Form Submission History

Salary Placement Evaluation Request Form

General Employment Degrees Courses Certifications & Licenses Finalize

Degrees

Select degree items that you would like to submit in your salary placement evaluation form. Only those items you select will be submitted and used in determining your salary placement.

Degree	Major	Institution	Date Conferred	
<input checked="" type="checkbox"/>	Master's	Biology	Minnesota State University, Mankato	05/12/2007

Save

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Done spp.mnscu.edu

Step 6. keep an eye on your e-mail for a determination notice regarding your column change.