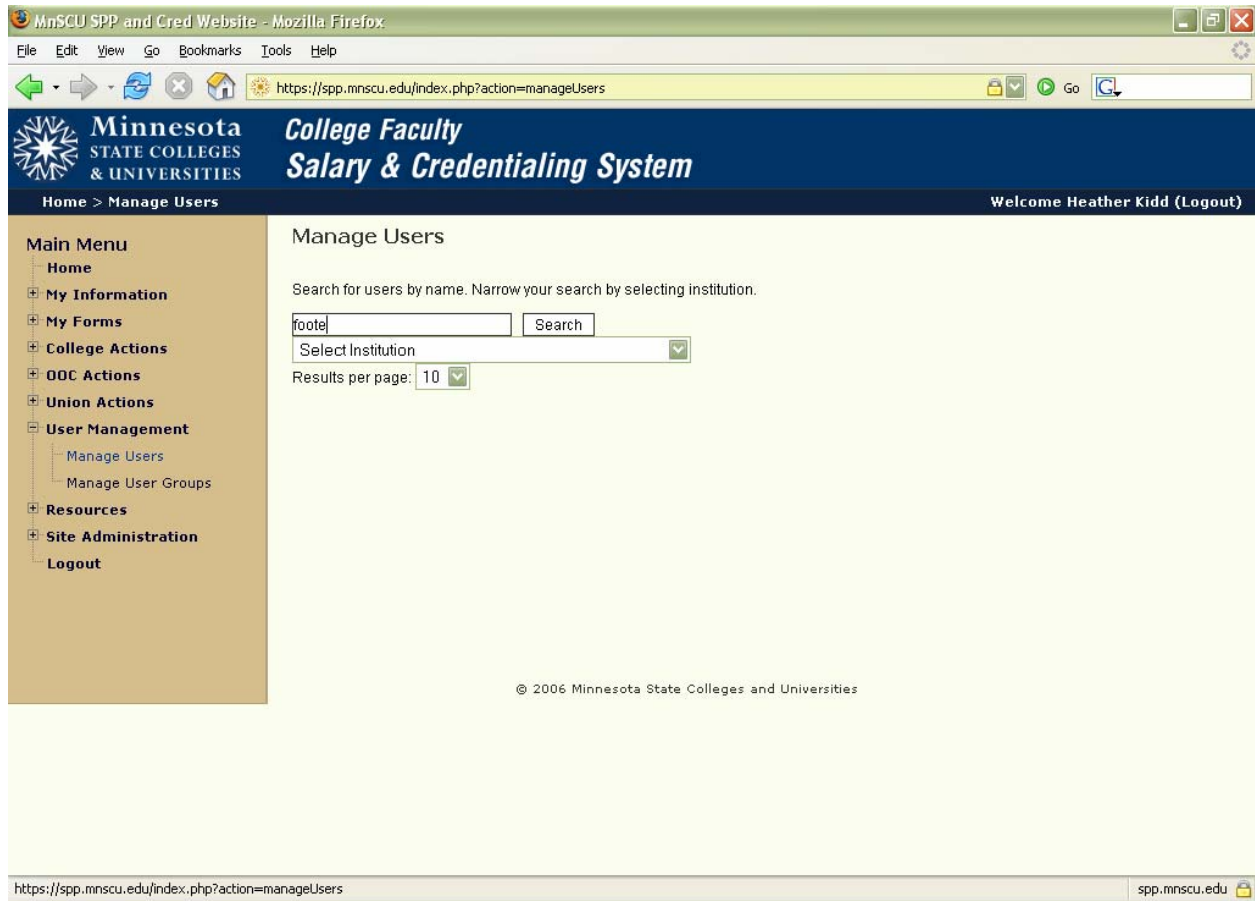


College Faculty Salary and Credentialing System

Setting up a Campus Administrative User (HR or Dean)

(A 5 Step Process)



Step 1 – Search for the user on the Manage Users page under User Management

MnSCU SPP and Cred Website - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://spp.mnscu.edu/index.php?action=manageUsers&search=foote&institution_id=&pageSize=10

Minnesota STATE COLLEGES & UNIVERSITIES *College Faculty Salary & Credentialing System*

Home > Manage Users Welcome Heather Kidd (Logout)

Main Menu

- Home
- My Information
- My Forms
- College Actions
- ODC Actions
- Union Actions
- User Management
 - Manage Users
 - Manage User Groups
- Resources
- Site Administration
- Logout


Manage Users

Search for users by name. Narrow your search by selecting institution.

foote

Select Institution

Results per page: 10

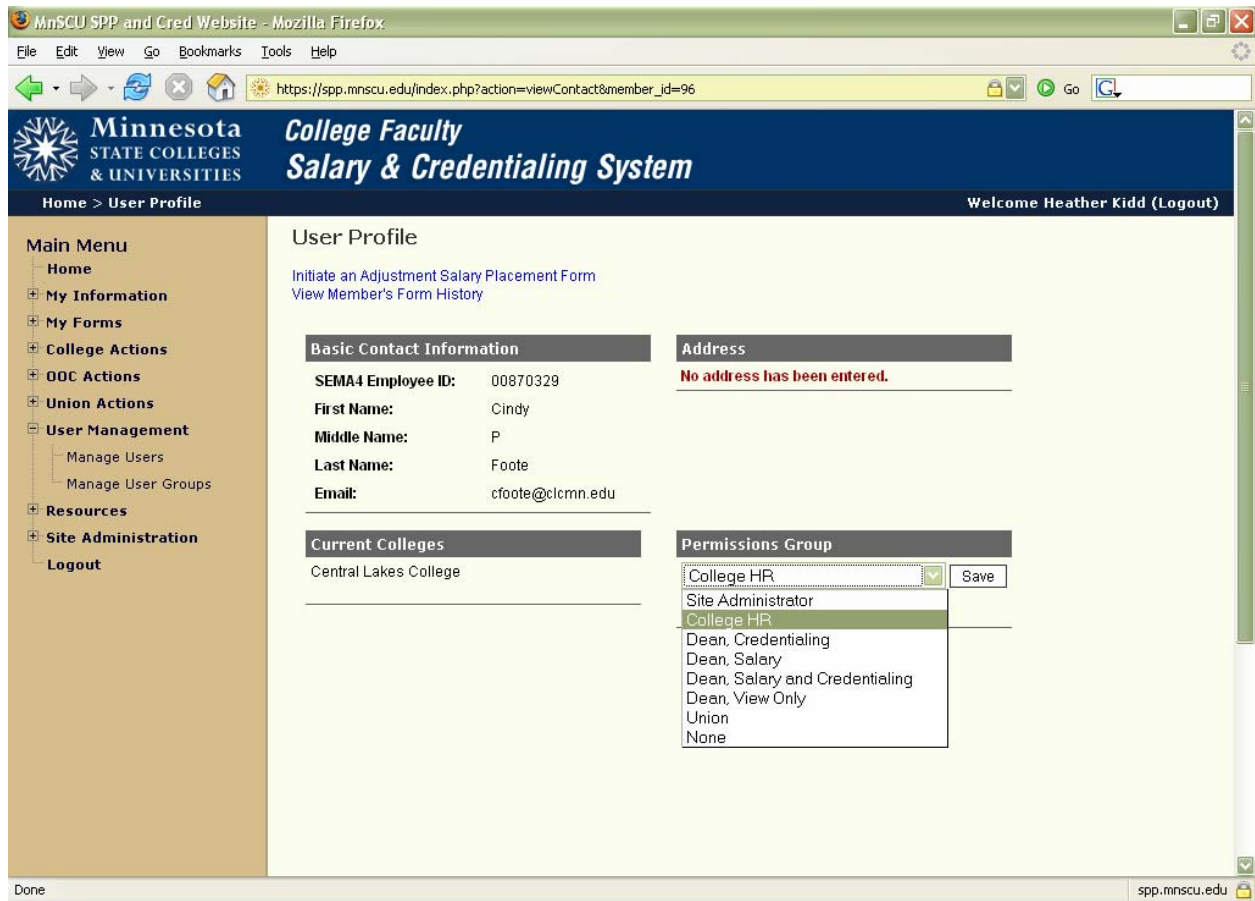
Last Name	First Name	SEMA 4	
Foote	Cindy	00870329	

<< 1 - 1 of >>

© 2006 Minnesota State Colleges and Universities

https://spp.mnscu.edu/index.php?action=viewContact&member_id=96 spp.mnscu.edu

Step 2. Select View User Profile by clicking on the spyglass.



Step 3. Select a Permissions Group for the administrative user.

- A. Dean, View Only - View completed forms only - by faculty member.
- B. Dean, Credentialing - View forms and act on credentialing forms.
- C. Dean, Salary - View forms and act on salary forms (step placement).
- D. Dean, Salary and Credentialing - View and act on both credentialing and salary placement (step placement) forms.
- E. College HR - View and act on both credentialing and salary placement (step placement) forms and associate faculty with the institution.

MnSCU SPP and Cred Website - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://spp.mnscu.edu/index.php?action=manageUsers&search=foote&institution_id=&pageSize=10

Minnesota STATE COLLEGES & UNIVERSITIES *College Faculty Salary & Credentialing System*

Home > Manage Users Welcome Heather Kidd (Logout)

Main Menu

- Home
- My Information
- My Forms
- College Actions
- ODC Actions
- Union Actions
- User Management
 - Manage Users
 - Manage User Groups
- Resources
- Site Administration
 - Logout



Manage Users

Search for users by name. Narrow your search by selecting institution.

foote

Select Institution

Results per page: 10

Last Name	First Name	SEMA4	
Foote	Cindy	00870329	 

<< 1 - 1 of 1 >>

© 2006 Minnesota State Colleges and Universities

Done spp.mnscu.edu

Step 4. Click on the back arrow button to return to Manage Users and click on the schoolhouse icon to assign the user to your institution.

MnSCU SPP and Cred Website - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://spp.mnscu.edu/index.php?action=assignUserInst&member_id=96

My information

My Forms

College Actions

OOA Actions

Union Actions

User Management

- Manage Users
- Manage User Groups

Resources

Site Administration

- Logout

you provide will determine the faculty member's access to forms.

SEMA4 ID: 00870329 ?

Faculty Name: Cindy Foote ?

Job Class Code: 007018 ?

System Status: Current ?

Current Institutions: None ?

Associate Institution: Central Lakes College ?

Select Campus: Brainerd ?

Start Date: 05/07/2007 ?

Term: Other Special Session ?

FTE: 1 ?

Appointment Type: Other ?

Credential Fields: Fill in box is required if New Program is selected.
(Hold CTRL to select multiple credentials.)

- (LF) Turf & Landscape/Irrigation & Drainage
- (LF) Veterinary Technology
- (LF) Visual Merchandising/Industrial Display
- (AF) Water & Wastewater Technology
- (LF) Welding Occupations
- (LF) Wood/Furniture Finishing
- New Program

New Program: HR

Save

Done spp.mnscu.edu

Step 5. Assign the administrative user to your institution by entering the fields as shown above. You are able to select only your institution. Under Credential Field, select New Program at the bottom of the list and enter either HR or Dean in the New Program field as appropriate. Then save.