Updating an Instructor's Credentials in the ICS

What if an instructor already has an approved form (aka profile) in the ICS and new information needs to be added? Perhaps the instructor has become a program director-whatever the case may be, this new information needs to be captured and approved in the ICS. This user guide outlines best practices for updating an instructor's credentials in the ICS as a staff delegate.
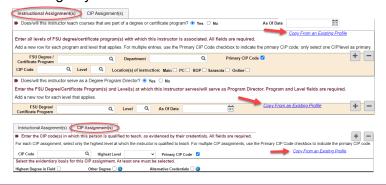
Best Practices

Step 1: Initiate a new Form

The staff delegate must first initiate a new ICS form for the instructor. To do this, navigate to the Search/Add Credentials tile in Student Central (this tile is housed inside the Instructor Credentials tile located on the FSU Faculty/Staff Homepage). From there, click 'Add' and enter the instructor's Emplid and relevant department (remember that the department selected determines the approval path).

Step 2: Click "Copy From an Existing Profile."

Before any new data is entered into the new form, click on each link labeled "Copy From an Existing Profile." This link is placed in three locations on the form: 1) Instructional Assignment(s) tab, first question related to teaching assignments (if answered 'Yes'); 2) Instructional Assignment(s) tab, second question related to Program Director (if answered 'Yes'); and 3) at the top of the CIP Assignment(s) tab. As the staff delegate is working through the form, they should click on the link before entering any new data into that section of the form.

Step 3: View Data and Copy into Form

Clicking on the link(s) from Step 2 will bring up a pop-up page where all existing data* for that section of the form can be viewed. Select the row(s) of data that should be incorporated into the form/profile in progress and click on the button labeled "Copy Selected Rows into Profile in Progress." If it is difficult to determine the relevance of the existing data that is displayed in the pop-up page, it is best to go ahead and copy the data anyway since populating the data into the form will allow for a better visual (the data can simply be adjusted or removed if needed--refer to Step 4).

*Note: If the instructor does not already have an approved profile, then the rows will be blank and the Effective Date will be listed as the current date. In this case, there is no existing data to copy and the staff delegate can proceed with that section of the form by entering the new data without selecting a row.

Step 4: Confirm Populated Data

The data selected from Step 3 should populate into the form. Review the populated data and make any necessarily adjustments if/as needed. If the copied data need to be removed, simply click on the minus (-) button.

Step 5: Proceed by Entering New Data into the Form as Needed

Now that all existing data have been copied into the form, the staff delegate should proceed by entering in the new data where needed. To do this, they can click on the plus (+) button in the relevant section of the form to add a new row. Once the form is complete with a holistic snapshot of the instructor's current credentials, submit the form for approval.