

## Sedona Instructions for Faculty

### Login to Sedona

- 1) Go to <https://sedonaweb.com/>
- 2) Click on Member
- 3) Enter your Member ID: **your e-mail address or the last four digits of Faculty ID (or Social Security number) followed immediately by ncas: 1234ncas**
- 4) Enter your Password: **last four digits of Faculty ID# or the password you selected earlier; if you don't remember your password, click on "I forgot my password" and you will be sent your password by e-mail.**
- 5) Click on Login

To be entered into Sedona, new faculty should e-mail your name and department to Cindy Wyrick Carrington ([cawyrick@uncg.edu](mailto:cawyrick@uncg.edu)) in the College office.

You may access video tutorials explaining how to enter data into Sedona either by selecting **Help** on the left of the toolbar above your name. Please read the instructions below before watching the tutorials.

You may reset your password by selecting **Password** in the left-hand corner of the toolbar beneath your name.

### General Information

Before you begin entering information for your annual report, you should consult the **Definitions** provided near the left-hand corner of the toolbar below your name. (You may want to print out these definitions for your convenience.) In order to accommodate all the different departments using Sedona and to ensure that various reports are accurately compiled, some of the activities have been defined in ways you may not expect. It is very important that you pay careful attention to the Definitions so that you enter your information correctly.

If you have not used Sedona before, begin by entering information under **Profile** (right side of lower toolbar). You may include as much information as you wish, but please provide degrees earned and teaching and research interests. When you have completed your profile, click on **Save** and then **Home** in the right hand corner.

To enter information about your **Research, Service, or Teaching**, select the appropriate activity link and, when a new page comes up, click on **Add** in the upper right hand side of the screen. You must respond to the starred fields, but the other information is optional. You can learn the definitions of the different research types (DB, CP, LPS, and NIC) by holding your cursor over those terms. If the entry has already been made, you may **Edit** or **Delete** it; **Manage** enables you to upload files. Be sure to **Save** after each entry and then select **Home** in the upper right corner to return to the homepage. Navigate Sedona by using its menu, links, and icons; do not use the back or forward buttons on your browser.

Periodicals in the Article category are grouped in the drop-down menu by department acronym, so scroll down to the titles for your department and select the journal. Ignore the Showcase or % Contribution features because UNCG is not using them. If the journal is not listed, select the first item in the drop-down menu (**Journal is Not Listed—Being Petitioned**), fill in the starred fields on the pop-up, and click on Apply; the acceptance rate or other information is not required. When back at the original Article screen, you must complete all of the starred fields and click on **Save** when done. *Do not click on Back* because your information will not be saved. Once saved, the journal title will be added within a day or two and your article will automatically be entered for you. Contact Cindy Wyrick Carrington ([cawyrick@uncg.edu](mailto:cawyrick@uncg.edu)) or 4-5006) if you have any problems.

Your Teaching Schedule is entered each semester based on the Instructional Analysis Report (IAR) verified by your department head. (The spring teaching schedule is not available until late in the semester.) If you find errors, please check first with your department's administrative assistant to see if it correlates with the IAR; if there is an error in the IAR, your department head should contact Institutional Research to correct it. You must enter your other Teaching Activities. If your university, College, and department committees are not listed under Institutional Service, please enter them yourself as well as any Community or Professional service

### **Formats for Annual Report**

If you wish to comment briefly on your teaching, research, and service, click on ***Self-Evaluation*** in the upper right hand corner of the lower toolbar. Depending on what kind of report the department requires, **select either academic or calendar year from the drop down menu at the top**. Once you have completed your self-evaluation, you can **Submit** it electronically, send it as an attachment, print or save it in several formats.

If your department does not require a self-evaluation, you can select **CV** report for the appropriate calendar or academic year available under Template Builder; click on *View* on the far right hand side and you can print this report either as a PDF or as a Word document.

Your cumulative CV (all years) is available under Template Builder.

### **Questions**

If you have questions about the specific information to be included, contact Dayna Touron ([d\\_touron@uncg.edu](mailto:d_touron@uncg.edu) or 4-5547); for technical assistance, contact Jay Norris ([jmnorris@uncg.edu](mailto:jmnorris@uncg.edu)); for other questions about entering information, contact Cindy Wyrick Carrington ([cawyrick@uncg.edu](mailto:cawyrick@uncg.edu)) or 4-5006).