ILLINOIS INSTITUTE OF TECHNOLOGY

Faculty Information System

Illinois Tech PeopleAdmin: FIS User Guide

Updated April 2020

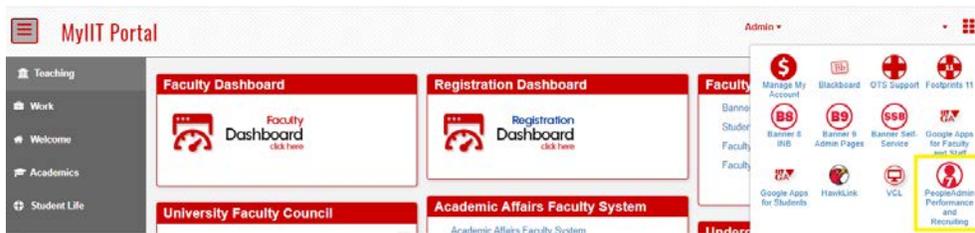PEOPLEADMIN
A PowerSchool Company

CONTENTS

LOGIN INFORMATION

To access PeopleAdmin, you will need your MyIIT portal username and password. You should visit https://my.iit.edu/ on the following page:

Once logged in, visit the drop down menu and select the PeopleAdmin Performance and Recruiting icon

WEB BROWSER

PeopleAdmin SelectSuite® supports the following browsers:

- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

When an issue arises with a supported browser version, PeopleAdmin will consider fixing it in an upcoming release. Issues related to browser versions that are no longer supported will not be addressed. The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

SECURITY OF APPLICANT DATA

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom right side of your screen.

INTRODUCTION & HOME PAGE

The Human Resources (HR) department and the Office of Technology Services (OTS) implemented this system in order to replace a custom developed application (Faculty Activity Report) with a vendor supported product.

FEATURES & BENEFITS

Configurable

- Maintain complete control over CV template categories, style, and format.
- Design unlimited CV templates to match standards by school, department or even an individual.
- Configure data-entry proxies and assign permissions and scope as needed.

Insightful

- Canned reporting options easily compile essential accreditation reports.
- Filterable dashboards highlight achievements and pinpoint improvements.
- Define activity submission and storage parameters to align with reporting needs.

Comprehensive

- Holistic view of service, research, teaching, professional development, and more, ensures a complete view of faculty productivity.
- Integrations with online citation software, HRIS providers and others eliminate duplicate data entry.
- Part of a suite of higher education solutions that empowers faculty to manage hiring, onboarding, professional development and activity tracking tasks from a single solution.

Intuitive

- Integration with PeopleAdmin Hire applicant tracking system streamlines the initial entry of CV content.
- Enter activity with just a few clicks.
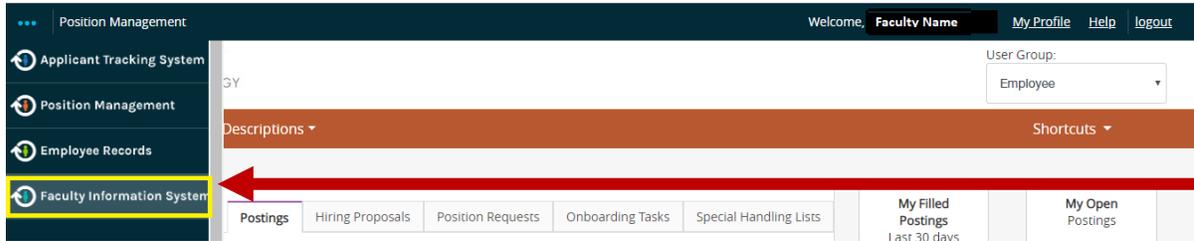- Quickly and easily add users and adjust as your institution grows.

USER ROLES

The following table indicates the roles and scopes. The scope indicates the level of authority within the university for each role using the Faculty Information System.
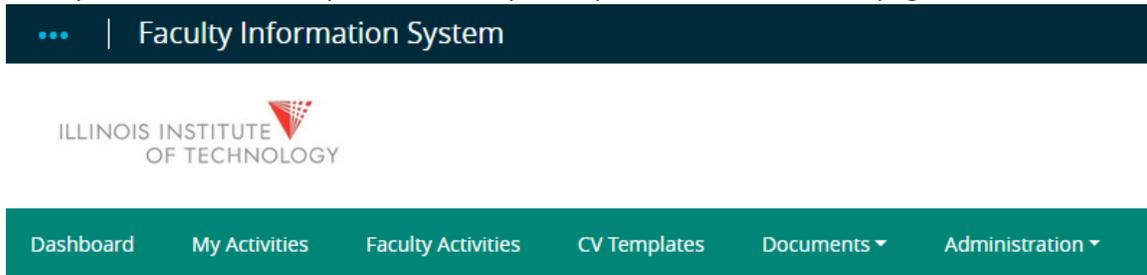
User Type	Scope	Role
Admin	University	Administrator rights to faculty information system to manage system, including adding categories, activities, etc.
Faculty	Personal	Create and enter faculty activities including research, journal publications, teaching, collaborations, etc.
Deputy Admin	President/ Provost/Deans	Review overall activity reported by faculty for specific colleges and overall university.

ACCESSING SYSTEM

Once logged into PeopleAdmin, you will find the Faculty Information System located in the top left menu:

Once you access the Faculty Information System, you will be on the main page which looks like this:

USING THE SYSTEM

Dashboard

Faculty Activities

CV Templates

Documents