Faculty Instructions for entering course syllabus and vita information. Please note that ALL documents must be saved in a PDF format before loading.

- 1. Log on to Ramport
- 2. Under Work Life tab, Click on 'Faculty & Advising Services Menu'
- 3. For Vitae information, click on 'Vitae Information'
- 4. Fill in the required information and click the Submit button
- 5. For Syllabus information, click on 'Syllabus Information'
- 6. Select the term and click the Submit button
- 7. Select the course and click the Submit button
- 8. Fill in the required information and click the Submit button

Steps 3 - 4 for the Vita information need to be entered only once. It can, however, be updated anytime a faculty member wishes to do so.

Steps 5 - 8 for the syllabus information need to be entered for each course for each term.

