

## How Do I View My Information in Faculty Data Self Service?

### Navigation

1. Log into **OneUSG Connect**.
2. Click the drop down next to **Employee Self Service** at the top of the page.
3. Click **Faculty Data Self Service**.

#### Review Rank and Tenure Data

4. Click the **Rank/Tenure Data** tile.
5. View your **Rank History** on opening page (**Rank History** in the left menu).  
This includes your rank, department, tenure status, and tenure status date.  
This information reflects the most recently passed effective date.
6. Click **Prior Experience** to view any prior experience granted.
7. Click **Service History** to view the years of service accrued.
8. Click the **Faculty Data Self Service** back button in the upper left corner.

#### Review Special Titles

9. Click the **Special Titles** tile.
10. Any **Special Titles** that you have will be listed on this page.
11. Click the **Faculty Data Self Service** back button in the upper left corner.

#### Review Additional Posts

12. Click the **Additional Posts** tile.
13. Any **Additional Posts** that you hold will be listed.
14. To view the details of an additional post, click the link in the **Administrative Posts** column.
15. Click the **Faculty Data Self Service** back button in the upper left corner.



**Complete the Task/Sign Out of Application**

16. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



17. Click **Sign Out**.

