dFac Help: Adding or Updating Educations

Steps to ADD a new Institution to the list of options

Submit a help ticket <u>HERE</u>
or
Email <u>dfac-support@duke.edu.</u>

Information needed
- Institution name
- Website
- Country

Turnaround Time
24-48 hours

Field of Study options are maintained by Institutional Research, and decided by the **<u>National Center for Education Statistics</u>**

Education Record FAQ

Struggling to find an institution?

Institutions can be searched by entering just a part of the name. Simply add an * before or after then click the blue link to "More Values"

York   **York**   **York*

Adding or Updating an Education?

To add a new Education record, use the Faculty Data Change form and click the **Add** button; to update an existing record click the **Update** button. But what if you **Add** a record then realize before you submit the form that you need to edit it (typos happen)? Choosing **Update** to your newly added, not yet approved, record could cause the form to *not add* the record to the dFac database. Instead, **Delete the** record and re-enter the correct data, then click **Add** before submitting the form.

How to use dFac when
Adding a New Education Record

Open Faculty Data Change form

Locate the Faculty Data Change form on the right-hand side of the dFac Lauchpad.

Add education details

- Degree Year – 4 digit year
- Degree – pop-out list of degree types
  - Common choices are: M.D., Ph.D., B.A., B.S., M.A.
  - Need a new one added, contact our support team
- Institution – pop-out list of institutions
  - Need a new one added, contact our support team
- Major Field of Study
  - New values can't be added, but our support team can guide you to the best choice
  - Major Field of Study is required for SACS accreditation
- Concentration in (optional)
- Highest Degree (Y or blank)
  - Verifier Name – full name or NetID is the standard
  - Degree Verification Date – full date with month, day, and 4 digit year
  - Degree Verification Method
    - Common choices are: Transcript, Diploma or Copy, Letter from School

Click the Add button

Clicking the Add button tells the form it is adding a brand new education record.

Check the form

Use the Check button to double-check for form errors.

Submit the form

Submit the form to send it to the first level dFac approver.

Keep in mind

If you are adding a doctoral or medical degree in the School of Medicine or School of Nursing, take a moment to update the Form of Address to **Dr.** on the same Faculty Data Change form.

How to use dFac when
Updating an Existing Education Record

Open Faculty Data Change form

Locate the Faculty Data Change form on the right-hand side of the dFac Lauchpad.

Click on existing record

This populates the existing record's data in the Education fields. From there, you can edit.

Edit education details

- Degree Year – 4 digit year
- Degree – pop-out list of degree types
- Institution – pop-out list of institutions
  - Need a new one added, contact our support team
- Major Field of Study
  - Major Field of Study is required for SACS accreditation
- Concentration in (optional)
- Highest Degree (Y or blank)
  - Verifier Name – full name or NetID is the standard
  - Degree Verification Date – full date with month, day, and 4 digit year
  - Degree Verification Method
    - Common choices are: Transcript, Diploma or Copy, Letter from School

Click the Update button

Clicking the Update button tells the form it is editing an education record that already exists

Check the form

Use the Check button to double-check for form errors.

Submit the form

Submit the form to send it to the first level dFac approver.