



UNC

**ESHELMAN SCHOOL
OF PHARMACY**

Overview of revised Infoporte submission

Connect to internet and log into InfoPorte.unc.edu. Navigate to the “Activity Report” tab in your “Faculty Profile.”

Key changes:

- No “Upload to Infoporte” button on FAR form
- Ensure “2020” for Fiscal Year (FY) is selected in drop-down menu

The screenshot shows the InfoPorte Faculty Profile page. The 'Faculty Profile' tab is selected in the top navigation bar. The 'Activity Report' tab is also selected in the secondary navigation bar. The 'Upload Documents' section is highlighted with a green box. It includes a 'Download PDF Template' link for 'Faculty Activity Reporting and Career Planning Blank Template'. Below this is a 'Fiscal Year (FY)' dropdown menu set to '2020'. There are four file upload sections: 'Activity Report', 'CV', 'Faculty Teaching Statement', and 'Faculty Research Statement'. Each section has a 'Browse...' button, 'No file selected.' text, and a 'Clear' button. At the bottom of the upload section is a 'Submit' button. Below the upload section is the 'Existing Documents' section, also highlighted with a green box. It contains a table of uploaded files.

<input type="checkbox"/>	Year	File	Originated	Last Modified
<input type="checkbox"/>	2020	<no file>		
<input type="checkbox"/>	2019	activity_report (- 2018FacultyActivityReport_2019CareerPlanning.pdf)	2018-12-27 14:54:13	2018-12-27 15:33:42
<input type="checkbox"/>	2019	cv [redacted] CV-December2018 for FAR.pdf)	2018-12-27 15:37:37	2019-04-05 10:59:31
<input type="checkbox"/>	2018	activity_report (- 2017_Faculty_Activity_Report_2018_Career_Planning_Document.pdf)	2017-12-21 13:58:50	2017-12-22 14:56:37
<input type="checkbox"/>	2018	cv [redacted] for FAR Jan2018.pdf)	2017-12-22 15:00:01	2017-12-22 15:00:01
<input type="checkbox"/>	2017	activity_report (- 2016_Faculty_Activity_Report_2017_Career_Planning_Document.pdf)	2017-01-02 12:03:02	2017-01-02 14:01:40
<input type="checkbox"/>	2017	cv [redacted] /-2016 for Faculty Activity Report.docx)	2017-01-02 14:03:14	2017-01-02 14:03:14
<input type="checkbox"/>	2016	activity_report (- 2015_Faculty_Activity_Report_2016_Career_Planning_Document.pdf)	2015-12-30 16:11:26	2015-12-30 16:41:20
<input type="checkbox"/>	2016	cv [redacted] CV-for 2015 Annual Performance Review.pdf)	2015-12-30 15:38:38	2015-12-30 16:43:43
<input type="checkbox"/>	2015	activity_report [redacted] 2014_Faculty_Activity_Report_2015_Career_Planning_Document_Infoporte.pdf)	2015-01-02 11:24:57	2015-01-02 14:05:52

There are two main sections titled “Upload Documents” and “Existing Documents.”

There should be zero 2020 files in Existing Documents. Contact [Christina Pomykal](mailto:Christina.Pomykal) if otherwise.

In "Upload Documents"

A key button appears as "Browse" for Windows and "Choose File" for Macs and will be referred to as the "Browse/Choose File" button.



Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY)

Activity Report	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
CV	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Faculty Teaching Statement	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>
Faculty Research Statement	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Clear"/>

Label	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Disregard sections "Faculty Teaching Statement," "Faculty Research Statement," and box with "Label, File, Browse/Choose File, and Clear."

Upload FAR to Infoporte:

Ensure **“2020” for Fiscal Year (FY) is selected** in drop-down menu (“2020” by default) in Upload Documents.

DO NOT SELECT 2019 AS FISCAL YEAR as this will overwrite AND delete your 2018 FAR or 2018 CV historic documents.

Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY) 2020

Activity Report

Browse...

No file selected.

Clear

CV

Browse...

No file selected.

Clear

Faculty Teaching Statement

Browse...

No file selected.

Clear

Faculty Research Statement

Browse...

No file selected.

Clear

Label

File

Browse...

No file selected.

Clear

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Submit

Click the 1st “Browse/Choose File” button to upload your “Activity Report”, and a new window opens to locate your FAR form (remember this year it is saved on your computer).

Select your file. The window closes and your file’s name appears next to the “Browse/Choose File” button. Use “Clear” button if incorrect file name is displayed.

Click “Submit” button.

Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY) 2020

Activity Report	Browse...	MyName_2019FAR_v1.pdf	Clear
CV	Browse...	No file selected.	Clear
Faculty Teaching Statement	Browse...	No file selected.	Clear
Faculty Research Statement	Browse...	No file selected.	Clear

Label	File
<input type="text"/>	Browse... No file selected. Clear

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Submit

The uploaded file now appears as a hyperlink in the Existing Documents section.

Confirm Year is “2020” and File is “Activity Report (your-file-name).”

Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY)

Activity Report No file selected.

CV No file selected.

Faculty Teaching Statement No file selected.

Faculty Research Statement No file selected.

Label	File	
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

Existing Documents

<input type="checkbox"/>	Year	File	Originated	Last Modified
<input type="checkbox"/>	2020	Activity Report (MyName_2019FAR_v1.pdf)	2019-12-12 14:28:53	2019-12-13 18:28:00

Upload CV to Infoporte:

Ensure **“2020” for Fiscal Year (FY) is selected** in drop-down menu in Upload Documents.

Click the 2nd **“Browse/Choose File”** button to upload your “CV,” and a new window opens to locate your CV.

Select your file. The window closes and your file’s name appears next to the “Browse/Choose File” button.

Click **“Submit”** button.

Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY)

Activity Report No file selected.

CV MyName_CV_v1.docx

~~Faculty Teaching Statement No file selected.~~

~~Faculty Research Statement No file selected.~~

Label	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

CORRECT SUBMISSION TO INFOPORTE:

Confirm year is "2020" for both "Activity Report (your-file-name)" and "CV (your-file-name)" in Existing Documents

Upload Documents

Download PDF Template: [Faculty Activity Reporting and Career Planning Blank Template](#)

Fiscal Year (FY)

Activity Report No file selected.

CV No file selected.

Faculty Teaching Statement No file selected.

Faculty Research Statement No file selected.

Label	File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Clear"/>

Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB

REMINDER:
Email your Division EA to notify s/he your FAR and CV are uploaded to InfoPorte

Existing Documents

<input type="checkbox"/>	Year	File	Originated	Last Modified
<input type="checkbox"/>	2020	Activity Report (MyName_2019FAR_v1.pdf)	2019-12-12 14:28:53	2019-12-13 18:28:00
<input type="checkbox"/>	2020	CV (MyName_CV_v1.docx)	2019-12-13 18:39:29	2019-12-13 18:39:29

Troubleshooting tips:

If an **Existing Document** needs to be deleted (e.g. incorrect file uploaded), check the box for the line item and **click “Delete Selected.”**

If a file was uploaded **using one of the disregarded sections** (Faculty Teaching Statement, Faculty Research Statement, Label/File/Browse box), **locate the file in Existing Documents and delete.**

DO NOT DELETE historic files in Existing Documents from previous years (2019, 2018, 2017, 2016, etc.). These carried over in the interface transition.

Existing Documents

<input type="checkbox"/>	Year	File	Originated	Last Modified
<input checked="" type="checkbox"/>	2020	Activity Report (WRONG FILE UPLOADED.pdf)	2019-12-13 20:13:39	2019-12-13 20:13:39
<input type="checkbox"/>	2019	activity_report (- 2018FacultyActivityReport_2019CareerPlanning.pdf)	2018-12-27 14:54:13	2018-12-27 15:33:42
<input type="checkbox"/>	2019	cv (██████████ CV-December2018 for FAR.pdf)	2018-12-27 15:37:37	2019-04-05 10:59:31
<input type="checkbox"/>	2018	activity_report (- 2017_Faculty_Activity_Report_2018_Career_Planning_Document.pdf)	2017-12-21 13:58:50	2017-12-22 14:56:37
<input type="checkbox"/>	2018	cv (██████████ CV for FAR Jan2018.pdf)	2017-12-22 15:00:01	2017-12-22 15:00:01
<input type="checkbox"/>	2017	activity_report (- 2016_Faculty_Activity_Report_2017_Career_Planning_Document.pdf)	2017-01-02 12:03:02	2017-01-02 14:01:40
<input type="checkbox"/>	2017	cv (██████████ CV-2016 for Faculty Activity Report.docx)	2017-01-02 14:03:14	2017-01-02 14:03:14
<input type="checkbox"/>	2016	activity_report (- 2015_Faculty_Activity_Report_2016_Career_Planning_Document.pdf)	2015-12-30 16:11:26	2015-12-30 16:41:20
<input type="checkbox"/>	2016	cv (██████████ CV-for 2015 Annual Performance Review.pdf)	2015-12-30 15:38:38	2015-12-30 16:43:43

Delete Selected

Troubleshooting tips:

A yellow notification at the top of Infoporte will inform you of successful deletion, but the item will remain until you manually refresh your browser.

The screenshot shows the Infoporte HCM Faculty Activity Reporting interface. A yellow notification bar at the top left contains the message "Successfully deleted 1 file(s)." with a warning icon. Below the notification, the user's profile information is displayed, including Job Dept, Job Title, Position, Position Type, Type, and FTE. The "Upload Documents" section includes a "Download PDF Template" link, a "Fiscal Year (FY)" dropdown set to 2020, and upload buttons for Activity Report, CV, Faculty Teaching Statement, and Faculty Research Statement. Below this is a "Label" and "File" input field. The "Existing Documents" section contains a table with columns for Year, File, Originated, and Last Modified. The first row in the table is highlighted with a red box.

<input type="checkbox"/>	Year	File	Originated	Last Modified
<input type="checkbox"/>	2020	Activity Report (WRONG FILE UPLOADED.pdf)	2019-12-13 20:13:39	2019-12-13 20:13:39
<input type="checkbox"/>	2019	activity_report (-2018FacultyActivityReport_2019CareerPlanning.pdf)	2018-12-27 14:54:13	2018-12-27 15:33:42
<input type="checkbox"/>	2019	cv (CV-December2018 for FAR.pdf)	2018-12-27 15:37:37	2019-04-05 10:59:31
<input type="checkbox"/>	2018	activity_report (-2017_Faculty_Activity_Report_2018_Career_Planning_Document.pdf)	2017-12-21 13:58:50	2017-12-22 14:56:37

Troubleshooting tips:

Manually refresh your browser using Infoporte's "Submit" button or the browser's "Reload page" button (may need to resend information).

The screenshot shows a web browser window with the URL `https://infoporte.unc.edu/hcmfaculty/hcm_faculty_activity_report.php`. The browser's refresh button is highlighted with a red box and labeled "browser's 'Reload page' button". The page content includes a navigation bar with "Review", "Faculty Profile", "New Faculty", and "TimeTrex" tabs. A modal dialog box is displayed in the center, containing the text: "To display this page, Firefox must send information that will repeat any action (such as a search or order confirmation) that was performed earlier." The "Resend" button in this dialog is highlighted with a red box and labeled "Infoporte's 'Submit' button". Below the dialog, the "Upload Documents" section is visible, with a "Submit" button at the bottom right highlighted with a red box.

browser's "Reload page" button

Infoporte's "Submit" button

Year	File	Originated	Last Modified	
<input type="checkbox"/>	2020	Activity Report (WRONG FILE UPLOADED.pdf)	2019-12-13 20:13:39	2019-12-13 20:13:39
<input type="checkbox"/>	2019	activity_report (- 2018FacultyActivityReport_2019CareerPlanning.pdf)	2018-12-27 14:54:13	2018-12-27 15:33:42
<input type="checkbox"/>	2019	cv [REDACTED] CV-December2018 for FAR.pdf)	2018-12-27 15:37:37	2019-04-05 10:59:31
<input type="checkbox"/>	2018	activity_report (- 2017 Faculty Activity Report 2018 Career Planning Document.pdf)	2017-12-21 13:58:50	2017-12-22 14:56:37

Reminders

- ****IMPORTANT**** Adobe MUST be used to complete the FAR form
 - Not Mac Preview, Windows Edge, or a web browser (e.g., Chrome, Firefox, Safari)
 - Contact [ITSOP](#) if you need assistance [installing Adobe software](#)
- Save your FAR to a local location on your computer (e.g. desktop, OneDrive)
- ****New****: **Email your Division EA** to notify s/he your FAR form and CV are uploaded to Infoporte
- If you have questions at any time throughout the process, please email Christina Pomykal at christina_pomykal@unc.edu or call (919) 966-2021.

Deadlines

- **January 31, 2020**
 - Upload your completed 2019-2020 FAR form (p. 1-26) and updated CV to Infoporte
 - Email your Division EA to notify s/he your FAR form and CV are uploaded to Infoporte
- **March 31, 2020**
 - Complete the annual faculty-chair review meeting by mid-March
 - Revise FAR form (p. 1-26) and add chair feedback (p. 27-28) after review meeting, revise CV as necessary
 - Upload revised FAR form and revised CV to Infoporte
 - Email your Division EA to notify s/he your revised FAR form and CV are uploaded to Infoporte

Questions?

Contact Christina Pomykal

christina_pomykal@unc.edu

919-962-2021