**Faculty Success: Faculty Accomplishments Essential Skills Checklist**

As you prepare to launch Faculty Success: Faculty Accomplishments to your institution, take the time to consider what your faculty and staff need to know to successfully use this platform

This checklist of essential skills will give you a solid foundation to prepare your faculty and staff to work with your new tools. Review this list and focus your training on the primary features your institution will use.

* Logging in
	+ Where to access Faculty Accomplishments
	+ What credentials to use
* Activities screen
	+ Accessing the [User Guide](http://www.digitalmeasures.com/activity-insight/docs/guide.html) from the Activities screen
* Importing data
	+ [Importing your CV](https://www.digitalmeasures.com/activity-insight/docs/guide.html#importCV)
		- [CV Import Best Practices](https://rc.digitalmeasures.com/hc/en-us/articles/360050613631-CVI-Best-Practices)\*
	+ [Import BibTeX Files](https://www.digitalmeasures.com/activity-insight/docs/bibtex.html)
	+ [Import directly from ORCID, Scopus, and Web of Science](https://www.digitalmeasures.com/activity-insight/docs/directdataimports/)
* Using and running reports (self-service and/or full-service)
	+ [Self-service reports](https://rc.digitalmeasures.com/hc/en-us/articles/360000006323-How-To-Self-Service-Reporting-Tools-for-Administrators)\*
	+ [Configuring a custom CV](https://www.digitalmeasures.com/activity-insight/docs/reporting.html)
		- [Custom CV webinar](https://rc.digitalmeasures.com/hc/en-us/articles/115004754663-Webinar-Customizable-CVs-for-Faculty)\*
	+ [Full-service Reports](https://rc.digitalmeasures.com/hc/en-us/articles/202631324-Running-Full-Service-Reports)\*
* Accessing help resources (who to contact, where to find documentation, etc.)
	+ From your Faculty Accomplishments account, click **?** in the top right corner to contact Watermark Support or your campus administrator.
	+ From Activities screen: Click **Review a Guide**

\* Links marked with an asterisk are only accessible to users with a security role that grants access to the Resource Center. Use these for reference as you build your training materials, but note that faculty will not be able to access them. All other links are public and can be accessed by faculty users.