FGCU FACULTY CREDENTIALS INFORMATION SYSTEM

TRAINING

https://midas.fgcu.edu/acadaff/login.asp

This site is important to accessing instructor’s records such as Curriculum Vitae (CV), Transcripts, Letters of Justification (LOJ) for any reason.
At the internet explorer, type

https://midas.fgcu.edu/acadaff/login.asp

Once logged in the following screen will appears

FCIS Login

Step 1 – Type in your **USERNAME**: first initial of your first name and entire last name. Example: sbaurer

Step 2 - Type in your **PASSWORD**: last six digits of your FGCU UIN (if your haven’t changed it). Example: 123456

Step 3 – Click Login button

Welcome to the FGCU Faculty Credentials Information System.

This site is best viewed with a screen resolution of 1024 x 768 pixels. If you don’t know what resolution you are currently using, you can find out by right-clicking on any empty space of your desktop. Click on Properties, and then click the Settings tab. You will see your screen resolution on the bottom left. If your resolution is not already set to 1024 x 768, you may change it and return to your preferred setting later. Click **and hold** to drag the sliding bar to the 1024 x 768 position. Release click when you are finished, and click Okay.

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If you have not been provided with a user name log in and password, please contact Susan Baurer at sbaurer@fgcu.edu or call 239-745-4251.

If this is your first time logging into the site, your User name will be the first initial of your first name and your entire last name. The password will be the last six numbers of your FGCU UIN. If this does not work, please contact Susan Baurer at sbaurer@fgcu.edu

Step 4 – Click the drop down arrow and choose the college/department. You will only see the college/department you have been granted access to view.

Step 5 – Select your college/department and then click GO.

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**FGCU Faculty Credential Standards**

The following are the Credential Guidelines outlined by the Southern Association of Colleges and Schools (SACS) and adopted by Florida Gulf Coast University. Where exceptions exist, academic qualifications and professional and/or other qualifications may deem an instructor suitably qualified to teach a specific course. Those exceptions and accompanying justifications are available in the menu to the left.

- **Developmental studies courses**: baccalaureate degree in a discipline related to the teaching assignment and either teaching experience in a discipline related to their assignment or graduate training in remedial education.
- **Associate degree courses not designed for transfer to the baccalaureate degree**: baccalaureate degree in the teaching discipline or an associate degree and demonstrated competencies in the teaching field.
- **Associate degree courses designed for transfer**: masters or doctoral degree in the teaching discipline or a masters degree with a concentration (18 graduate semester hours) in the teaching discipline.
- **General education and baccalaureate degree courses**: masters or doctoral degree in the teaching discipline or a masters degree with a concentration (18 graduate semester hours) in the teaching discipline.
- **Graduate and post-baccalaureate courses**: doctoral degree or terminal degree in the discipline or a related discipline.
- **Graduate teaching assistants**: masters in the teaching discipline or 18 graduate semester hours in the teaching discipline with direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Click Here to read FGCU's Policy on the Hiring of Faculty.
Step 6 – Wait while the information loads into the system - It could take a few minutes to load depending on the size of your college/department. Be patient please.

Step 7 – A screen will appear with the name of the instructors within the college/department.

If there is information listed in red, it means missing that information in the credentials database. With the exception of the instructors with missing information, the list should be alphabetical.

FGCU Faculty Credential Standards | Main Menu

The following is a list of (1) all instructional faculty, (2) the courses they taught, (3) their academic degrees earned, and (4) other qualifications.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Courses Taught</th>
<th>Relevant Academic Degrees and Course Credits Earned</th>
<th>Other Qualifications</th>
<th>Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>College: Education, Department:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Christensen, Kathy I.</td>
<td>(U) LAE 4416 Children’s Literature - 34 enrolled</td>
<td>Summer14</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
<tr>
<td>3. McTarnaghan, Roy E.</td>
<td>(G) EDG 7047 Sustainability: Global Issues - 17 enrolled</td>
<td>Fall09</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
<tr>
<td>4. Taylor, Rachel K.</td>
<td>(U) EPI 0030 Diversity in Education - 24 enrolled</td>
<td>Fall10</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
<tr>
<td>5. Cooper, R. S.</td>
<td>(U) EPI 0003 Teaching and Technology - 23 enrolled</td>
<td>Spring12</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
<tr>
<td>6. Scrant, Jennifer N.</td>
<td>(U) RED 4350 Literacy Content &amp; Processes - 24 enrolled</td>
<td>Summer14</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
<tr>
<td>7. Bruening, Pamela L.</td>
<td>(G) EEX 6612 Mgmt &amp;Motiv Excep &amp;at-RiskStud - 17 enrolled</td>
<td>Summer10</td>
<td></td>
<td>Post Transcript</td>
<td></td>
</tr>
</tbody>
</table>
Step 8 – You can scroll down the list to find the instructor or

Step 9 - Click Control F and type the person’s name in the field that appears at the top of the screen

In the Find tab, there will appears

   Find: ______________________

If there is more than one person with this last name, the Matches button with appearing with how many matches there are for the specific name you typed in

You can click Next or Previous

Step 10 - This screen shows relevant information for the person you are searching. Classes Taught, Academic Degrees and Course Credits Earned/Other Qualifications. Documents (CV, transcripts, Letters of Justification, etc.

Step 10 – after you have selected the correct instructor.

Step 11 - On the right side of the screen is a column labeled Docs. and underneath is the following icon

Under this column you will see an icon that looks like papers. Click on the papers icon. This will bring up another screen where all the information needed for the instructor that has been provided has been scanned into the credentials database.

Step 12 - Click New Search and repeat the process
<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>(U) IDS 3920 University Colloquium - 25 enrolled</td>
<td>Fall13</td>
</tr>
<tr>
<td>(U) IDS 3920 University Colloquium - 24 enrolled</td>
<td>Spring13</td>
</tr>
</tbody>
</table>

Step 13 – Just click the X at the top right of the screen to exit the system.
To exit this just close the X on the top of the screen. You will then be brought back to the previous screen. If you would like to search another name,

**Edit FGCU Faculty Credential Standards | Return to Roster**

Click on Return to Roster on the top of the page.