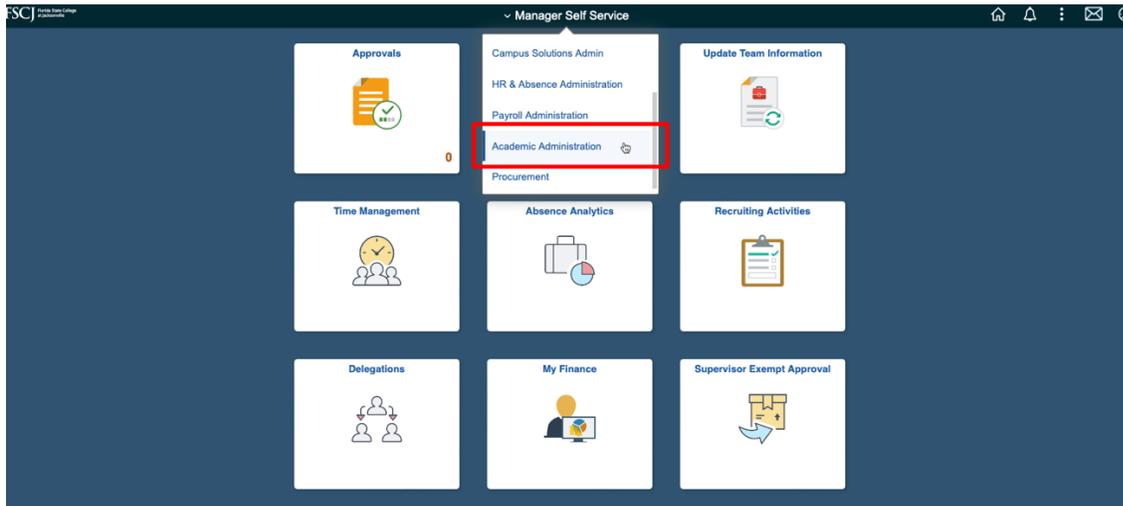


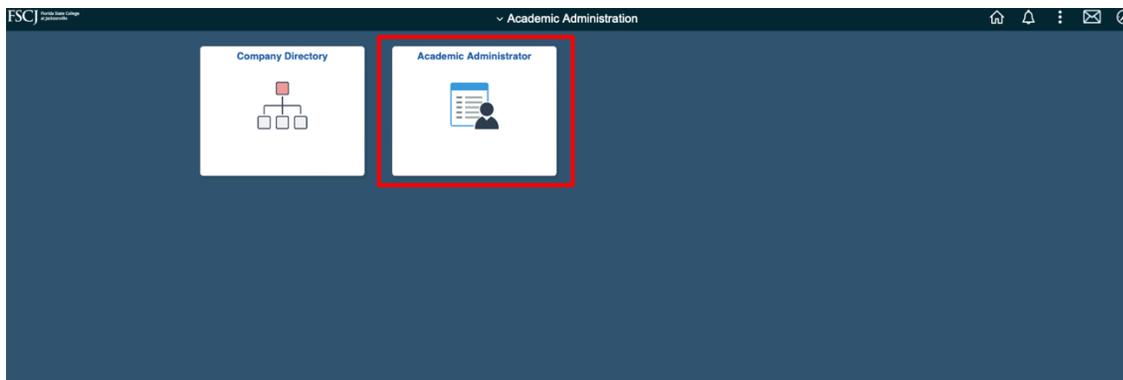
In order to get access to the Faculty Center in Campus Solutions, a faculty member must be listed on the Instructor/Advisor Table. Once they have a course listed on their Approved Courses tab, they can be scheduled for that course.

To view the Instructor/Advisor Table, follow the steps below.

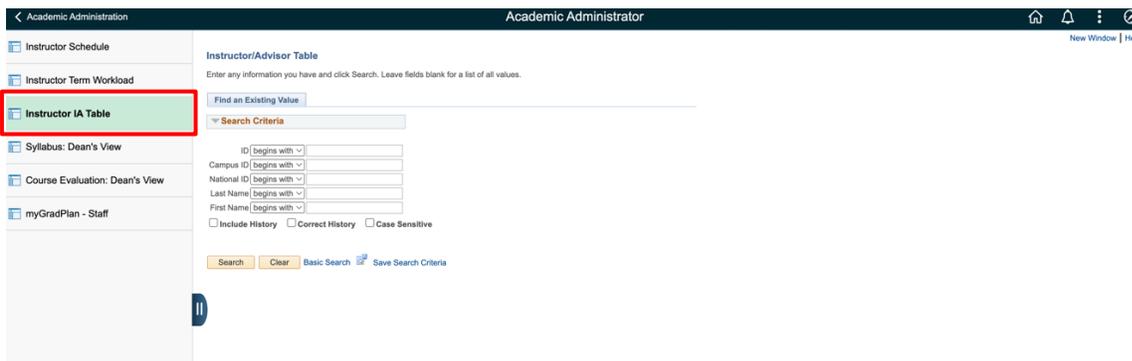
1. Log into myFSCJ and select **Academic Administration** in the center navigation.



2. Select the **Academic Administrator** tile.



3. Click **Instructor IA Table** in the lefthand navigation. Search for the faculty member.



4. On the **Instructor/Advisor Table** you will see details about the instructor including Instructor Type and Primary Academic Org.

The screenshot shows the 'Instructor/Advisor Table' interface. The 'Instructor Details' section is active, displaying the following information:

- Effective Date: 02/19/2019
- Status: Active
- Instructor Type: Full Time Instructor
- Academic Institution: FSCJ1
- Primary Acad Org: 11617 Mathematics
- Instructor Available: Available

The 'Instructor/Advisor Role' section is also visible, showing fields for Advisor Number (1), Academic Career, Academic Program, Academic Plan, and Academic Sub-Plan. The interface includes navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

5. Click the **Approved Courses** tab to see a list of courses that the instructor can teach.

The screenshot shows the 'Approved Courses' tab selected. The 'Course Description' table lists the following courses:

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	11617		113452	1	1105	
2	11617		113453	1	1114	
3	11617		113455	1	1140	
4	11617		113456	1	1147	
5	11617		113461	1	2311	
6	11617		113462	1	2312	
7	11617		113463	1	2313	
8	11617		113588	1	2302	
9	13101		113642	1	0018	
10	13101		113649	1	0028	
11	11617		113658	1	1033	
12	11617		114026	1	1106	
13	11617		114027	1	1107	
14	11617		119388	1	2023	
15	11617		113458	1	2233	
16	13101		120980	1	0022	
17	99999		121564	1	3340	

The interface includes navigation buttons like 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.