College Limited Administrator Guide

To access Faculty Success as an administrator, please log in using the following link: http://www.digitalmeasures.com/login/njit/faculty/authentication/authenticateShibboleth.do. Alternatively, you can navigate to the NJIT Highlander Pipeline website (my.njit.edu), locate the **Faculty Services** card, and then click on the **Faculty Success** link.
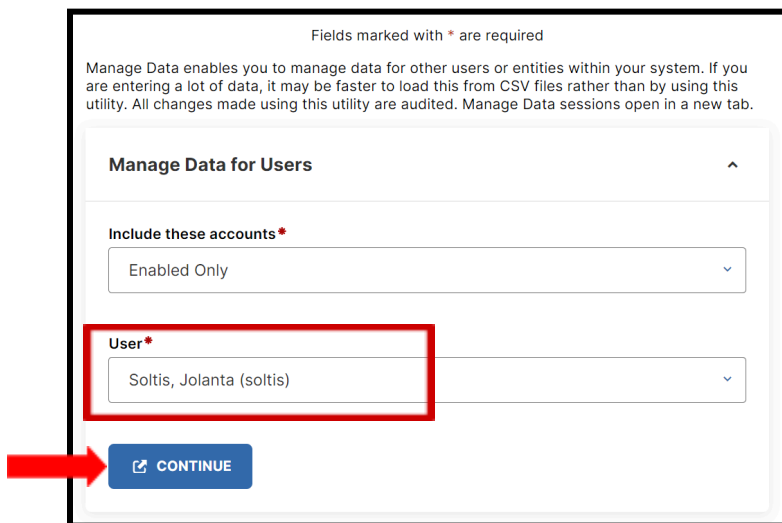
The top menu (see the image below) displays administrator tools that you can use to manage users, create reports, and from the Tools menu, view user statistics and security:
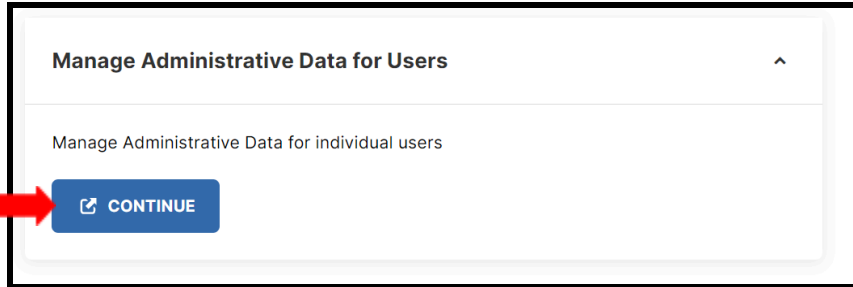

Manage Data

Use the **Manage Data** to search for a user and edit their profile.

1. Type the user's last name in the **User** text box and click **Continue**.

2. You will then be directed to the user dashboard, where you can initiate changes.
3. You can also click on the **Manage Administrative Data for Users** to open the sub-menu and click **Continue** to edit individual user data.

4. Select the user you want to view and click **Edit** to make changes. Please do not use the **Copy Forward** link.
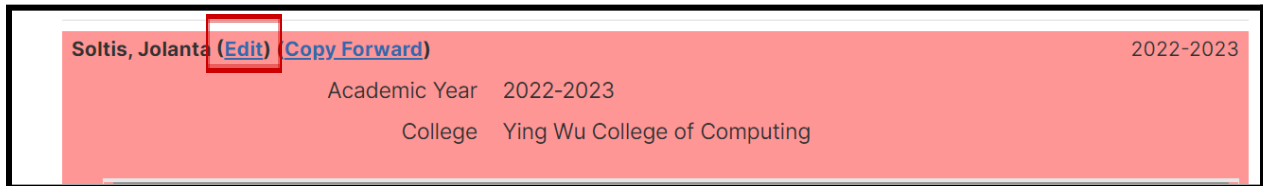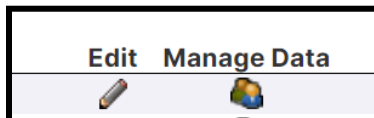

Reports

From the **Reports** menu, you can view or create new reports.

Tools - Users and Security

- Select the user and click on the **Edit** icon to see user information.
- Click the **Manage Data** icon to make changes to the user dashboard.

Additional administrative resources from Watermark:

1. [Searching and Managing User Accounts](#)
2. [Usage Statistics](#)

As a College Limited Administrator, you can access the resources listed below:

- Manage Data: Read/Write: Enter or manage other users' teaching, research, and service activities, *including* hidden and read-only fields.

- CV Imports: Access the CV Imports tool for yourself or for faculty whose data you manage. Upload a current Vita and drag and drop details of your activities into the relevant screens and fields.
- Full-Service Reports: Run reports based on templates created by Watermark. Report templates can be restricted to specific units - college or department - if they should only appear to users assigned to specific units or only include faculty assigned to specific units. If you need help creating a new report, please email your request to **facultyreport@njit.edu**.
- Self-Service Reports: Export Data: Query the data in the solution using the parameters you identify. This permission can also be toggled to either include the ability to include hidden fields in report output or exclude this access for a given security role.
- Self-Service Reports: Formatted: Run reports based on templates created by Watermark. Report templates can be restricted to specific units - college or department - if they should only appear to users assigned to specific units or only include faculty assigned to specific units. If you need help creating a new report, please email your request to **facultyreport@njit.edu**.
- Usage Statistics: View statistics on the use of Faculty Success by your users. These include the number of logins and the number of records added or edited. You can also download Audit Logs.
- Users and Security: Create new users, edit, enable/disable, or delete existing user accounts. View security role details and associated users. The university Administrator can also see a comprehensive list of custom reports and the security roles to which they are available.