

HOW TO NAVIGATE FHS DB – FACULTY

TARGET AUDIENCE: FACULTY

Updated May 30, 2024

OVERVIEW

FHS DB was created to help track FHS-specific data not collected elsewhere on campus and to help address business processes which are unique to FHS. This new system has replaced the MacFACTS solution, which was used by faculty members to store CV information and by FHS programs to store educational contributions.

LOGIN TO FHS DB

Login to the system using your MacID. If you have any questions about how to login, refer to this user guide on our website: [How to Login to FHS DB](#).

NAVIGATING THE FHS DB

As a faculty member, your FHS DB Home screen will display a variety of information. You will see specific menu items on the left. By clicking on them, you will be brought into each section, which may have sub-menus. For example, My CV Management will expand to show all the sections of the McMaster CV for review and data entry.

The screenshot shows the FHSDB McMaster Home screen with several annotated callouts:

- Log out with the arrow icon:** Points to the user profile icon in the top right corner.
- Personnel information is displayed here.:** Points to the personal details section including Rank, Department, Division, Hospital Privileges, CPSO, Preferred Email, and McMaster Building/Office.
- You can add or modify some of this information using the Profile Wizard. Please see your department for additions or corrections that you cannot make.:** Points to the Primary and Secondary Teaching Location fields.
- Navigate FHS DB using the sidebar menu:** Points to the left-hand navigation menu.
- Click here to generate your CV:** Points to the 'View Official McMaster CV' button in the Curriculum Vitae (CV) section.
- Access the profile wizard here (or from the sidebar menu):** Points to the 'Faculty Profile Wizard' button in the Faculty Profile Wizard section.
- At-a-glance summary of your Educational Contributions hours for the last 4 academic years:** Points to the Teaching Contributions section, which lists hours for the 2023/2024, 2022/2023, 2021/2022, and 2020/2021 sessions.
- Alerts and notifications will be displayed here:** Points to the Alerts and Notifications section, which shows 60 alerts in CV Management.
- Recent preceptor payments are listed here (if applicable):** Points to the Preceptor Payments section.

PROFILE WIZARD

The Profile Wizard must be used to update your address information and email addresses, as well as teaching locations and hospital privileges (if applicable). Click on the blue “Faculty Profile Wizard” button on your FHS DB home page, or on the “Profile Wizard” sidebar menu item (see image above). Please complete the wizard annually to ensure your information is correct and up to date.

Step 1: Confirm that your appointment information is correct. Add information related to your teaching location(s) and hospital privileges (if applicable).

Faculty Information Wizard (1/4)
 Current Active McMaster Appointment
 Associate Clinical Professor, Part-Time, Family Medicine, Faculty of Health Sciences, McMaster University, 2015 - present
 If this information is not correct, please contact your department administrators.
 Please provide the information below. If none, select N/A

Review appointment information

Add these details, as applicable

Clinical Division: Division of Family Medicine N/A
 Primary Teaching Location: N/A
 Secondary Teaching Location: N/A
 Hospital Privileges: N/A

Buttons: Back, 1 / 4, Save & Next

Step 2: Add or update your addresses. McMaster Business Address is mandatory when completing the wizard.

Faculty Information Wizard (2/4)
 Please enter address information below.

McMaster Business Address* Current Living Residence Mailing Address

Step 3: Review your email addresses and ensure your preferred address is correct. Add any missing email addresses.

Faculty Information Wizard (3/4)
 Email Address Review

Email Addresses

Email	Preferred	Source
...	<input checked="" type="checkbox"/>	Medsis User
...	<input type="checkbox"/>	Medsis Supervisor
...	<input type="checkbox"/>	Mosaic

Buttons: Back, 3 / 4, Next

Set as preferred by clicking on checkmark

Step 4: Review your list of proxies, who are staff with access to update your CV.

Faculty Information Wizard (4/4)
 Proxy Review

Current Proxies

Showing 1 to 3 of 3 entries

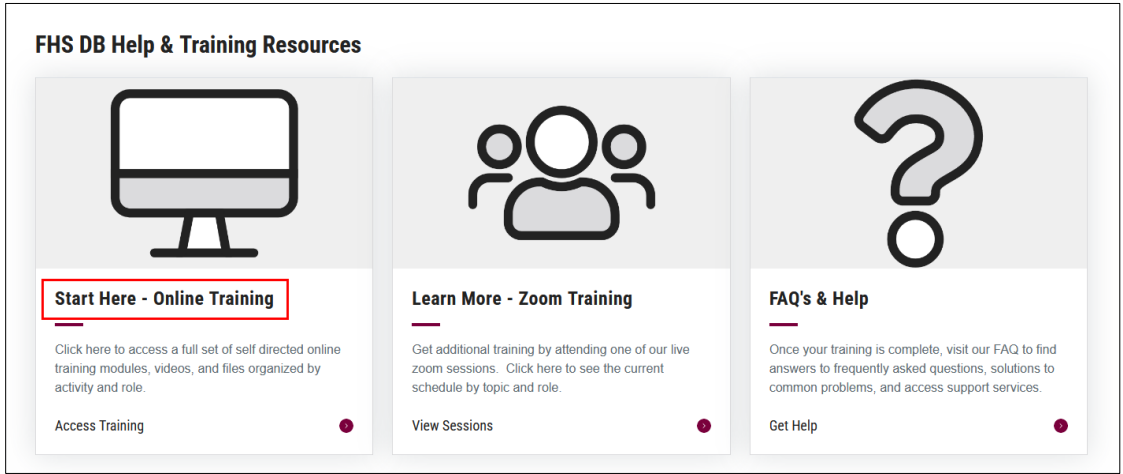
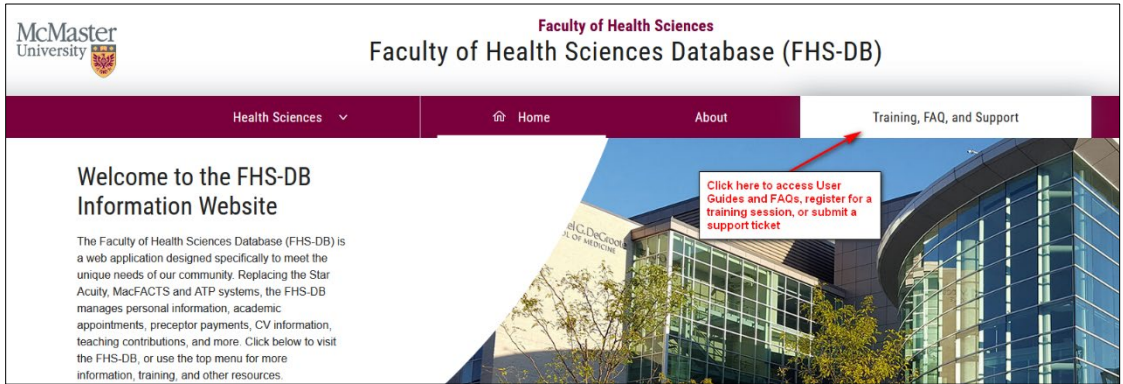
If there is no option to delete a listed proxy, that person has been granted access to all CVs in your department. Please follow up with your department if you have questions or concerns.

Name	Email Address	Last Login
...	...	2024-04-11 18:52:07
...	...	2024-05-29 18:59:57
...	...	2024-05-16 19:28:40

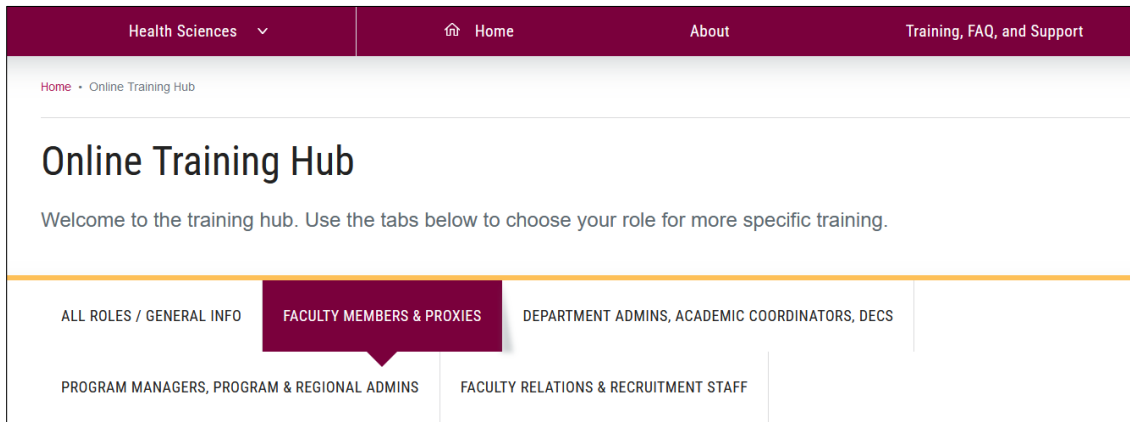
Buttons: Back, 4 / 4, Complete Wizard

WEBSITE

The [FHS DB Information Website](#) contains various User Guides for different sections and different users.



Each section is broken down by the intended audience, and contains downloadable PDF instruction guides, as well as some video demonstrations.



NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#).