

# HOW TO NAVIGATE FHS DB

---

*Target Audience: All FHS DB Users*

Updated May 29, 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.

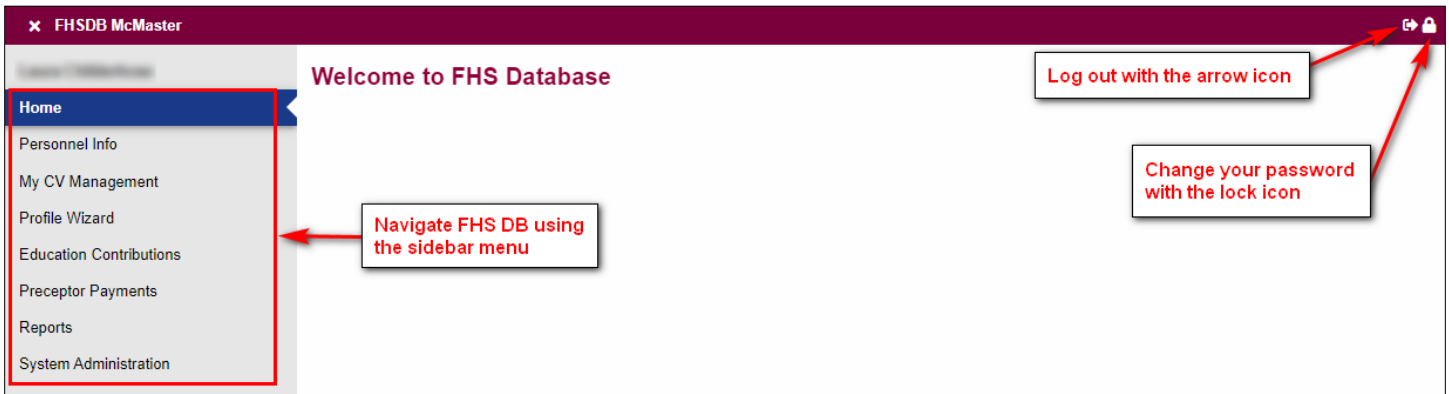
## LOGIN TO FHS-DB

Login to the system using your MacID/password or local login (for non-McMaster users).

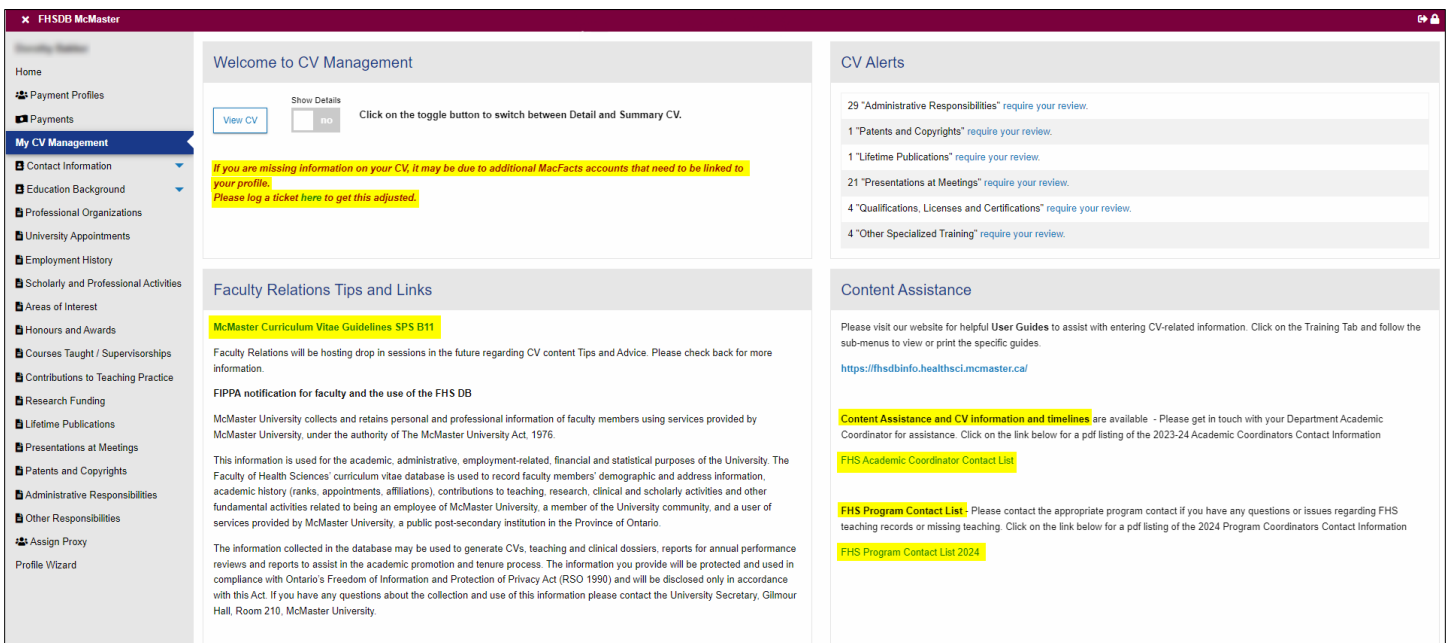
If you have any questions about how to login, refer to this user guide on our website: [How to Login to FHS DB](#).

## NAVIGATING THE FHS DB

Based on your role in FHS DB, 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:

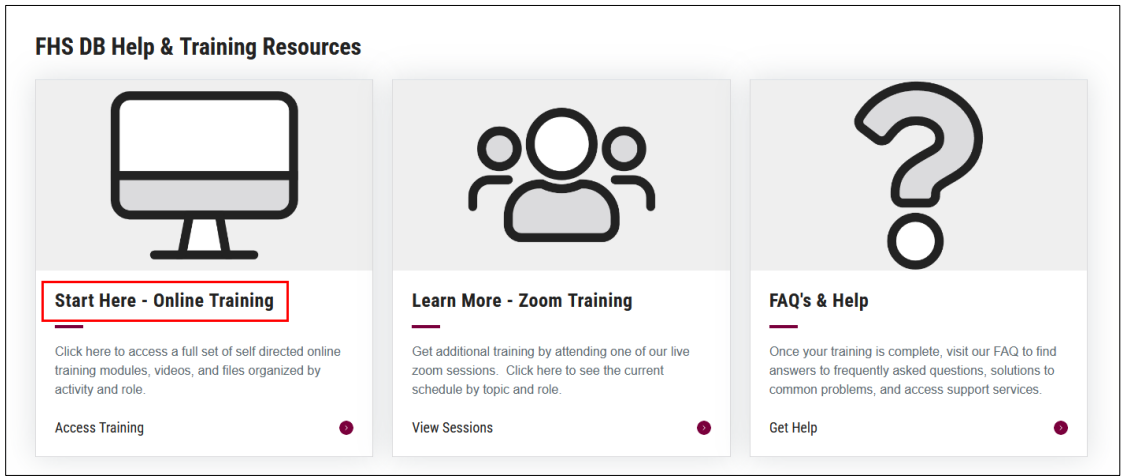


There are links embedded in some screens that will help you get more information:

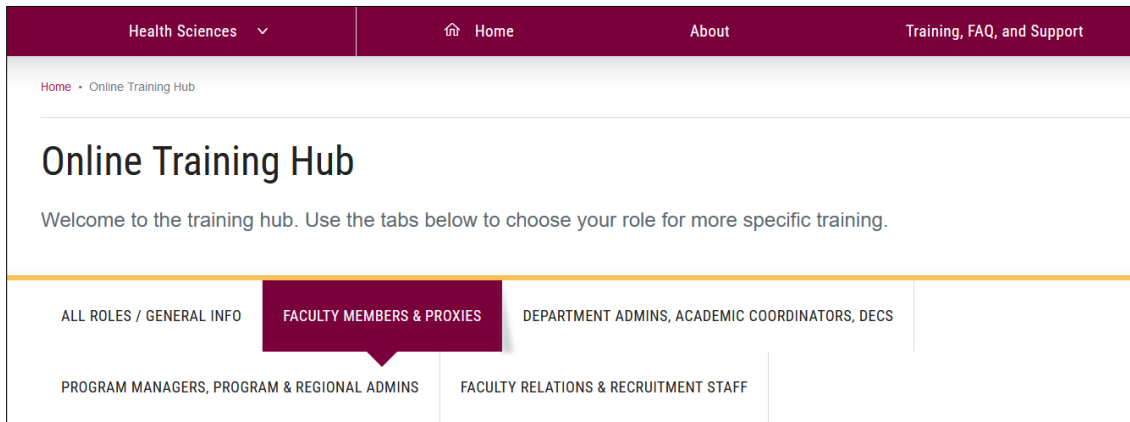


## WEBSITE

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](#).