Log into Faculty Insight by going to http://analytics.unl.edu/ and selecting the Faculty Insight button under the Reporting Tools heading. Log in using your My.UNL account.

On the Faculty Insight home screen, you will find two options for managing data.

**Option 1:** Click on the Activities Menu, then Manage Data for Users.

Choose a User (faculty member) from the drop down list then click on Continue.
**Option 2:** Click on **Tools**, then **Users and Security** from the drop down menu.

The next page will be a full list of Users you have access to in alphabetical order. Click on **Manage Data** in the row of the User (faculty member) whom you want to complete.
Both Option 1 and Option 2 take you to the page shown below. Click on **Apportionment** under **General Information**.

Next, click on the **current year** to edit the apportionment data.

Next, you will see a screen that will have the apportionment information, if available from the previous year, for the selected faculty member. New faculty members will not have previous year data.
Please add entries or review existing entries and make any changes needed to the five apportionment categories: Administration, Extension, Research/Creative Activity, Service, and Teaching. **Combined apportionment must equal 100%.**

Finally, be sure to select the check box that is titled: **Confirmed by department** and click **Save.**

Repeat all of these steps for all of your faculty.
Faculty with Joint Appointments or Split FTE

Faculty with two appointments should have both listed, as shown below. Each appointment needs to be apportioned to equal 100%.

Contact Jelena Gude, Faculty HR Specialist in the Executive Vice Chancellor’s Office, at jgude1@unl.edu or (402) 472-5264.