

THE COLLEGE OF HUMAN ECOLOGY

ACTIVITY INSIGHT INSTRUCTIONS

SIX BASIC STEPS TO ENTER YOUR ACTIVITIES & ACCOMPLISHMENTS

1.

Click on the LOGIN HERE button from the College of Human Ecology Faculty & Staff Activity Insight home page.

2.

Enter your KSU eID and PASSWORD on the KSU single sign on page.

Confirm you are on your page by looking for your name at the top-left of the page.

3.

Click on REVIEW A GUIDE at the top of your screen.

"Review a Guide" is a brief introduction to Activity Insight and information entry.

Confirm you are on your page by looking for your name at the top-left of the page.

When finished, return to original home screen.

4.

Click on MANAGE ACTIVITIES.

You will see four general divisions of information, each with sub-screens:

*General Information

*Teaching

*Research, Scholarships, Creative Activity, and Discovery

*Engagement/ Extension/ Service/Outreach

5.

Click on one of the SUB-SCREENS to enter your information.

Be sure to click SAVE after entry.

6.

Log out (after saving) when done.

You may pick up where you left off next time.