

How To Access FIS

- The FIS System is accessed through you My.unt page, under the “Faculty” Tab. (Liaison’s link will be under the Human Resources tab”
- Then you will click the link “Faculty Information System”
- You will need to ensure that your pop-up blocker is disabled or create a page exception.

UNIVERSITY

1st Click Here

Faculty Human Resources

Student Center

Faculty Center

Email

Message Center

Advisor Center >

EIS >

Faculty Schedule

Class	Enrolled	Days & Times	Room	Class Dates
PADM 3020 - 001 (16794)	14	Tuesday 06:00pm - 08:50pm	SAGE 356	JAN 19,2016 - MAY 13,2016
EADP 3080 - 001 (16797)	28	Tuesday 06:00pm - 08:50pm	SAGE 356	JAN 19,2016 - MAY 13,2016

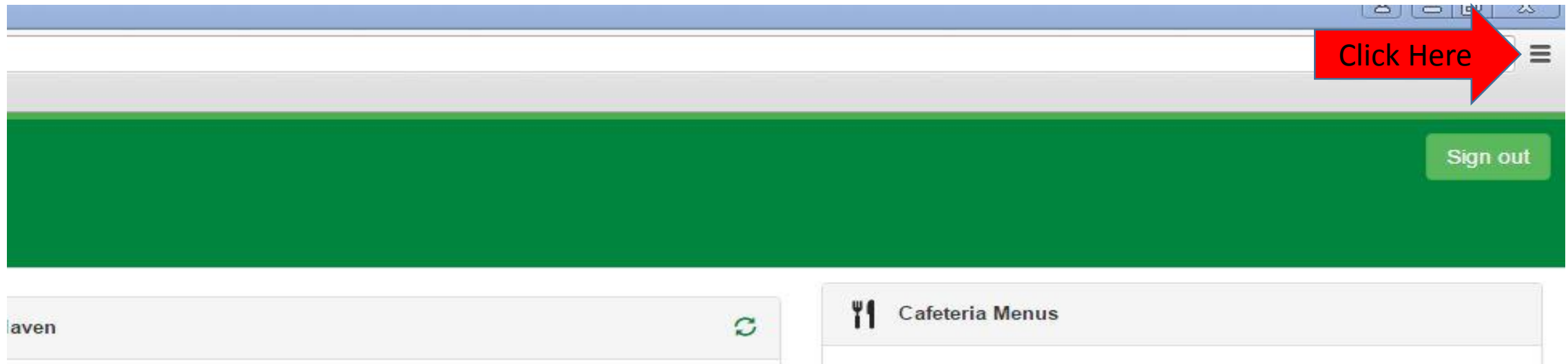
Digital Measures

Faculty Information System

2nd Click Here

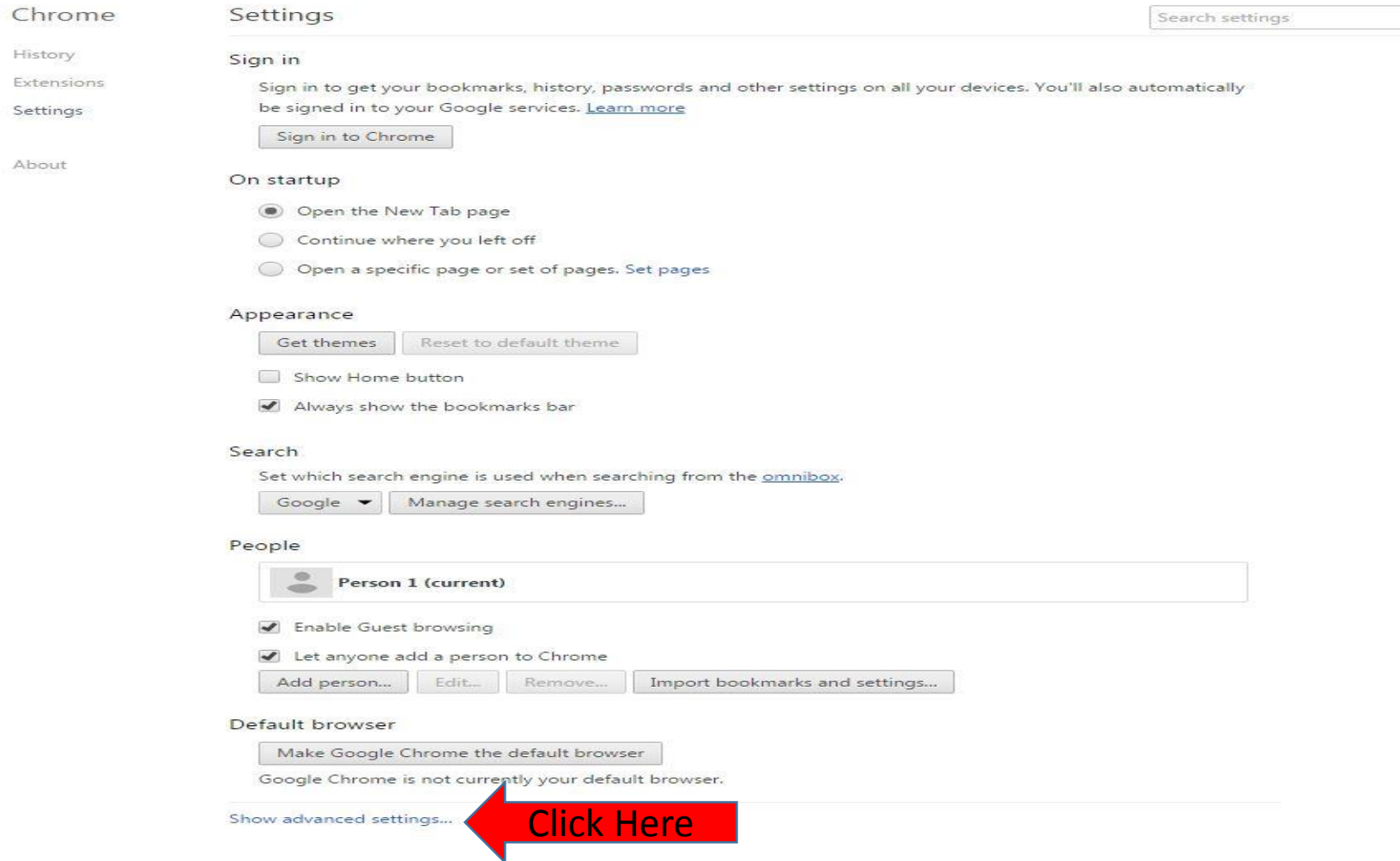
Managing Pop-ups (Chrome)

- Click the drop down menu on the top-right of the screen
- Select Settings from the menu (third from bottom)



Managing Pop-ups (Chrome)

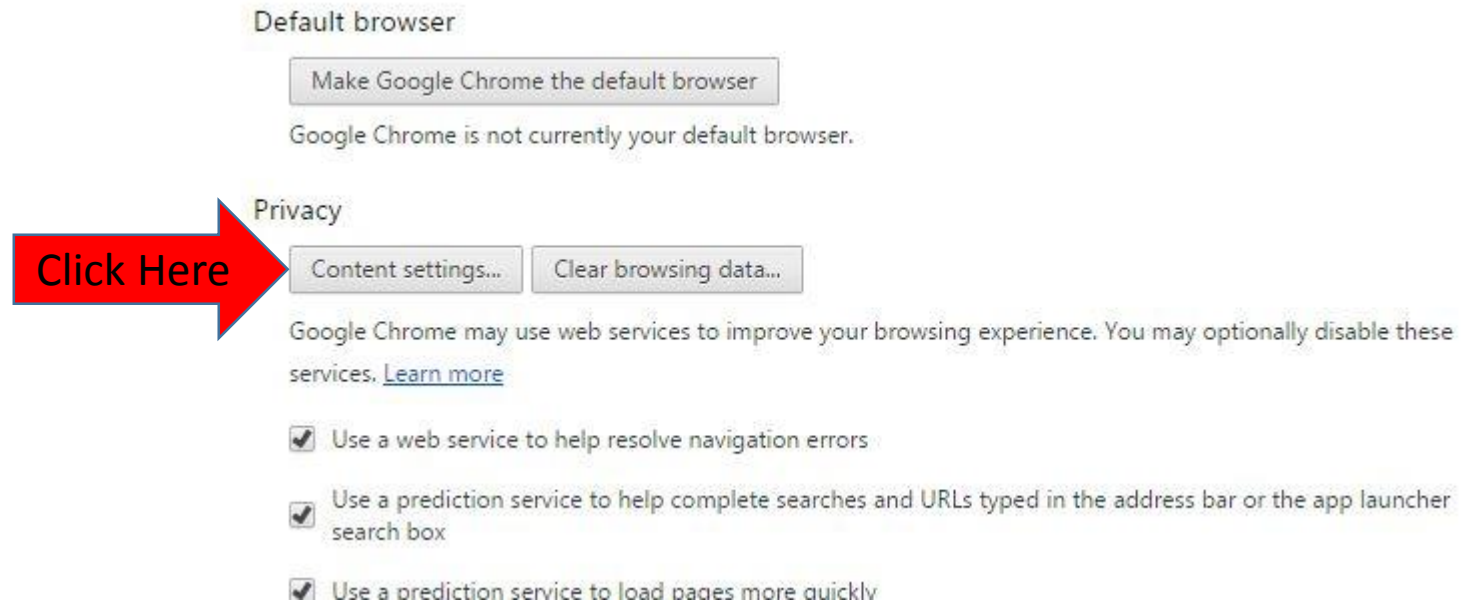
- Select “Show advanced settings...” at the bottom of the page



The image shows the Chrome Settings page. On the left is a navigation menu with links for Chrome, History, Extensions, Settings, and About. The main content area is titled 'Settings' and includes a search bar. The settings are organized into sections: 'Sign in' with a 'Sign in to Chrome' button; 'On startup' with radio buttons for 'Open the New Tab page' (selected), 'Continue where you left off', and 'Open a specific page or set of pages'; 'Appearance' with 'Get themes' and 'Reset to default theme' buttons, and checkboxes for 'Show Home button' and 'Always show the bookmarks bar'; 'Search' with a dropdown menu set to 'Google' and a 'Manage search engines...' button; 'People' with a profile card for 'Person 1 (current)', checkboxes for 'Enable Guest browsing' and 'Let anyone add a person to Chrome', and buttons for 'Add person...', 'Edit...', 'Remove...', and 'Import bookmarks and settings...'; and 'Default browser' with a 'Make Google Chrome the default browser' button and a note that it is not currently the default. At the bottom left, the text 'Show advanced settings...' is visible, with a red arrow pointing to it from a red box containing the text 'Click Here'.

Managing Pop-ups (Chrome)

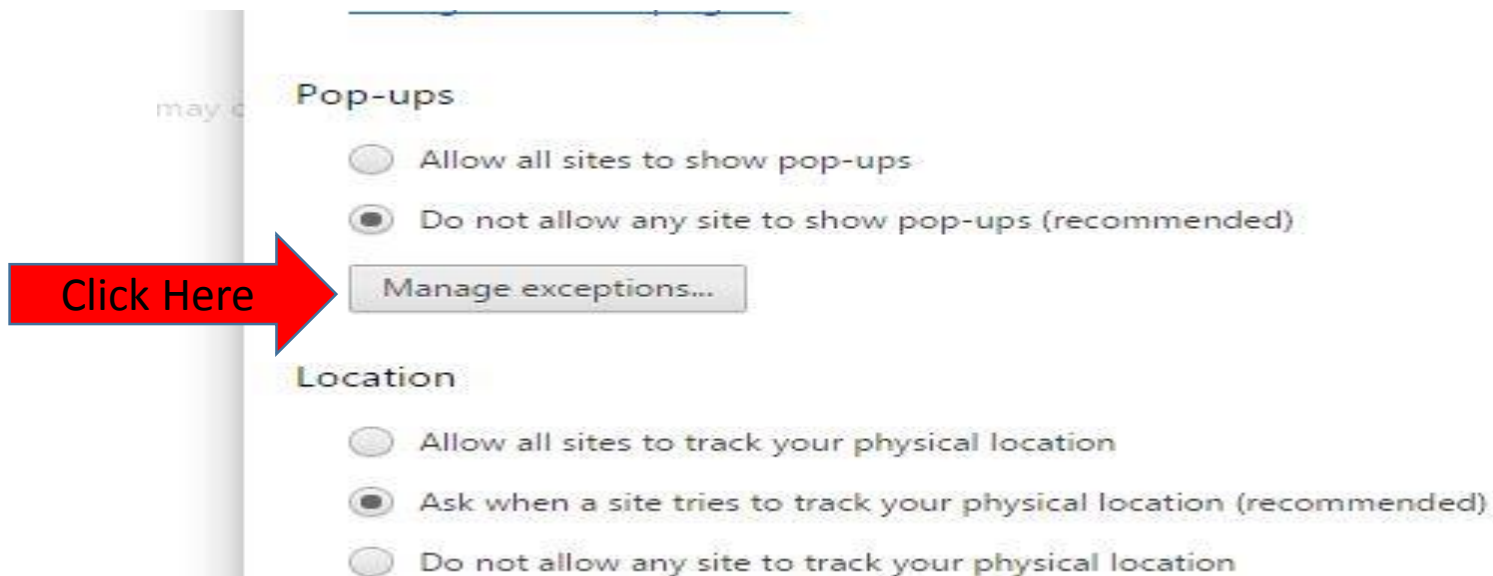
- Once the “Show advanced settings...” is selected the options will expand and you will select the “Content settings...” under the “Privacy Section”



The screenshot displays the Chrome settings interface. At the top, the 'Default browser' section is visible, with a button labeled 'Make Google Chrome the default browser' and a message stating 'Google Chrome is not currently your default browser.' Below this is the 'Privacy' section, which contains two buttons: 'Content settings...' and 'Clear browsing data...'. A large red arrow with the text 'Click Here' points directly to the 'Content settings...' button. Underneath the buttons, there is a paragraph of text: 'Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. [Learn more](#)'. Below this text are three checked checkboxes with their corresponding descriptions: 'Use a web service to help resolve navigation errors', 'Use a prediction service to help complete searches and URLs typed in the address bar or the app launcher search box', and 'Use a prediction service to load pages more quickly'.

Managing Pop-ups (Chrome)

- Once the “Content settings...” is selected, a list will appear and you will select “Pop-ups” which is the 7th item on the list.
- You can simply select the radial for “Allow all sites to show pop-up” **But this is not recommended!**
- The preferred method is to select the “Manage exceptions...” tab



Managing Pop-ups (Chrome)

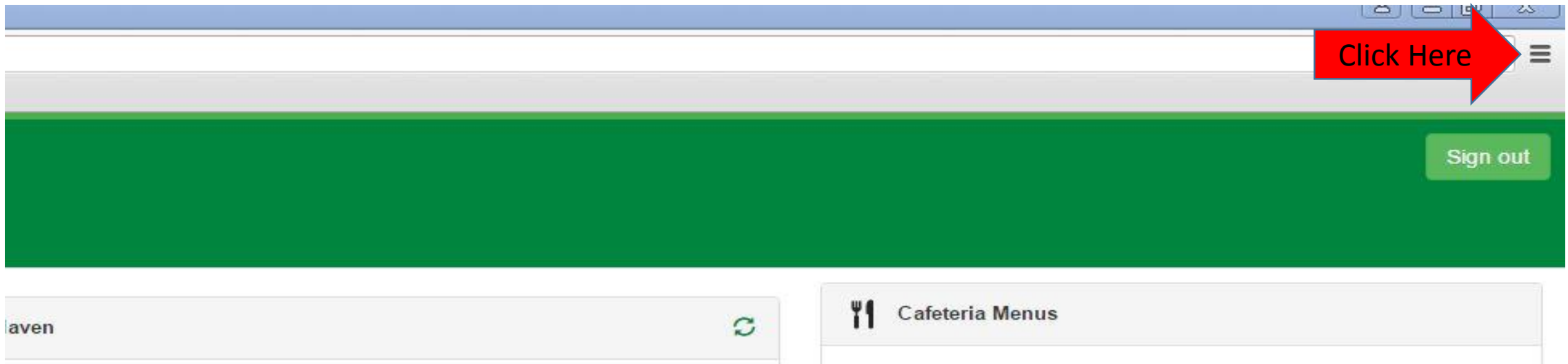
- Once the “Manage exceptions...” tab is selected you will be prompted to enter a Hostname pattern (HTML)
- You will enter <https://my.unt.edu> and select allow from the “Behavior” menu.
- Finally select done and close this window.

Hostname pattern	Behavior
https://my.unt.edu	Allow
https://[*.]benweb.ers.state.tx.us:443	Allow
<input type="text" value="[*.]example.com"/>	Allow

[Learn more](#) Done

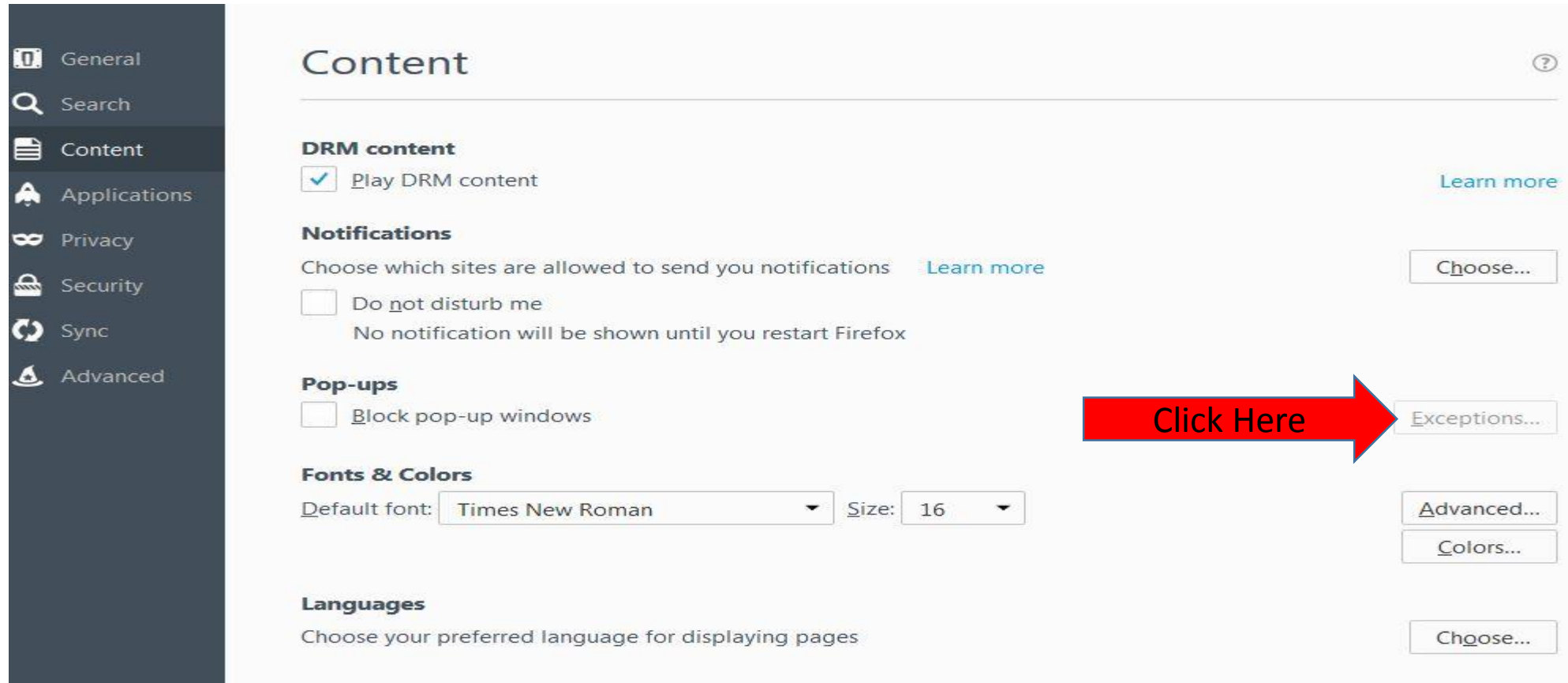
Managing Pop-ups (Firefox)

- Click the drop down menu on the top-right of the screen
- Select the “Options” icon which looks like a gear



Managing Pop-ups (Firefox)

- Select “Content” and then unselect the “Block pop-ups windows” box. **This is not the recommended method!**
- Preferably select “Exceptions...” tab. The “Block pop-ups windows” box must be checked to activate the “Exceptions” tab.



The screenshot shows the Firefox 'Content' settings page. On the left is a dark sidebar with menu items: General, Search, Content (highlighted), Applications, Privacy, Security, Sync, and Advanced. The main content area is titled 'Content' and includes sections for DRM content, Notifications, Pop-ups, Fonts & Colors, and Languages. In the 'Pop-ups' section, the 'Block pop-up windows' checkbox is unchecked. A red arrow with the text 'Click Here' points to the 'Exceptions...' button located to the right of the 'Pop-ups' section.

Content ⓘ

DRM content

Play DRM content [Learn more](#)

Notifications

Choose which sites are allowed to send you notifications [Learn more](#) [Choose...](#)

Do not disturb me
No notification will be shown until you restart Firefox

Pop-ups

Block pop-up windows [Exceptions...](#)

Fonts & Colors

Default font: Size:

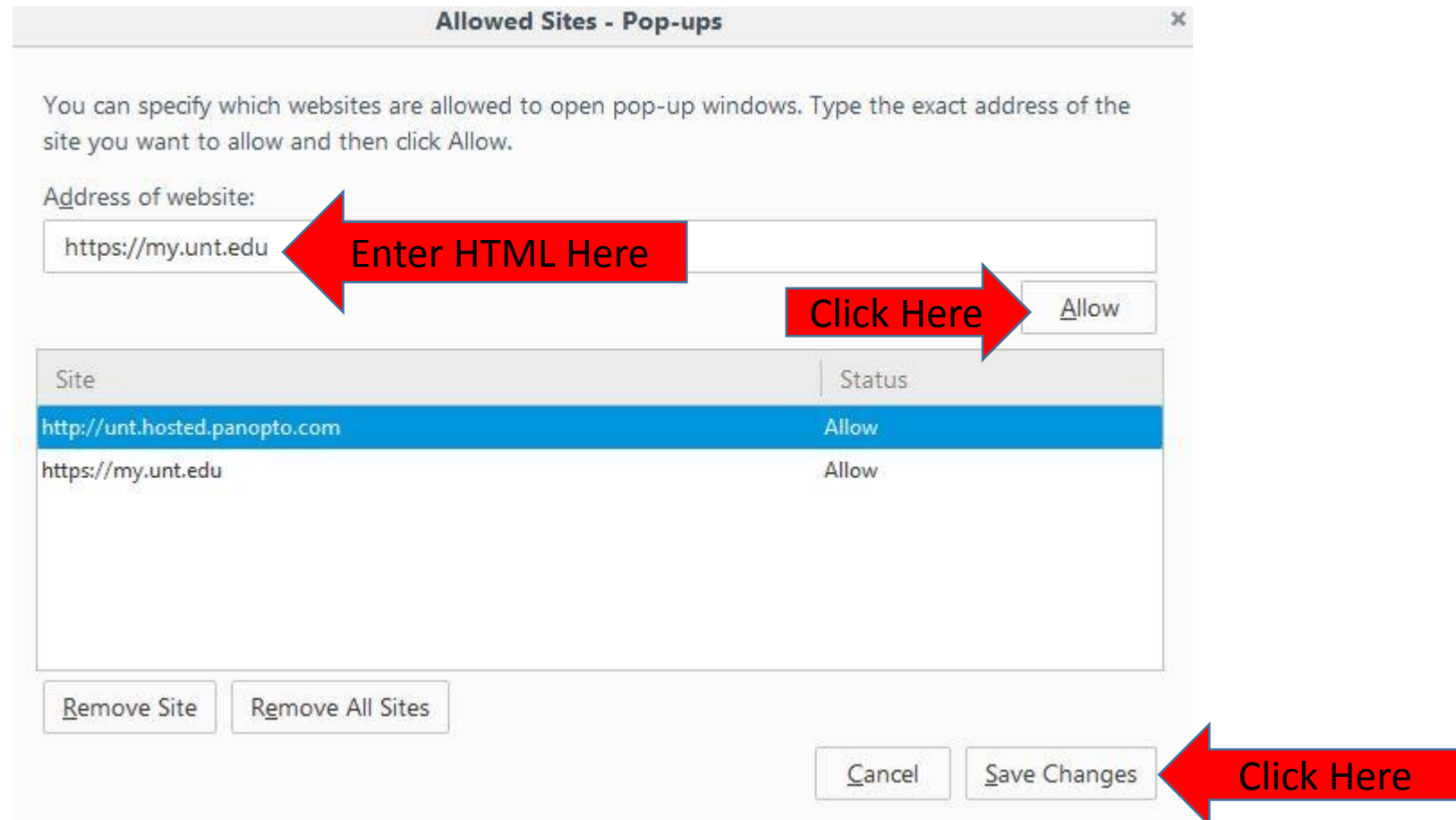
[Advanced...](#)
[Colors...](#)

Languages

Choose your preferred language for displaying pages [Choose...](#)

Managing Pop-ups (Firefox)

- Add <https://my.unt.edu> to the “Address of website” text box and click “Allow”
- Then click the “Save Changes” button



Managing Pop-ups

- Google is your friend! Do not hesitate to search for “how to manage pop-up blocker”.
- <http://www.bestbuy.com/site/tech-tips/disable-popup-blocker/pcmcat748301880694.c?id=pcmcat748301880694>

How To Upload Syllabus

Then you will
select the
appropriate
course



< Scheduled Teaching

+ Add New Item

📄 Duplicate



Item

Spring 2016
Leadership and Organizational Behavior
EADP 3080, Section 001



Spring 2016
Public Management
PADM 3020, Section 001



Summer 2015
Disaster Response and Recovery
EADP 3045, Section 001



Summer 2015
Terrorism and Emergency Management
EADP 4090, Section 001



Spring 2015
Hazard Mitigation and Preparedness
EADP 3035, Section 001



How To Upload Syllabus

< Edit Scheduled Teaching

Cancel

Save

Term and Year Spring 2016

Session Code 1

Course Name Leadership and Organizational Behavior

Course Prefix and Course Number EADP 3080

Section Number 001

Additional Course Information

Course Level Undergraduate

Course Type 1

Is this transferable?

Syllabus for this course No File Stored

Choose File...

Click Here

Choose File to browse
and select the desired
file.

How To Upload Syllabus

< Edit Scheduled Teaching

Cancel

Save

Click Save

Term and Year Spring 2016

Session Code 1

Course Name Leadership and Organizational Behavior

Course Prefix and Course Number EADP 3080

Section Number 001

Additional Course Information

Course Level Undergraduate

Course Type 1

Is this transferable?

Syllabus for this course [Download "FAQs-1.pdf"](#)

Replace File...



Once you have clicked "Save" the file has been successfully uploaded. It could take up to 24 hours for the syllabus to show on your profile at facultyinfo.unt.edu.

Questions?

For questions regarding FIS operation or to have information added to an account please contact:

Faculty.Info@unt.edu

Academic Resources- 940-565-2550

For information or questions regarding FIS training please contact:

Mike.Gutierrez@unt.edu

940-565-3512