

How do I log into Panther180?

Log in to Panther180 via one of these two links:

- <http://provost.fiu.edu/panther180>
(select “Panther180 Log In” box)
- <http://my.fiu.edu> (Under Faculty section of the homepage, Faculty Applications, select Panther180)

You will be directed to a single sign-on page

Log in to Panther180 using your “MyAccounts” username (NOT PantherID) and password

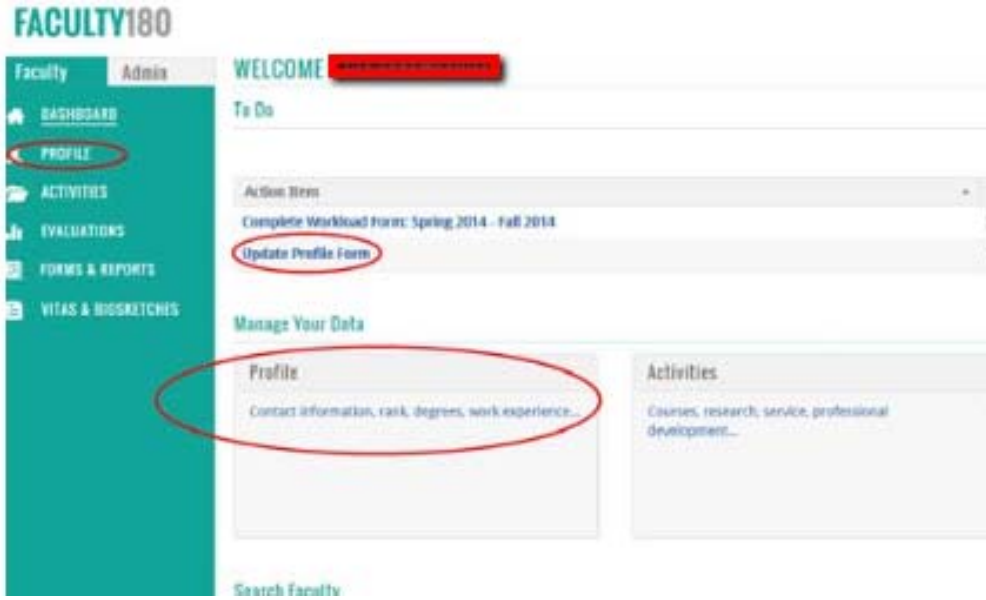
This will open your Panther180 dashboard. Your dashboard is your homepage, which has important information such as your messages, to do announcements, Panther180 Training videos, etc.



PROFILE: The Profile section contains information such as degrees, honors, professional licenses that do not change as often. Your profile can be updated as often as necessary.

Profile section can be located in three locations on the Dashboard.

1. Left-hand menu (Profile)
2. Action Profile Form (Action Items)
3. Profile (Manage Your Data)

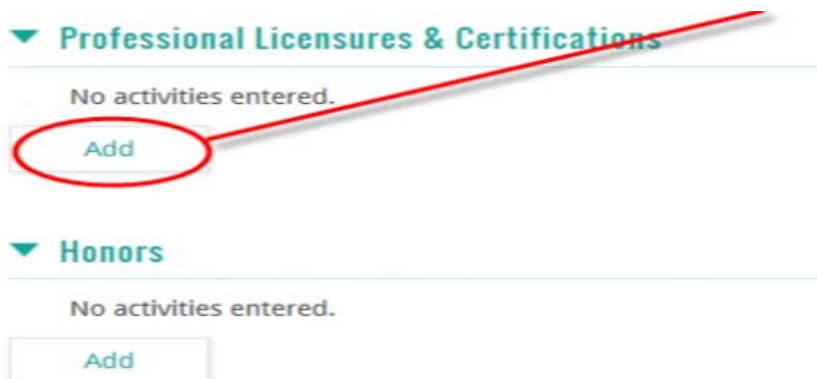


Please make sure you click **SAVE** after making any edits on each section.

Under the Profile section, there are eleven subcategories listed: *Personal Information; Additional Personal Information; Contact Information; Current Position; Education; Professional Licensure and Certification; Work Experience; Professional Associations; Biography; Areas of Interests and Expertise and Curriculum Vitae*. Most information has already been uploaded from Panthersoft system. However, all the information in the categories may be edited by clicking “**Edit**” button below of each page



Information for a category may be added by clicking the “**Add**” button



After adding or editing information in any subcategory, choose:



“**Save**” if you want to save the information

“**Save and Add Another**” if you want to save and add more information

“**Save and Go Back**” if you want to save the information and return to the profile section to work on another subcategory

“**Cancel**” if you do not want to save the information. **IF YOU DON'T SAVE, YOUR INFORMATION CANNOT BE RECOVERED.**

WORKLOAD FORM: This form contains information about scholarship, performance, presentations, continuing education, courses taught, committees, and other services.

You can access the WORKLOAD FORM in two ways in Panther180. On the dashboard, you may select the COMPLETE WORKLOAD FORM: SPRING 2015 – FALL 2015 (this is an example) listed under the ACTION ITEM. The second way is to select FORMS and REPORTS on the left-side panel menu

FACULTY180

Faculty Admin

- DASHBOARD
- PROFILE
- ACTIVITIES
- EVALUATIONS
- FORMS & REPORTS** 2
- VITAS & BIOSKETCHES

WELCOME [Redacted]

To Do

Action Item

Complete Workload Form: Spring 2014 - Fall 2014 1

Manage Your Data

- DASHBOARD
- PROFILE
- ACTIVITIES
- EVALUATIONS 2
- FORMS & REPORTS**
 - Forms
 - Reports
 - Initiated Workload Forms
- VITAS & BIOSKETCHES

Select SPRING 2015 - FALL 2015

Forms

Custom Input Forms - *None Available*

Printable Classification Forms - *None Available*

Reports

Prior Workload Forms

"My Activities" Reporting

Initiated Workload Forms

Semester


Spring 2010 - Fall 2010

Spring 2011 - Fall 2011

Spring 2012 - Fall 2012

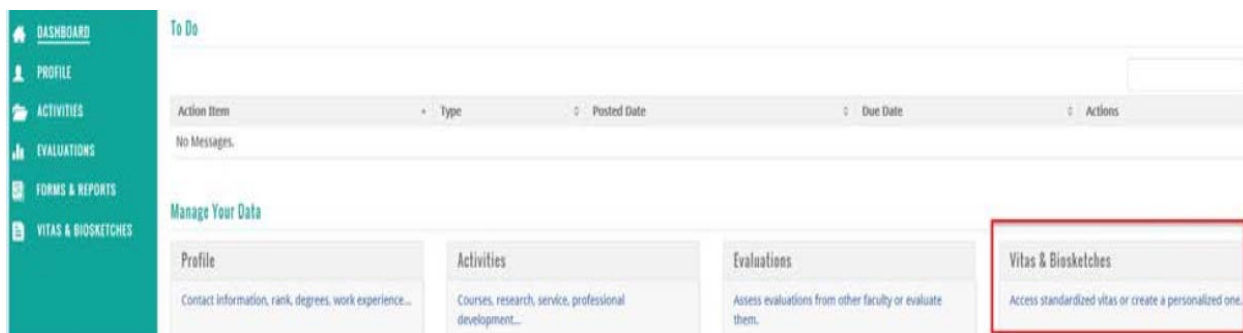
Spring 2013 - Fall 2013

Spring 2014 - Fall 2014

Under the Workload Form, you will see several subcategories. If you wish to add an activity for a subcategory, click the “Add” button below the category’s name. If you are unsure of what the category is, you may click the  symbol, which is located on each category.

Most subcategories have a Part A and a Part B. Some subcategories have a Part C. In Part B, you must “classify” that activity. Choose the option from the drop down menu that most closely describes the activity

VITAS & BIOSKETCHES: If you would like to edit your vitae out of the information that was uploaded. Return to the dashboard. Under Manage Your Data, you will need to click Vitas and Biosketches.



Under type, choose “Personal”, set Date Range, and click the REFRESH REPORT.

Details

Type*	<input type="radio"/> Institutional <input checked="" type="radio"/> Personal PersonalCV ▾
Citation Format	APA - American Psychological Association 6th edition ▾
Begin*	Select ▾ Select ▾
End*	Select ▾ Select ▾
Date range will affect items from Workload	

or all

[Refresh Report](#)

[Go Back](#)

Once you see your vita, you may print it, save it to a PDF file, or convert it to Word so that you may edit it by choosing the appropriate button at the top right hand corner.

[View Vita](#)



Select type and date range, then "Refresh Report" to create vita

Details

Type*	<input checked="" type="radio"/> Institutional <input type="radio"/> Personal StandardCV * ▾
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As a reminder, when you are working through your Panther180 portal, make sure to save the form you are working on and then click "Log Off" button at the top right corner.

IF YOU DON'T SAVE, YOUR INFORMATION CANNOT BE RECOVERED.

[Quicklinks](#) - [FAQ](#) [Help](#) [Log Off](#)