

SRInfo HB2504 Instruction Manual

<https://srinfo.sulross.edu/hb2504/>

Important Notes

CV's and Syllabi must be uploaded within the first seven (7) class days of a new semester.

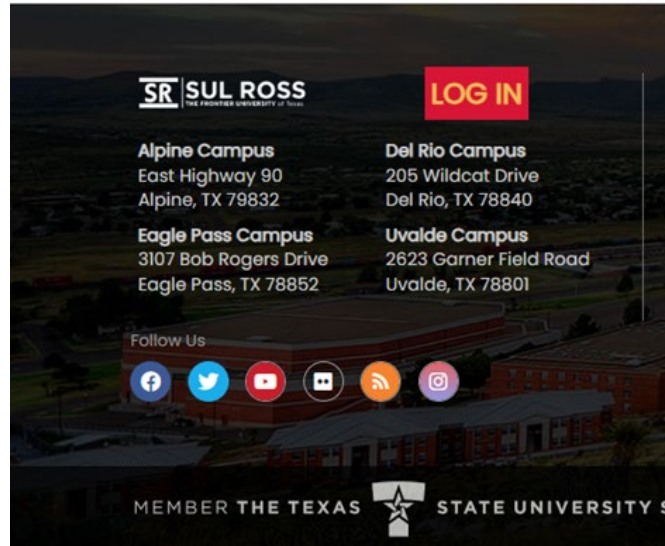
All files uploaded to this site must be .pdf files

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Logging In

To access the login use your username and password at this address: <https://srinfo.sulross.edu/me>. The login option can be found at the bottom of the page. Login instructions can be found here: <https://srinfo.sulross.edu/info/new-system-instructions/>.



After logging in your personal screen will be displayed as shown below:

Isabella Lujan edit
Professional Development



Coordinator of Institutional Effectiveness

Institutional Effectiveness
BAB 202 C-77
432.837.8224
isabella.lujan@sulross.edu



Click on the edit button next to your name and the next section will open.

Isabella Lujan  

If you have any trouble logging in, please contact the LTAC Helpdesk at either 432-837-8888 or use the [LoboPass system](#) to reset your password.

Your Personal Page

Review the information on this page to ensure it is correct. In addition, this screen allows customization to entries as necessary. To change the displayed values under "Banner Entry," simply check the "Override" box next to the value, and type in your new custom value in the "Custom Entry" box.

Edit Isabella Lujan

Professional Development

	Banner Entry	Override	Custom Entry
Name			
First	Isabella	<input type="checkbox"/>	<input type="text"/>
Last	Lujan	<input type="checkbox"/>	<input type="text"/>
Post-nominal		<input type="checkbox"/>	<input type="text"/>
Contact			
Email	ijh15xr@sulross.edu	<input checked="" type="checkbox"/>	isabella.lujan@sulross.edu
Phone	432 8378224	<input checked="" type="checkbox"/>	432.837.8224
Office	BA8 202	<input type="checkbox"/>	<input type="text"/>
Mailbox	C-77	<input type="checkbox"/>	<input type="text"/>
City, State Zip	Alpine,TX 79832	<input type="checkbox"/>	<input type="text"/>
Employment			
Position	Coordinator of Institutional Effectiveness	<input type="checkbox"/>	Coordinator for Institutional Effectiv
Department	Institutional Effectiveness	<input type="checkbox"/>	Institutional Effectiveness <input type="text"/>
		<small>If your department is correct here, do not check the override box.</small>	<small>Only if overriding default department.</small>
Additional Departments: <input type="text" value="-- NO ADDITIONAL DEPARTMENTS * --"/>			
<ul style="list-style-type: none">Academic AffairsAcademic Center for ExcellenceAccounting Services			
<small>Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.</small>			
<small>* Cancels all other departments.</small>			

This will not correct the data in Banner, only what is displayed here. Please contact the Human Resources representative on your campus to change your name, contact, or employment information in Banner.

Briscoe Administration Building (BAB)
Room 110
432-837-8058
humanresources@sulross.edu

Scrolling down on this page will present you with the following options:

- [Uploading a Curriculum Vitae](#)
- [Uploading Syllabi for current and previous courses](#)

Uploading a Curriculum Vitæ (CV)

All uploaded files must be less than 2 MB and less than 3 years old. After scrolling past the personal information entries, you will see the Upload CV option.

Curriculum Vitæ are optional for most staff.

No Curriculum Vitæ

If **Red**, a CV is already in the System.

Select file to upload:

(PDF Only Must be less than 2 MB)

Choose File No file chosen

UPLOAD CV

Click the “Choose File” button and upload the .PDF file containing your CV or resume. Your CV must be less than 3 years old.

Uploading a Syllabus

----- CURRENT TERM -----

Spring 2025		
EDSR 6389-2W1	Special Pops & Programs	Upload Syllabus
EDUA 5307-SC1	Graduate Research	Syllabus Upload New
EDUA 5307-W01	Graduate Research	Syllabus Upload New
EDUA 6355-1W1	Instructional Leadership	Syllabus Upload New
EDUA 6389-2W1	Special Pops & Programs	Upload Syllabus

If “[Upload Syllabus](#)” is showing next to any of the courses, there is no syllabus currently loaded into the system. Click on “[Upload Syllabus](#)” or “[Upload New](#)” to update a syllabus and it will direct you to the syllabus upload page to select the .PDF file containing the specified syllabus.

Ex:

Upload Syllabus

Spring 2025 21525

[Bradley Carpenter](#) [edit](#)

EDUA 5307-SC1 Graduate Research [Syllabus](#)

Select file to upload:

(PDF Only Must be less than 2 MB)

No file chosen

This syllabus is also for the following sections:

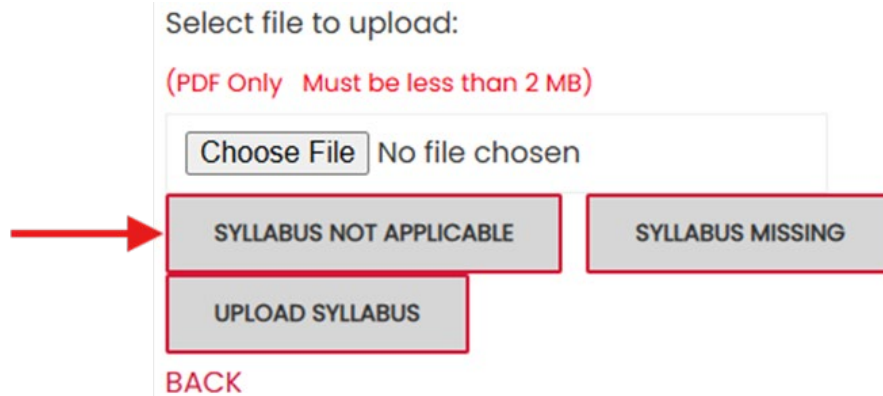
[EDUA 5307-W01 Graduate Research](#)

[BACK](#)

This works just like the CV upload section. The file must be a .PDF smaller than 2 MB.

There is an additional option for courses such as Senior Projects, where a syllabus is may not be applicable. Select “Syllabus Not Applicable” where needed.

Ex:



Once a file has been uploaded or marked N/A, click the “Back” link to go back. Once all the course syllabi are uploaded it will appear as such:

Spring 2023

ENG 1301-001	Composition I	Syllabus Upload New
ENG 2331-001	World Literature	Syllabus Upload New
ENG 3322-W01	Creative Writing:Nonfiction	N/A Upload New
ENG 4300-W01	Portfolio Capstone Course	Syllabus Upload New
ENG 5307-W01	American Short Story	Syllabus Upload New
ENGL 4300-W01	Portfolio Capstone Course	Syllabus Upload New
GS 4100-W01	Senior Assessment	N/A Upload New

Need Help?

If you have any questions, comments, or concerns, or need help of any kind contact:

Isabella Lujan | Coordinator

Isabella.lujan@sulross.edu

SUL ROSS STATE UNIVERSITY | Institutional Effectiveness

BAB 202 | Box C-77 | T: 432.837.8224 | F: 432.837.8586

Frequently Asked Questions

Why is my Syllabus option grayed out?

- You did not login to the system, or you did not select the edit option. Login and select the edit option next to your name.

I tried to upload my syllabus, and it did not upload.

- Ensure the file is a PDF and is no larger than 2 MB. If larger than 2MB you will need to compress the PDF and try again.

I tried to override by uploading a new syllabus, but it did not change.

- Try to refresh the page (Ctrl + F5) or clear your cache. It may not show for you but to others it is correct.

I don't need a syllabus for a course, how do I mark it?

- Select to upload a syllabus as if you were but instead of choosing a file select Syllabus not applicable.

What needs to be on my syllabus?

- Syllabi Guideline can be found here: <https://srinfo.sulross.edu/info/syllabi-guidelines/>. At the bottom of the page there is a simple copy and paste word version.

When are CV's and syllabi due?

- CV's and syllabi must be uploaded within the first seven (7) class days of a new semester.