

MyUNLV Training • pstraining@unlv.edu • unlv.edu/aboutmyunlv



The process for a new instructor gaining access to MyUNLV is a several step process involving Human Resources, Scheduling, Departmental Admins and the MyUNLV system itself. Below you will find a list of the steps necessary for getting a new instructor into the system and who is responsible for each step. If you have any questions about any part of the process, please contact PStraining@unlv.edu.

Step/Search	Instructions	Responsible Party								
<b>Step 1</b>	Instructor is hired by department and contract paperwork is submitted to the Human Resources department.	Department Designee								
<b>Step 2</b>	Human Resources processes the contract and flags the completed record for export to MyUNLV.	Human Resources								
<b>Step 3</b>	Flagged records are pulled twice a week from HRMS to MyUNLV. Data conversion results in an NSHE ID being created or a HR ID (external system ID) to be added to the person record in MyUNLV.	Human Resources (flag) MyUNLV (data load)								
<b>Search #1</b>	<p>Use <b>UNLVPAT_PROMPT_UNLVHRID</b> query to search for an instructor by HR ID.</p> <p><a href="#">UNLVPAT_PROMPT_UNLVHRID - Prompt for HR ID</a></p> <p>Employee ID (no leading zeros): <input type="text" value="115244"/> <span style="border: 1px solid green; border-radius: 15px; padding: 2px 5px; color: green; font-weight: bold;">Enter HR ID in this feild, do not enter leading zeros</span></p> <p><input type="button" value="View Results"/></p>									
 <b>If YES</b> <b>Skip to Step 4</b>	<p><b>IF the NSHE ID has been created and the HR ID is attached to the person’s record, you will see their NSHE ID as your search results.</b></p> <p><a href="#">UNLVPAT_PROMPT_UNLVHRID - Prompt for HR ID</a></p> <p>Employee ID (no leading zeros): <input type="text" value="115244"/></p> <p><input type="button" value="View Results"/></p> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)</p> <p>View All <span style="float: right;">First 1-1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>NSHE ID</th> <th>First Name</th> <th>Last Name</th> <th>Employee ID (HR ID)</th> </tr> </thead> <tbody> <tr> <td>1000043017</td> <td>Laurie</td> <td>Cantwell</td> <td>115244</td> </tr> </tbody> </table>	NSHE ID	First Name	Last Name	Employee ID (HR ID)	1000043017	Laurie	Cantwell	115244	
NSHE ID	First Name	Last Name	Employee ID (HR ID)							
1000043017	Laurie	Cantwell	115244							
 <b>If NO</b>	<p><b>IF the NSHE ID has not been created or the HR ID is not attached to the person’s record, you will receive a <i>No Matching Results</i> outcome.</b></p> <p><a href="#">UNLVPAT_PROMPT_UNLVHRID - Prompt for HR ID</a></p> <p>Employee ID (no leading zeros): <input type="text" value="12345"/></p> <p><input type="button" value="View Results"/></p> <p style="background-color: #ffcccc; padding: 2px;">No matching values were found.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e6e6fa;"> <th>NSHE ID</th> <th>First Name</th> <th>Last Name</th> <th>Employee ID (HR ID)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No results found.</td> </tr> </tbody> </table>	NSHE ID	First Name	Last Name	Employee ID (HR ID)	No results found.				
NSHE ID	First Name	Last Name	Employee ID (HR ID)							
No results found.										

	 <p>At this point, you may check with <a href="#">Human Resources</a> to see if the record is flagged and ready to be converted on the next data load. If it is flagged ready, you can expect to see the NSHE ID created in roughly a week. You can also just continue to check the query each week after you have submitted the contract to HR. If HR has flagged the record and you do not see the NSHE in MyUNLV in <b>one week</b>, contact <a href="mailto:PStraining@unlv.edu">PStraining@unlv.edu</a></p>	
<p><b>Step 4</b></p>	<p>Once you locate the NSHE ID (after it has been created) you need to submit new instructor information to <a href="#">Scheduling</a> so the instructor can be input on the Instructor Table and set up as an instructor in your department. This step is essential to ensure <i>your</i> instructors can be assigned to <i>your</i> classes. Simply email <a href="mailto:scheduling@unlv.edu">scheduling@unlv.edu</a> the:</p> <ul style="list-style-type: none"> <li>➤ Instructor Name &amp; NSHE ID</li> <li>➤ Classes they will be teaching</li> </ul>	<p>Department Scheduler</p>
<p><b>Search #2</b></p>	<p>After the instructor has been assigned to your department (the instructor table) by <a href="#">Scheduling</a>, you will need to add the instructor to the <b>Instructor for Meeting Pattern</b> table on the MyUNLV. To do so, navigate to:</p> <p><b>Curriculum Management &gt; Schedule of Classes &gt; Maintain Schedule of Classes</b> (during <i>open</i> time)  <b>Curriculum Management &gt; Schedule of Classes &gt; Schedule Class Meetings</b> (during <i>limited</i> time)</p> <p>Click the look up to the right of the ID field and to find and add the instructor. Do not forget to add the “Approve” <b>Access</b> so they can enter grades for their classes.</p>  <p> If you do not find the instructor by clicking on the magnifying glass and searching the look up table, you will need to contact <a href="#">Scheduling</a> to confirm the instructor was added to your department (instructor table). Contact <a href="mailto:scheduling@unlv.edu">scheduling@unlv.edu</a>.</p>	<p>Department Scheduler</p>
<p><b>Step 5</b></p>	<p>Once the instructor has been added to the MyUNLV schedule, their security access to MyUNLV will be generated <i>overnight</i> and they will be emailed their NSHE ID and password for MyUNLV to the email address they have on file in MyUNLV. If the instructor is also a student, the Faculty Center security will be applied to their current security profile and they will have access to the Faculty Center overnight.</p> <p> If an instructor has been added to the schedule, 24 hours has past and they still have not received their NSHE ID and password emails, please check on two items:</p> <ul style="list-style-type: none"> <li>➤ Did the instructor complete the required FERPA training? They must complete this prior to gaining access to MyUNLV. They can complete FERPA as soon as they have an HR ID and do not need to wait for their NSHE ID to be created.</li> <li>➤ Does the instructor have an email address in MyUNLV? You may check this query to see if the instructor has access but no email address UNLVSR_SC_CLASS_INSTR_FAC_CTR. If they have no email address listed on this query, you may direct them to IT Help (895-0777) and they will get assistance logging in.</li> </ul> <p> If the answer to both questions above is YES, please send an email to <a href="mailto:PStraining@unlv.edu">PStraining@unlv.edu</a> and we will look into the security setup.</p>	<p>MyUNLV (security generation)</p>