

This week's Did You Know:

OFFICE 365 FOR PERSONAL INSTALL

Each regular faculty and staff member at Pitt Business (non-sponsored accounts) can download and install Office 365 ProPlus on up to five machines, including **personally-owned smartphones, tablets, laptops, and desktop computers**, at no cost. This software is equivalent to Office 2016, and is the same version offered to Pitt students.



To get started, go to portal.office.com and log in with your **Pitt ID and password**, as you would for your email. Click the **Install now** button to begin the installation process. For more information and smartphone/tablet directions, check out <http://technology.pitt.edu/software/installing-office-365-proplus-for-faculty-and-staff>.

PRINTING PREVIOUSLY-SUBMITTED FAS SUBMISSIONS

Faculty members may **print out any Faculty Accomplishment System (FAS) submissions** at any time. To print or save what was previously submitted for FAS:

1. Go to joe.katz.pitt.edu/fas
2. Click the **Use the wizard** option on the login page.
3. Choose the **Review Period** you'd like to view. You may view submissions for all FAS review periods.
4. **Enter your Pitt ID** and your **password** (same as email)
5. Click **Log In** at the bottom of the page
6. Click **Show all upcoming sections** in the lower right corner. If you don't see this text, click **Next** and look again
7. Choose **Upload CV and Submit** at the bottom of the list
8. Click the **VIEW PDF** button and the report will display.

VIEW PDF

Note: do not click the SUBMIT button, or your FAS information will be resubmitted to the Dean's Office.

If you have any questions about this process, please email the help desk at it@katz.pitt.edu, or call 412-648-1601.

UPDATE YOUR EMERGENCY CONTACT INFORMATION

The **Emergency Contact Form** is now located in JOE. Please log in to JOE and **review your emergency contact information**. To access the form:

1. Log in to joe.katz.pitt.edu using your Pitt credentials.
2. Click the **Emergency Contact Information** link located in the **Faculty** menu (for faculty members) or the **Staff** menu (for staff members).
3. Review and update your contact information. *Please note that the **First Name** and **Last Name** fields for each contact are required.*
4. Click the **Save** button at the bottom of the screen.

If you have any issues accessing the form or updating your contact information, please contact the KITS HelpDesk at it@katz.pitt.edu or call 412-648-1601. .

And don't forget:

Every Pitt Business classroom (podium) computer has the **same software and setup** as every other classroom computer. We want to make sure that **instructors can move from room to room** with a minimum of adjustments.