

# Online Syllabus Manager

## How do I add a department in the Syllabus Manager

Only Faculty and Staff can log into the Syllabus Manager with your ACNetID. But once you log in, you can add any department. You are taken to the "My Departments" page. Click the ADD MYSELF TO A DEPARTMENT button and select the department you need. Your access depends on your role: Administrators have full access, Faculty access is limited to creating new syllabi, or copying existing syllabi. Syllabus Managers can create, copy and edit all syllabi in their departments.

### My Departments

ADD MYSELF TO A DEPARTMENT

Show  entries

Search: \_\_\_\_\_

Department	
Criminal Justice	<a href="#">MANAGE SYLLABI</a>
Mortuary Science	<a href="#">MANAGE SYLLABI</a>

Showing 1 to 2 of 2 entries

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