

Faculty and Staff:

This message is for all faculty and staff who teach at UMKC. Last year, the Missouri General Assembly passed SB 389 that requires every public higher education institution in Missouri to display on its Web site certain information about every person who teaches a course for credit. This information is:

- Name
- Rank/Title
- Highest post-secondary degree/certificate.

UMKC also will display the following additional information:

- The name of the institution from which the highest post-secondary degree was received
- The year the degree was received.

In addition, and entirely optional, a faculty member may add up to 250 characters of information that might include other degrees, awards, etc.; and a non-active link to a URL that might show a vita or homepage. Many faculty already have this information on departmental homepages. The URL link is non-active due to security protocols.

In order to comply with SB 389, it is necessary that each employee who is teaching or plans to teach a credit course, check and update the information that will be published on UMKC's website.

Set out below are the steps that you should follow:

1. Go to **MIS Web Apps** <https://webapps.umsystem.edu/>
2. Click on **Web Applications** and log in
3. Click on "Employee Information"
4. Click on "Personal Information Review Sheet"
5. Look at the material shown below "Education Information" (information may or may not be listed)
6. Select "Click to Update Education." This will take you to a page entitled: "Employee Information – Education Level Review"
7. Please read the instructions and fill in the first three (3) boxes (your name and title/rank will come from existing Human Resources data)
8. Optional: Fill in information for "other accomplishments" and the URL
9. Click on "**Save My Entries**". This will take you back to the "Employee Information" page and display the data you have just entered. Please review it and, if satisfied, exit by clicking logoff in the upper right corner of the page. If corrections are needed, repeat steps 6-8 above.

We simply cannot comply with this state law without your help and cooperation. Please complete this request as quickly as possible.

Thank you for your prompt attention to this request.