

In the eFile system, both the Faculty and the Departmental Academic Personnel Staff have access to create and maintain the faculty member’s eFile. The privileges of the Faculty and the Departmental Academic Personnel Staff are assigned by the department’s SAA (System Access Administrator) through EACS (Enterprise Access Control System).

**Entering Records for a Faculty Member's Academic History**

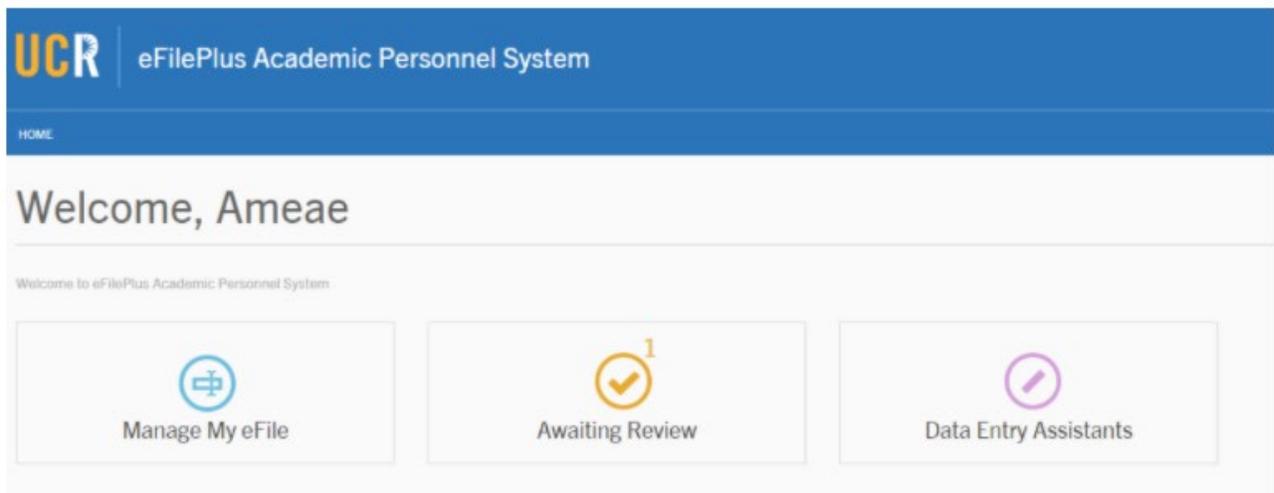
Both the Faculty and the Departmental Academic Personnel Staff have access to create an eFile and add or modify Academic Personnel records within an existing eFile.

Faculty can also assign a Data Entry Assistant to assist with eFile updates and maintenance. For help with the Data Entry Assistant feature, please refer to this user guide: Using the Faculty Data Entry Assistant.

The eFile stores a wide range of records that includes the following information about a faculty member:

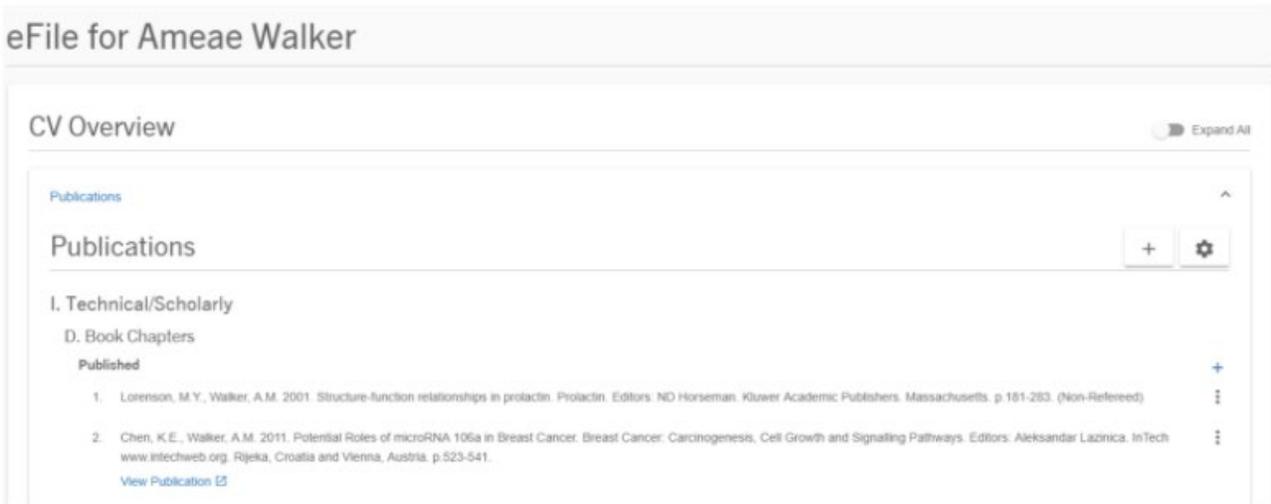
1. Memberships
2. Honors and Awards
3. Published Writings, Patents, and Creative Activities
4. Difference List
5. Grants and Gift Activities
6. Professional Activity Services
7. University and Public Service
8. Letters of Recommendation
9. Self Statement
10. Other Information

To update an eFile, click on **Manage My eFile** after you have logged in to eFilePlus. For staff, the link to click on is called "Manage eFiles".



After clicking on Manage My eFile or Manage eFiles, you will see a CV Overview. From here you can update the eFile.

For policy guidance and assistance, please refer to the CALL (<https://academicpersonnel.ucr.edu/the-call>). The Academic Personnel staff in your department or college can also assist.



The following actions are available from this view. All sections will have the same action buttons.

1. Expand All – displays all the sections in eFile
2. Plus sign – click the plus sign to add an entry
3. Gear sign – click the gear sign to set-up font settings and other preferences
4. Menu buttons – click the menu buttons to Edit, Copy a Publication or Create a Reprint

