

Please refer to the CALL <https://academicpersonnel.ucr.edu/the-call> for the most current guidelines on Teaching Information.

**Policy References:**

- [The CALL](#)
- [APM 210](#)

**Overview**

Honors Capstone Mentor is a new category under Teaching Information added on October 17, 2024. This new feature is available to faculty who successfully mentor University Honors students.

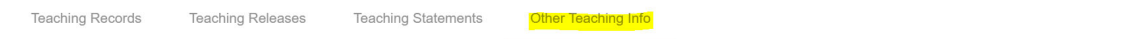
**How To Enter Honors Capstone Mentor in eFilePlus**

1. Login to the eFilePlus system by navigating to <https://efileplus.ucr.edu>. You will need your NetID and Password.
2. Click on Manage My eFile (for Faculty; for File Preparers, click on Manage eFiles and search for the Faculty Member)



3. Click on Teaching Information and Select Other Teaching Info

**Teaching Information and Student Support Activities**



4. To **Add** an activity under Other Teaching Info, click on the Plus (+). Under Activity, select Honors Capstone Mentor from the dropdown menu. After entering the relevant information, click Save.

Activity (Required)  
Honors Capstone Mentor

Date From (MM/YYYY) \_\_\_\_\_ Date To (MM/YYYY) \_\_\_\_\_  To Present


First Name (Required) \_\_\_\_\_ Last Name (Required) \_\_\_\_\_

Course Title/ Project Name (Required) \_\_\_\_\_

Role \_\_\_\_\_

2000 characters remaining

5. To **Edit** an Honors Capstone Mentor activity, look for the activity then click on the menu button (3 dots). From the menu button, you can Edit, View Details, or Remove the activity.

Honors Capstone Mentor	09/2023 - Present	Betty	Friedan	This is a test	Honors Capstone Mentor, the following describes my role lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse ultrices, est eu mollis porta, ipsum mi rhoncus ante, eu euismod lectus nulla quis nulla. Aliquam pretium eu nisl sit amet facilisis.	
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These are general system guidelines and this document is not meant to replace policy. Please refer to the CALL for the most current policy information: <https://academicpersonnel.ucr.edu/the-call>.

If you require further assistance, please contact the eFilePlus Subject Matter (SME) in your org [Contact List](#) or send an email to [efilesupport@ucr.edu](mailto:efilesupport@ucr.edu). You may also create a ticket for support through ServiceLink: [https://ucrsupport.service-now.com/ucr\\_portal](https://ucrsupport.service-now.com/ucr_portal) - click "Submit a Support Request".