Define Department Evals

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Criteria</td>
</tr>
<tr>
<td>Academic Organization: begins with: THADEPT</td>
</tr>
<tr>
<td>Description: begins with:</td>
</tr>
<tr>
<td>Case Sensitive</td>
</tr>
</tbody>
</table>

Search Criteria

Search
Clear
Basic Search
Save Search Criteria

You need to set up security so you can run the report for your department. This is an example is the THADEPT. Navigate here and search for your department's code using the magnifying glass. Then click Search.

Department SEI Options

Acad Org

ThAdept

Theatre Arts Department

Department Templates

Default Template

*Template ID

Description

THADEPT_DFLT

View Details

THADEPT Default Template

THADEPT Authorized Users

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Permission</th>
<th>Added By</th>
<th>Date Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>109401825</td>
<td>Shulka, Krista L</td>
<td>✓</td>
<td>shulka.kris</td>
<td>04/02/2013</td>
</tr>
<tr>
<td>109403641</td>
<td>Anderson, Joseph K</td>
<td>✓</td>
<td>shulka.kris</td>
<td>04/02/2013</td>
</tr>
</tbody>
</table>

Click the plus symbol to add a new row and use the magnifying glass to look yourself up. Click Save when done.

TAI Report

*From Term: Spring 2021

*To Term: Spring 2021

Generate My TAI

Now you should be able to generate the TAI for anyone in your department. It will be emailed to you.

If you get an error when making this change or the report is blank, contact the Records Office.