Logging In & a Note about Passwords:

Access Sedona by going to **https://sedonaweb.com/**

Your MemberID is your UH Peoplesoft id followed by "uhla" (0000001uhla)

Your password is your UH Peoplesoft ID number alone.

General Instructions:

While the items below are the most frequently used entries (books, creative activities, and journal articless), much of the rest of the site is very similar.

If you have any problems from logging in to the details of the site, please feel free to contact me, Amy O'Neal aoneal@uh.edu

A few things to keep in mind:

- The "CV" template is actually just your activities for 2013 that are meant to be used for your department's merit review. If you want to view a "true" CV, choose "All data/all years" instead.
- Some of the data, like your course schedule, is updated regularly from information in Peoplesoft. Double-check your data, and let us know if you find any problems.
- Throughout Sedona, the "manage" button allows you to upload additional information. You are able to upload anything including reviews of your work, a copy of an article, or photos from an exhibit.
- Check with your department about how it uses Sedona for the merit review process.

How to Enter Books:

This allows you to enter any type of book or portion of a book regardless of its position on the path to publication.

1. Under "Research Activities Entry," click on "Books, Monographs…"
2. Click the green "Add" button at top right.
3. Enter your information as thoroughly as possible, although not all the information asked for may apply to your manuscript. Only red starred fields are required.
4. When you have finished entering the information, click "save."

A few things to keep in mind:

- If you want the book to appear on your merit review, you need to show the year as 2013 (or whatever year is being reviewed).
- Most books will be DBS (Discipline-Based Scholarship) although there are other options to choose from. Hover your mouse over the abbreviations to see what each one includes.
- If you are sharing authorship with another faculty member who is in Sedona, when you add them as an author, the system puts all the information that you've entered here onto that person's CV. The faculty members are listed and can be selected from a drop-down menu at the very bottom right.

How to Enter Creative Works:

There are over 20 options of types of creative works. To enter:

1. Under "Research Activities Entry," click on "Creative Activities."
2. Click the green "Add" button at top right.
3. The first field gives you over 20 choices, in alphabetical order, including "other creative activities." Please choose the type

of activity that most clearly matches your activity.

4. Enter your information as thoroughly as possible, although not all the information asked for may apply to your activity. Only red starred fields are required.

5. When you have finished entering the information, click "save."

A few things to keep in mind:

- If you want the activity to appear on your merit review, you need to show the year as 2013 (or whatever year is being reviewed).

- Most activities will be DBS (Discipline-Based Scholarship) although there are other options to choose from. Hover your mouse over the abbreviations to see what each one includes.

- If you are sharing authorship or credit with another faculty member who is in Sedona, when you add them as an author, the system puts all the information that you've entered here onto that person's CV. The faculty members are listed and can be selected from a drop-down menu at the very bottom right.

How to Enter Journal Articles:

1. Under "Research Activities Entry," click on "Articles in Journals."

2. Click the green "Add" button at top right.

3. It first asks for the title of your paper. Next, it asks for the title of the journal. Many are listed in the drop-down menu, select and proceed to step 4. For all other journal titles, you must choose, "Journal is Not In List-Being Petitioned" at the top of the list of journals list. A pop-up box will ask you for additional information on the journal. The red-starred fields must be completed, and then click "apply."

4. Enter the rest of your information as thoroughly as possible, although not all the information asked for may apply to your manuscript. Only red-starred fields are required.

5. When you have finished entering the information, click "save."

A few things to keep in mind:

- If you want the article to appear on your merit review, you need to show the year as 2013 (or whatever year is being reviewed).

- Most activities will be DBS (Discipline-Based Scholarship) although there are other options to choose from. Hover your mouse over the abbreviations to see what each one includes.

- If you are sharing authorship with another faculty member who is in Sedona, when you add them as an author, the system puts all the information that you've entered here onto that person's CV. The faculty members are listed and can be selected from a drop-down menu at the very bottom right.

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