Faculty Collaboration Database
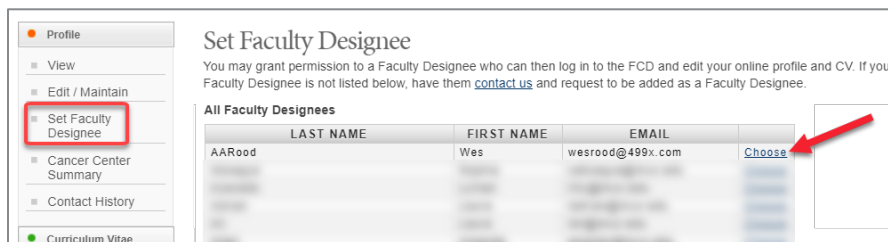## Faculty Designee Accounts

Faculty can assign a designee to manage their FCD account. Designees can verify your publications, enter and update curriculum vitae and run publication reports.

Designees can request an account by filling out the email form on the Help/Contact page.

How to assign a designee to your FCD account

Faculty

Login to your FCD account. Use the navigation on the left-side of the page to go to *Profile > Set Faculty Designee*. Search for your designee in the alphabetical list of all faculty designees and select *"Choose"* next to the appropriate name.

More than one designee can be assigned to an account.

Faculty Designees

Login to your FCD account and search for your faculty's profile. Select the link at the top of their profile to indicate that you wish to be their designee. They will then get an email with a link to click to authorize your access.

Having problems adding or removing a designee?

- If your Faculty Designee is not in the alphabetical list, have them contact us and request to be added as a Faculty Designee.
- To remove a faculty designee from your account, go to *Profile > Set Faculty Designee* and view the list of your current designees. Select *"Revoke Access"* to remove a designee's access to your account.