This is an area where employees are allowed to post items that they want to sell, give away, or provide information about.

- Log into My Siena.
- In the My Tools area under Employee Tools, click the Faculty and Staff Forum link.
- The Faculty and Staff Forum window will display (see illustration below).

To post an item, click the Items for Sale link at the bottom of the page.
- The Items for Sale window will display.
- In this window, click the Add a Post button.
- The New Post window will display (see illustration below).

- Input a Subject for the post.
- In the Your Post text box, input the information for the post.
- Use the buttons on the Toolbar to format the post.
- Click the Add Images button to post an image of the item.
Click the **Browse** button to add a file to the posting.

- Click the **Show My Photo** check box to remove your photo from the post.
- Click the **Preview** button to view the message before submitting it.
- Click the **Submit** button to submit the post.

**The Faculty Assembly**

This is the area where all the minutes for The Faculty Assembly meetings are posted. Also, all The Faculty Assembly Committees post their minutes on this page. A list of the TFA Committees and their membership are posted on The Faculty Assembly homepage.

- Log into **My Siena**.
- In the **My Tools** area under **Employee Tools**, click the **The Faculty Assembly (TFA)** link.
- The **Faculty Assembly** page will display.
- To display the minutes and other information about each group, click the links on the left side of the page.