

Employees Tools-Faculty and Staff Forum Employees Tools-The Faculty Assembly

Faculty and Staff Forum

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.
- ✚ 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.
- ✚ 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 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.