Many faculty find the PasteBoard to be a time-saving feature.

- The PasteBoard feature allows you to copy text from another document, such as your CV in Microsoft Word, and paste it into a text box.
- After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold or drag the it into a field in the system to have it pasted into the field.
- To access the PasteBoard, click the text “PasteBoard” in the left-hand menu under Manage Activities.
- The PasteBoard will appear in the bottom right-hand corner of your screen and can be dragged as needed.
- Any text in the PasteBoard upon logging out will remain in the PasteBoard for future sessions.
Review a guide to manage your activities.

**General Information**
- Personal and Contact Information
- Biography and Expertise
- Administrative Data · Permanent Data | Yearly Data
- Administrative Assignments
- Awards and Honors
- Consulting
- Degrees
- Graduate/Post-Graduate Training
- Faculty Development Activities Attended
- Licenses and Certifications
- Media Appearances and Interviews
- Professional Memberships
- References
- Work History
- Workload Information

**Teaching/Mentoring**
- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring

**Scholarship/Research**
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property (e.g., copyrights, patents)
- Publications
- Research Activity

Copy-and-paste text here from another document, then drag-and-drop or copy-and-paste data fields. Resize the PasteBoard or move it to another position on the screen as needed.