



House Bill 2504

(HB2504)

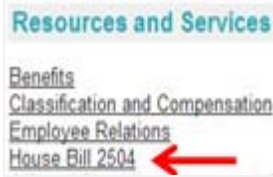
Quick Reference Guide



Step 1 – Accessing the Form

Go to the EPCC website.

On top menu, click **Faculty & Staff**. On the right, under Resources and Services, click **House Bill 2504**.



After reading the information, click the **Logon** button.

- If you are logged onto the college network, you will go directly to the House Bill 2504 Faculty Input Form.
- If you are using the wireless or are off campus, a dialog box will appear. Using the format **epccusername** and your password, log into the system. You will go to the House Bill 2504 Faculty Input Form.
- **New to this semester?** Before leaving campus, make sure your login works. TRC or ACS labs will help!
- For assistance with logon issues, please call **(915) 831-6440**.

Step 2 – Profile Information



1. To change terms, click **down arrow** to access the choices.
2. For the Title field, click **down arrow** to access the choices. Click the appropriate salutation (Mr., Mrs., Ms., Or Dr.).

Note: If there are issues with your name or faculty rank, contact your Discipline Coordinator.

3. Enter any publications related to your discipline. Use your preferred format (e.g. APA, MLA, etc.). Put N/A if you do not have any pertinent publications.

Step 3 – Post Secondary Education



Working from left to right:

1. Red asterisks indicate required fields. Include relevant post secondary education.
2. For Degree, click **down arrow** to access the choices. If your specific degree isn't listed, select an appropriate equivalent (i.e. Masters).**
3. Type your major in the field provided.
4. For College/University, click **down arrow**. If your institution is not on list, leave blank.**
5. For Month and Year, click **down arrow** to access the choices.
6. To save, click **Add** button.
7. To remove a previous entry, click **Delete**.
8. Repeat until all degrees are listed.

****Please notify your Discipline Coordinator about missing institutions, degrees, or courses.**

Step 4 – Post Secondary Teaching Experience



Working from left to right:

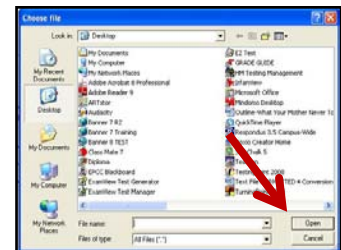
1. Red asterisks indicate required fields. Include relevant post secondary teaching experience.
2. For College/University, click **down arrow** to access the choices. If your institution does not appear, leave blank.**
3. For Teaching Position, click **down arrow**.
4. For Starting and Ending Dates, type date or click down arrow.
5. Type the Discipline in the field provided.
6. Click **Add** button to save.
7. If you have additional post secondary teaching experience, click the **Add** button. Additional lines will appear.

Step 5 – Courses Teaching (Syllabus)

IMPORTANT: Acceptable file types for your Syllabus are PDF, RTF and Word. If your Part 1 syllabus is in multiple files, combine into one document before uploading. Each section requires a separate syllabus.

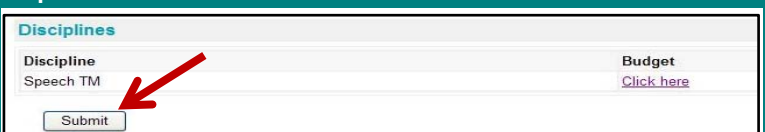


1. For each section, click **Browse**. The dialog box to the right will appear.
2. Navigate to the folder with your syllabus.
3. Select file.
4. Click **Open**. The dialog box disappears and the file name will appear.
5. For that section, click **Upload**.



Note: To change or replace a syllabus file for a section, click appropriate Delete and then repeat above steps.

Step 6 – Submit



Once you have input all the information, scroll down and click **Submit**.

If you have not completed all the requirements, a dialog box showing what needs to be added will appear. If all requirements are met, you will see a message letting you know you have successfully completed the House Bill 2504 Input Form. Thank you!

For assistance with logon issues:

please call **(915) 831-6440**.

For assistance completing the form:

- Please visit your nearest TRC located at RG B500, TM 1504 or VV C202; OR
- E-mail: trc@epcc.edu; OR
- Call 831-2013.

For missing institutions, degrees or courses:

please contact your Discipline Coordinator.