

Office of the Vice Provost for Academic Affairs

## HOW TO LOOK UP PRIOR ACADEMIC DISHONESTY CASES IN SALESFORCE

Associate Deans record prior offenses on an incident form and determine when repeat offenses warrant a separate incident report.

- 1. Sign in to Salesforce: <u>https://mynau.my.salesforce.com/</u>.
- 2. Enter student ID or name in the search bar (ID recommended because it gives fewer results than names).



3. Click on the student's name in the Contacts list.

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E Contacts (6)								
Action Name	Birthdate	Mobile	Email	NAU Email	Malling City	Mailing State/Province	EMPLID	۱

4. Hover (for 10 entries or less) or click on Student Comments quick link on the Contact Details page to search for ACDIS comment type.

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Hide Feed Click to add topics:			
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		Eacult/2Student Outreach (0)   Files (0)   HTML Email Status (0)   Open Activities (0) sching Placements (Principal) (0)   PEP Teaching Placements (University Supervisor) (0)	
Contact Detail	Edit Manage External User 🔹 Student Transcript EMS	A Freshmen Survey Student Documents Archived Advising Documents	

5. If an ACDIS comment is found under Comment Type, click on the Comment Name to open.

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6. Use Control Find to locate ACDIS records on lists with more than 10 entries.

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dit	2017-02-23-133003	ACDIS-College of Health and Human Services		Form		Mikhael Star, 2/23/2017 4:54 PM	12/16	2016 4 53 P	a.
dit	2017-09-00 9331	Advisement Comments	General Advisement	Email	Academic Advisor	Eric Calderon, 9/8/2017 10:07 AM	9/8/20	17 10:07 AM	
dit	2017-05-23-217145	Advisement Comments	General Advisement	Email	Academic Advisor	Eric Calderon, 5/23/2017 10:39 AM	5/23/2	017 10:39 A	ł.
dit	2017-05-26-219591	Advisement Comments	Course Selection - Enrolment	Phone/Text	Academic Advisor	Eric Calderon, 5/26/2017 8:32 AM	5/26/2	017 8:28 AN	Ē
dit	2017-05-30-220500	Advisement Comments	Course Selection - Enrolment	Email	Academic Advisor	Eric Calderon, 5/30/2017 9:48 AM	5/30/2	017 9.48 AN	Ē
dit	2016-10-11-19007	Advisement Comments	General Advisement	Email	Academic Advisor	Eric Calderon, 10/11/2016 2:20 PM	10/11	2016 2:20 P	a.
dit	2016-11-10-52264	Advisement Comments	Course Selection - Enrolment	Email	Academic Advisor	Emily Invin, 11/10/2016 10:35 AM	11/10	2016 10:35	M
dit	2017-01-03-88177	Advisement Comments	Course Selection - Enrolment	Email	Academic Advisor	Eric Calderon, 1/3/2017 11:11 AM	1/3/20	17 11:11 AN	
dit	2017-06-14-233732	Advisement Comments	Other	Email	Professional Staff	Bree Stalhut, 6/14/2017 11:53 AM	6/14/2	017 11:37 A	1
dit	2017-06-14-233932	Advisement Comments	Other	Email	Professional Staff	Bree Stalhut, 6/14/2017 11:53 AM	6/14/2	017 11:37 A	6
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## Record prior incidents

7. Record the number of prior incidents on the incident form. If there are no priors, enter the number '0' on the form.

## ACDIS comment details

8. ACDIS comments in Salesforce provide a summary of the incident including: date of incident; instructor, course, and unit information for the filing unit; infractions, and sanctions. The notes section in Salesforce is for tracking incidents that have been amended or overturned.

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There are no updates.			
Student Comment Detail	Edit		
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Course Infraction			
Cheating	×	Collusion	
Fabrication/Fraud		Obtaining unfair advantage	
Plaglarism	1	Infraction Other	
Course Sanction			
Written Warning	1	Education Assignment	
Reduce the grade of the assignment/exam		Award a 0 or F on the assignment/exam	1
Award a falling grade in a course		Reduce course grade by one letter	
		Sanction Other	
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Note			
<ul> <li>System Information</li> </ul>			
Created By	Mikhael Star, 8/13/2019 10:40 AM	Owner	Aikhael Star (Change)