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.


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.

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

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

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.