

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:			
Post # File Ø Link More + Write something	Share Followers No followers		
There are no updates.			
		Eacult/2Student Outreach (0) Files (0) HTML Email Status (0) Open Activities (0) sching Placements (Principal) (0) PEP Teaching Placements (University Supervisor) (0)	
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5. If an ACDIS comment is found under Comment Type, click on the Comment Name to open.

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G. Show All Updates There are no updates. Afflicted Associatio S Student Comments Sign Comment Name at 2016-00-22-7500	Comment Type Advanced Comments	CStudiet Outwart III Addukt Sterr II Mew Studiet Comment Category Application - Admission	No followers.	Contact Person Professional Staff	Created By Kethy Peretti 9/22/2016 5:11 PM	Student Comm Meeting Date 9/22/2016 S-05 P	ants Halp () M AM

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
dit	2017-06-14-237131	Advisement Comments	Other	Email	Professional Staff	Bree Stalhut, 6/14/2017 11:54 AM	6/14/2	017 11:53 A	1
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(dit	2017-06-14-243726	Advisement Comments	Other	Email	Professional Staff	Bree Staihut, 6/14/2017 11:57 AM	6/14/2	017 11.56 A	
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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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Detalls	*		
There are no updates.			
Student Comment Detail	Edit		
Comment Type	ACDIS	Contact	
Meeting Date Career	8/12/2019 10:38 AM UGRD	Incident Filer Course	Access of Face
Caleer	UGRD	Interaction Type	Form
Course Infraction			
Cheating	×	Collusion	
Fabrication/Fraud		Obtaining unfair advantage	
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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	
▼ Note			
Note			
 System Information 			
Created By	Mikhael Star, 8/13/2019 10:40 AM	Owner	Aikhael Star (Change)