

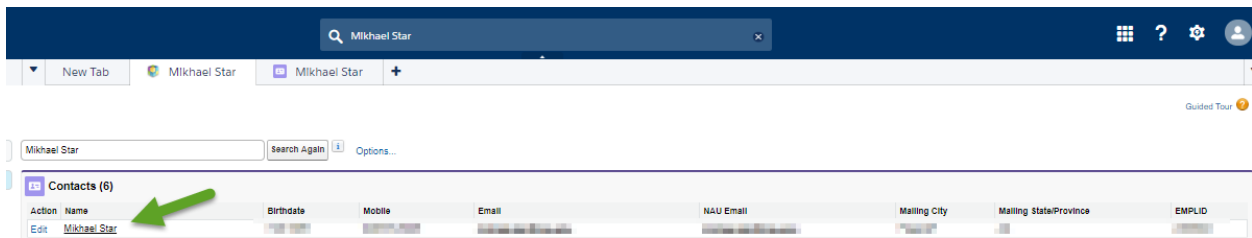
HOW TO LOOK UP PRIOR ACADEMIC DISHONESTY CASES IN SALESFORCE

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

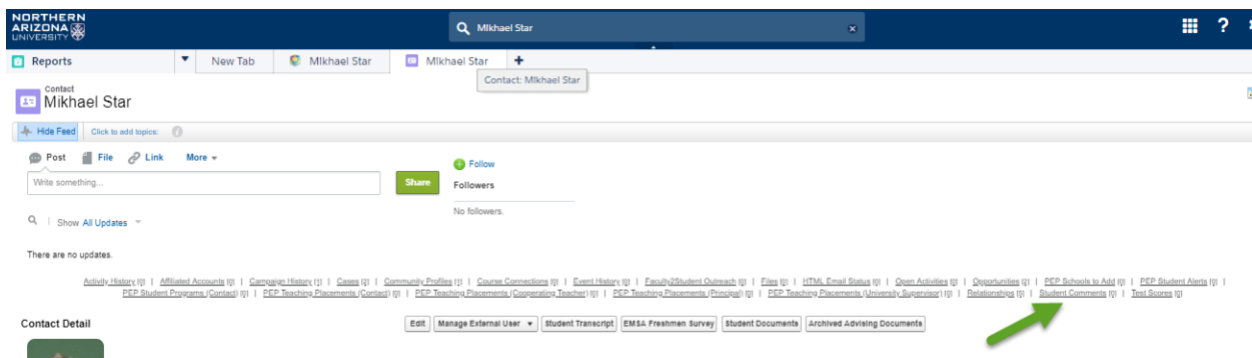
1. Sign in to Salesforce: <https://myнау.my.salesforce.com/>.
2. Enter student ID or name in the search bar (ID recommended because it gives fewer results than names).



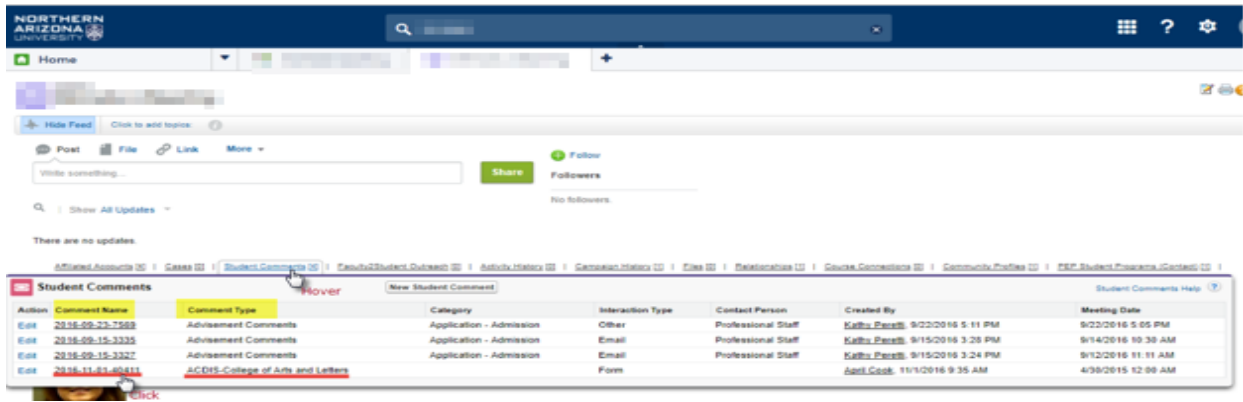
3. Click on the student's name in the Contacts list.



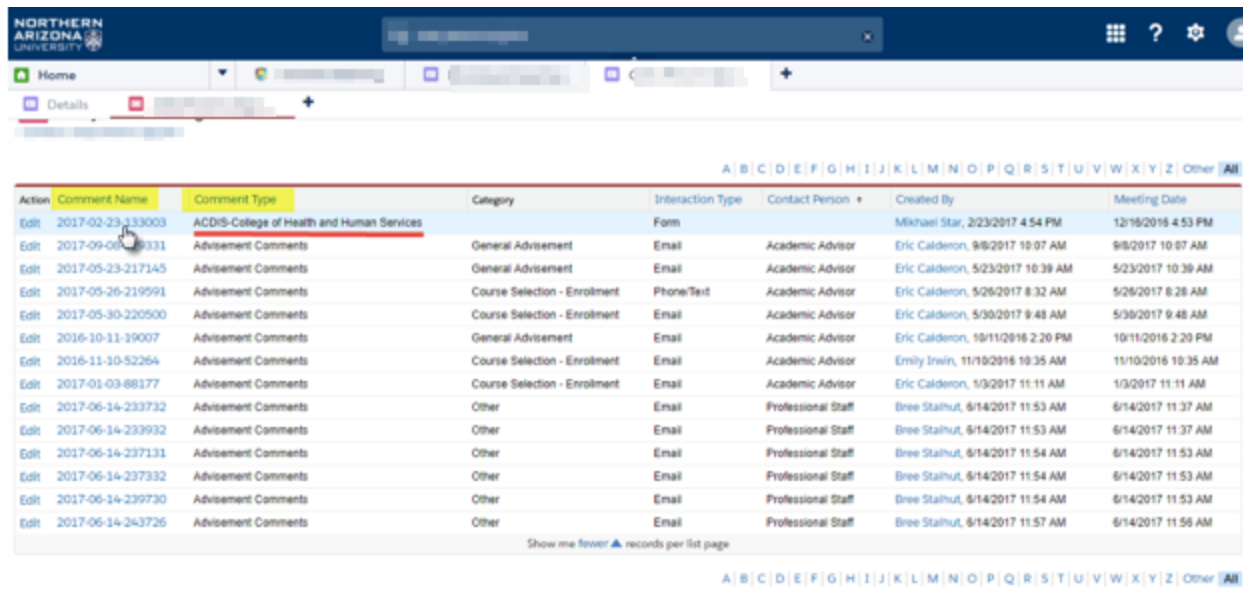
4. Hover (for 10 entries or less) or click on Student Comments quick link on the Contact Details page to search for ACDIS comment type.



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

- 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.

NORTHERN ARIZONA UNIVERSITY Search Salesforce

Reports

Details 2019-08-13-9730... +

Show All Updates

There are no updates.

Student Comment Detail [Edit](#) [Clone](#)

Comment Type	ACDIS	Contact	
Meeting Date	8/12/2019 10:38 AM	Incident Filer	
Career	UGRD	Course	
		Interaction Type	Form

Course Infraction

Cheating	<input checked="" type="checkbox"/>	Collusion	<input type="checkbox"/>
Fabrication/Fraud	<input type="checkbox"/>	Obtaining unfair advantage	<input type="checkbox"/>
Plagiarism	<input checked="" type="checkbox"/>	Infraction Other	

Course Sanction

Written Warning	<input checked="" type="checkbox"/>	Education Assignment	<input type="checkbox"/>
Reduce the grade of the assignment/exam	<input type="checkbox"/>	Award a 0 or F on the assignment/exam	<input checked="" type="checkbox"/>
Award a failing grade in a course	<input type="checkbox"/>	Reduce course grade by one letter	<input type="checkbox"/>
		Sanction Other	

Note

Note

System Information

Created By [Mikhael Star](#) 8/13/2019 10:40 AM

Owner [Mikhael Star \(Change\)](#)