On your computer, go to **Employee Self Service portal** using the [myhr.unt.edu](http://myhr.unt.edu) site.

Login using your EUID (abc0123) and password.
Click on **Employee Resources** as shown.
Click on **Digital Measures** to access the Faculty Information System (FIS).
Find the **Reports** tab and click on it.
Search and select Annual Report – VPAA 160 from the Reports page.
Edit the Date Range as follows:

Start Date: January 01 2020

End Date: December 31 2022
Click the **Change Selection** button to see the whole menu.
Use the **Department** drop down to select individual department.

Do not check any other category.

Click **Save**.
Select the **Run Report** button to generate and download the Annual Report.
To Run Individual Annual Report:

Instead of choosing department, select the Faculty from the Individual drop down menu.

Select Save and Run Report.
Open the **Annual Report – VPAA 160** document from the Downloads folder and save it to desired location.
You may contact the FIS Team by email or phone for assistance.

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