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# Using the ePDR - Instructions

Overview

The electronic Professional Data Report (ePDR) was designed to assist faculty with the collection of data required for the annual merit review. In addition, this information is used to assist with the promotion and tenure process. Each year tenured and tenure-track Bauer faculty must provide information regarding their academic-related activities covering a three-year span.
(New junior faculty are required to provide only the current year's data.) The ePDR is a convenient way to track yearly activities, such as publications, committees, and course information. Information can be loaded and edited in any order. Tabs are used throughout the program to quickly maneuver users through various program functions. It is not necessary to complete the previous section before entering data in a later section. This program can be viewed any time online by faculty, department chairs, and deans. Several layers of security have been implemented to prevent others from viewing your personal data.

In addition to completing the ePDR please submit hard copies of all papers and acceptance letters to your department chairs.

Getting Started

This web-based software can be accessed from any computer with Internet access 24 hours per day. The URL for the ePDR is at Bauer portal https://portal.bauer.uh.edu. After signing in, click **Faculty** tab and then click ePDR link at **Links** section. **Note:** *HTTPS is required to access this secure site. Users will be denied access if the standard http format is used.*
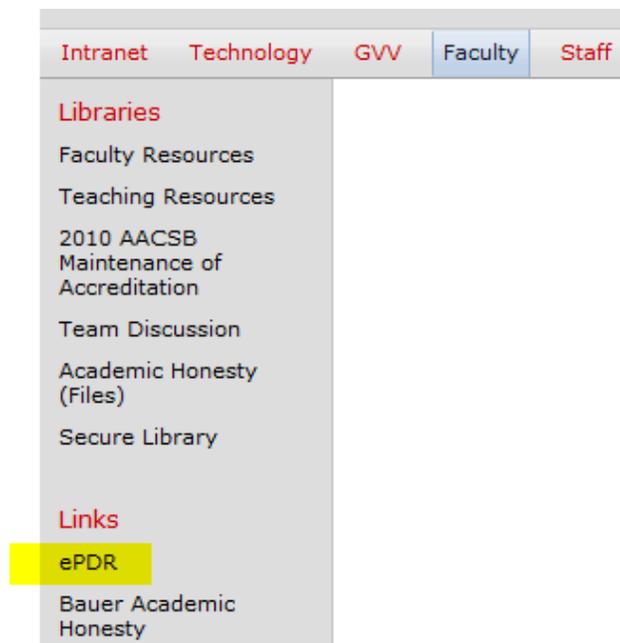
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At this point you will be directed to the Bauer Intranet PDR Login page. From the blue text box located in the top right corner, click **Retrieve Your Username/Password** and on the next screen **enter your UH email address** (uh.edu format). Click **Continue.** Your username and password will be mailed to you immediately. Enter this data into the login text box and select **Log On** to proceed**.**
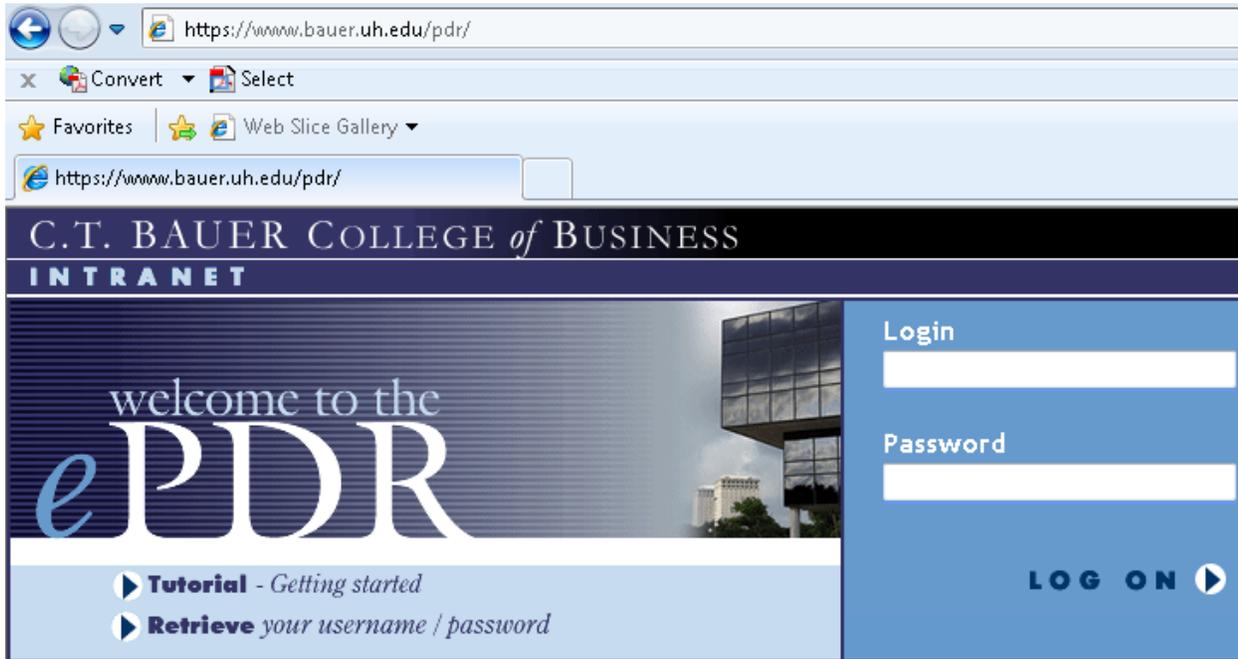
Entering Data

From the **My Toolbox** section, users can enter and update personal information such as name, title and password, email, personal url and room location. From this section, users can also access their personal PDR information.

Information for the PDR can also be entered by clicking **MY PDR** from the tab on the top portion of the screen. The PDR module is divided into four primary sections with several subsections for data entry. Click on a section to enter your data. Click Add to enter new data.
Click **Update** to Submit. **Edit** allows users to make changes. **Delete** provides the ability to remove incorrect data from the current year only.

Users have the ability to preview entered data by clicking on the **Preview** button. This information will be broken down by section corresponding to the data entry fields. Click the **MY PDR** tab to return to the data entry screen.

After you are done with the PDR information please upload your vita by clicking on **Vitae** in the **My Toolbox** section.

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Getting Help

Users can complete an online tutorial from the ePDR login page. In addition, detailed help screens for each section can be accessed by clicking the **Help** icon from the top right hand corner of the web page and data entry text boxes.

The nice folks at the Bauer Division of Technology are available during normal business hours (8:00am-5:30pm M-F) to assist users with technical issues or answer questions. Contact them online at www.bauer.uh.edu/helpdesk or by calling extension 3-4871.