

### **Accessing eFAR Information**

Access to eFAR information is limited to Deans, Chairs, and Associate Deans for their respective unit(s) only. The Provost Office is the only office with full access to all faculty information. We will not release specific information on any individual faculty member without first obtaining permission.

Deans, Department Chairs, and Associate Deans have access to their units information through Administrative Reporting (Academic Dashboard). To access your unit's report:

1. On the [banweb.plu.edu](http://banweb.plu.edu) webpage, select "Administrative Reporting"
2. Select "I Accept the Terms of Use Agreement Above (Secure)"
3. Select "eFAR"
4. Select "EFAR Summary"
5. Select the Academic Year, Department(s), Professor(s), and Display Areas.  
You can chose to select all or only parts of eFAR.
6. Parameters OK? – Select "True".
7. On the far right hand side, select "View Report".

Once the report is populated, you can then export the report to pdf or Word formats.

A reminder that faculty have until June 1<sup>st</sup> to input their eFAR information. Please wait until after June 1 to export the report.