

## FINDING AN EDUCATIONAL INSTITUTION CODE

FileMaker Pro - [ddapps.FP5]

Applicant Information for Martin Berger

Search Num: 516T-04 Unit: History of Art and Visual Culture Allocation: Assoc - Prof

Last Name: Berger First Name: Martin MI: A Salutation: Professor

App Status: Selected Candidate Group:

CONTACT INFORMATION

Street 72 City: State: Zip: 14

PERSONAL INFORMATION

Highest degree: PhD Degree Date: 1995 Degree Institution: DST

Degree Field: American Studies Current Position: Assistant Professor of Art History Current Employer: SUNY Buffalo

AREAS OF RESEARCH

Recent publication: *Man Made: Thomas Eakins and the Construction of Gilded Age Manhood*, Upcoming publication: *White Looks: Race in American Visual Culture*

REFERENCES

Reference Name	Reference Title	Reference Affiliation	Phone	FAX	E-mail
David M. Lubin			336.758.6013		lubin@wfu.edu
Alexander Nemerov			203.432.8442		alexander.nemerov@yale.edu
Jack Quinan			716.645.2435		quinan@acsu.buffalo.edu
Bryan J. Wolf			650.723.4964		bwolf@stanford.edu

You will be taken to a Find screen, and will get a dialog box that will advise you to enter the find criteria to find the institution you want and then click the “continue” button. The find criteria you can use are the Institution Name (e.g., Brown, or the Institution City (e.g., Rhode Island) or the Institution State (for US) or Country (for foreign). The UCOP list often uses abbreviations, so it may be safer to enter “Brown” rather than “Brown University.”

Click the OK button on the dialog box to continue.

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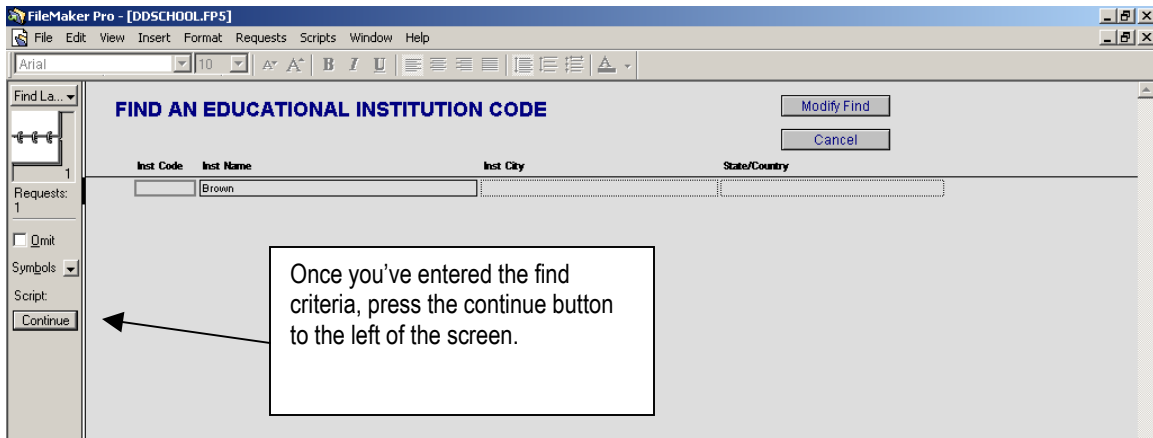
Inst Code: DST Inst Name: Brown U Inst City: PROVIDENCE State/Country: RHODE ISLAND

Message

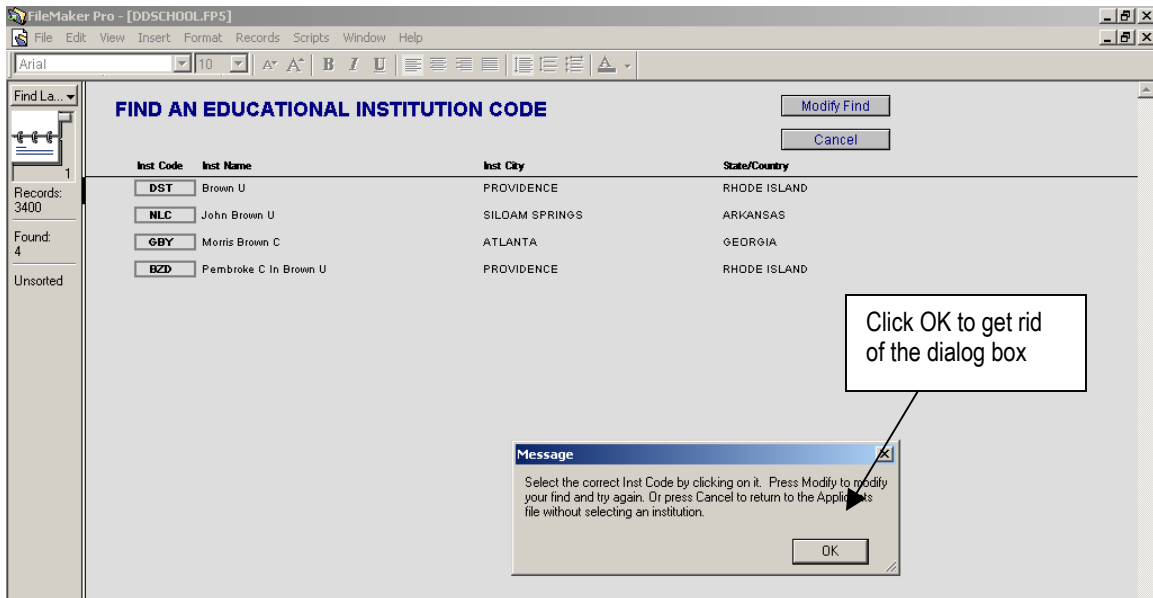
Enter the criteria to find the institution you need, then click "Continue."

OK

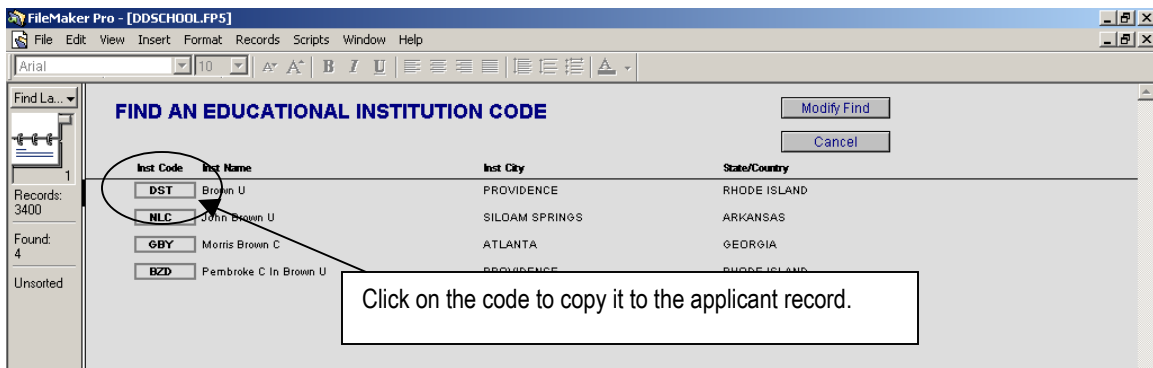
When you've entered the find criteria, press the continue button at the left of the screen.



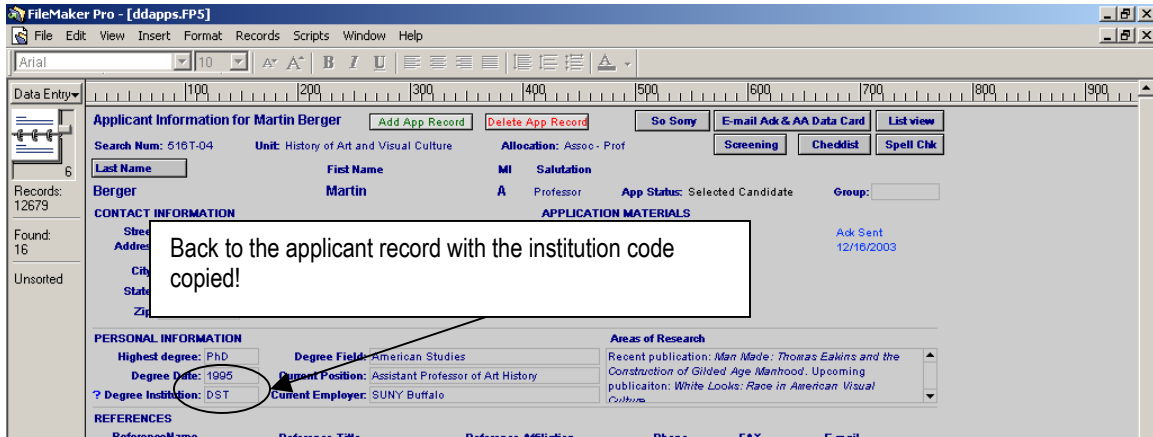
You will see a list of institutions that meet your find criteria. A dialog box will advise you to select the correct institution by clicking on the Institution Code. Press the OK button to get rid of the dialog box, and then click the correct institution code.



When you click on the institution code, the code will be copied into the applicant record.



You will be taken back to the applicant record and the correct institution code should be copied into the applicant record.



If you don't find the correct institution, you can either click on the Modify Find button to try again with different find criteria, or you can click the Cancel button to return to the applicant record to just type in the name of the institution. It's nice to have the institution code when we can, as it allows us to analyze applicant data and to transfer applicant information to employee records upon hire. But if the institution isn't in the list, what can we do? You can always notify APO if you are unable to find an educational institution. We can forward that information to Office of the President so that they can update the educational institution list.

