



## Watermark Training Guide – Faculty Success – Adding Credentials

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Link to Login: <https://login.watermarkinsights.com/connect/excelsior>

Login using Faculty Email address/SSO: [firstname.lastname@excelsior.edu](mailto:firstname.lastname@excelsior.edu)

A screenshot of the Excelsior University login page. The page has a dark purple background with a white sign-in box in the center. The box contains the Excelsior University logo, the text "Sign in", a text input field labeled "Email, phone, or Skype", a link "Can't access your account?", and a blue "Next" button. Below the box is a white bar with a question mark icon and the text "Sign-in options".

This will bring you to your faculty profile:

1. **Home:** A focused starting point, review any matched publications and begin adding activities to your profile.
2. **My Profile:** Add or update information about your activities and accomplishments.
3. **Reports:** Run reports that have been custom-built for your campus or [create your own reports](#).
4. **Help:** The question mark icon in the upper right corner allows you to submit questions, send suggested improvements for the system, or report system errors.

The screenshot shows the Excelsior University dashboard. At the top left is the Excelsior University logo. Below it is a circular profile icon with 'BO' and the name 'Bonnie Ordonez'. To the right of the profile icon is a 'Welcome, Bonnie!' message and an 'ADD ACTIVITY' button. Below the welcome message is a 'Tasks & To-Dos' section with a 'TO DO' tab selected, showing 'You're all caught up!' and a note about notifications. To the right is a 'Tools & Services' section with a 'Faculty Success Guide' link. On the left sidebar, there are links for 'Home', 'My Profile', 'CV Imports', and 'Reports'. At the bottom, there is a footer with a watermark logo, copyright information, and links for 'Sitemap', 'Terms & Conditions', 'Privacy Policy', and 'Accessibility Policy'.

Click on My Profile and you will see the fields to add information:

(NOTE: Please complete the following: CV, publications, service, conferences presented and attended, and any other fields you feel are relevant.)

The screenshot shows the 'My Profile' page for Bonnie Ordonez. At the top left is the Excelsior University logo. Below it is a circular profile icon with 'BO' and the name 'Bonnie Ordonez'. To the right of the profile icon is the text 'Excelsior University College of Liberal Arts and Sciences' and 'Liberal Arts'. Below this is a search bar with a 'SEARCH' button and a 'Search Tips' link. To the right of the search bar are 'EXPORT' and 'ADD ACTIVITY' buttons. Below the search bar is a 'CUSTOMIZE DISPLAY' button. On the left sidebar, there are links for 'Home', 'My Profile', 'CV Imports', and 'Reports'. The main content area has a toggle switch for 'Show categories with no records in profile' which is turned 'ON'. Below this are two expandable sections: 'Personal and Contact Information' and 'Biography and Expertise'. The 'Personal and Contact Information' section shows 'Bonnie Ordonez' and 'bonnieordonez@excelsior.edu'. A message box on the right says 'Firefox can't preview this link' and 'Visit link'.

Click on the ADD ACTIVITY to begin adding credentials:

EXCELSIOR UNIVERSITY

BO  
Bonnie Ordonez

Home

My Profile

BO  
Bonnie Ordonez  
Excelsior University College of Liberal Arts and Sciences  
Liberal Arts

EXPORT

ADD ACTIVITY

Search

SEARCH

Search Tips

CUSTOMIZE DISPLAY

ON Show categories with no records in profile

Once in the ADD ACTIVITY screen, select the credential you would like to add:

× Add Activity

1 Select Activity Type 2 Add Details

Top Activities

Presentations

All Activities

Search Activities

General Credentials/Expertise

Biography and Expertise

Graduate/Post-Graduate Training

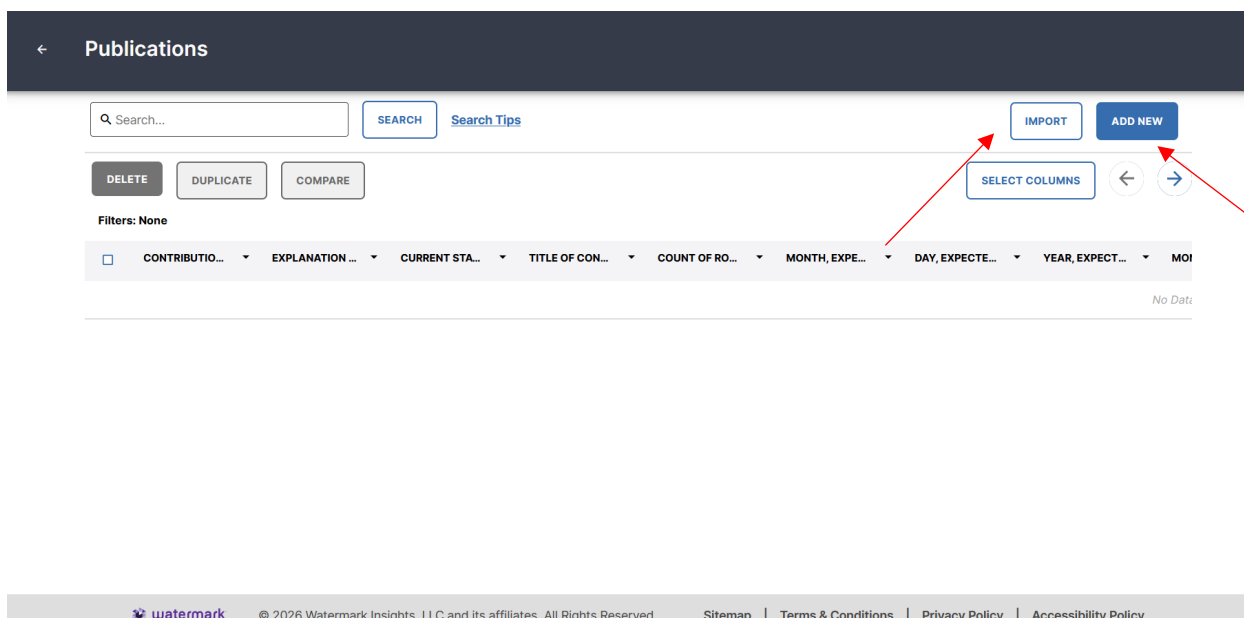
Licensures and Certifications

Awards and Honors

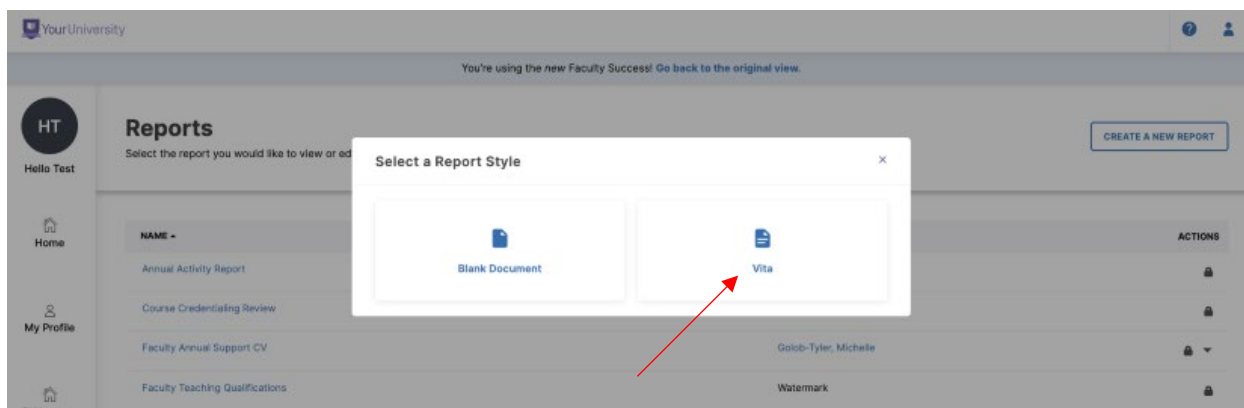
Media Appearances and Interviews

Faculty Development Activities Attended

**ADDING PUBLICATIONS:** You can IMPORT publications from **Crossref and PubMed, ORCID, Scopus, and Web of Science** or add them manually by clicking ADD NEW. **(NOTE: You only need to complete fields that would be included in an APA reference.)**



As you build your CV and add credentials, you can check progress by going to REPORTS and click Vita



Watermark offers a CV Import option that behaves much like an Applicant Tracking System. If your CV is not designed to work in a parsing agent, it will take some time to edit the fields. You may want to consider manually building using the ADD ACTIVITY option noted above.

BO  
Bonnie  
Ordonez

Home

My Profile

CV Imports

Reports

## CV Imports

1 Upload CV — 2 Highlight Content — 3 Review

### Select A File

Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

### CVs in Progress (1)

Ordonezvita2024.docx

Started: 7/1/2026

Last Opened: 7/1/2026

RESTART

OPEN

### Upload New CV

you've selected your file, move on to the next step. Make sure e uploaded the correct file before moving on.

BEGIN

Watermark offers a large number of support options:

Home

My Profile

CV Imports

### Tasks & To-Dos

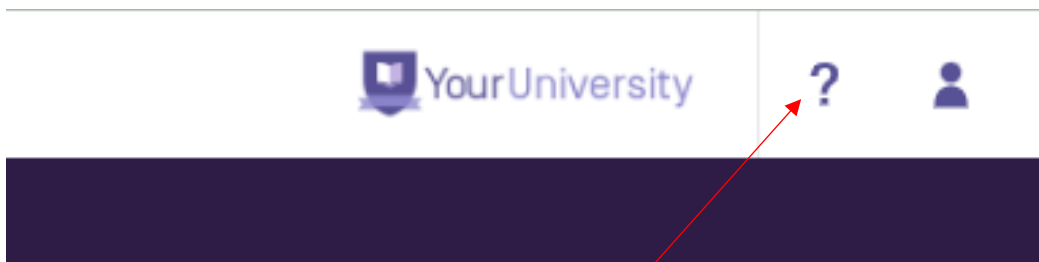
Once items have been reviewed or completed, they will be moved to Complete.

| TO DO                       | COMPLETED        |
|-----------------------------|------------------|
| 2024 Faculty Annual Reviews | Due May 18, 2025 |
| 14 April RPT                | Due Aug 29, 2025 |

### Tools & Services

- Faculty Success Guide

Support can also be found here:



Please keep your credentials updated on a yearly basis. Thank you for assisting Excelsior with data collection needed for accreditation.

If you experience issues logging in or are a new faculty member and don't seem to have SSO access, please contact Huda Sarraj at [hsarraj@excelsior.edu](mailto:hsarraj@excelsior.edu).

For training questions or support adding credentials, please contact Bonnie Ordonez at [bordonez@excelsior.edu](mailto:bordonez@excelsior.edu).