



# Sam Houston State University

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## Office of the Provost

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Watermark Faculty Success is now connected to the SHSU website, allowing faculty to opt in to share information from their CV directly to their online faculty profile. Share your publications, presentations, awards, and more on the website with just a few clicks.

### Opt In to Share Your Activity Entries

*If you do not want any of your CV information displayed on your faculty profile on the website, no further action is needed.*

In Watermark, faculty must opt-in for each individual activity entry that they would like to display on the SHSU website. The following activity screens will be available to populate the faculty web profile: publications, presentations, exhibits and performances, university service, professional service, public service, scheduled teaching, and awards and honors.

### View Your Faculty Web Profile

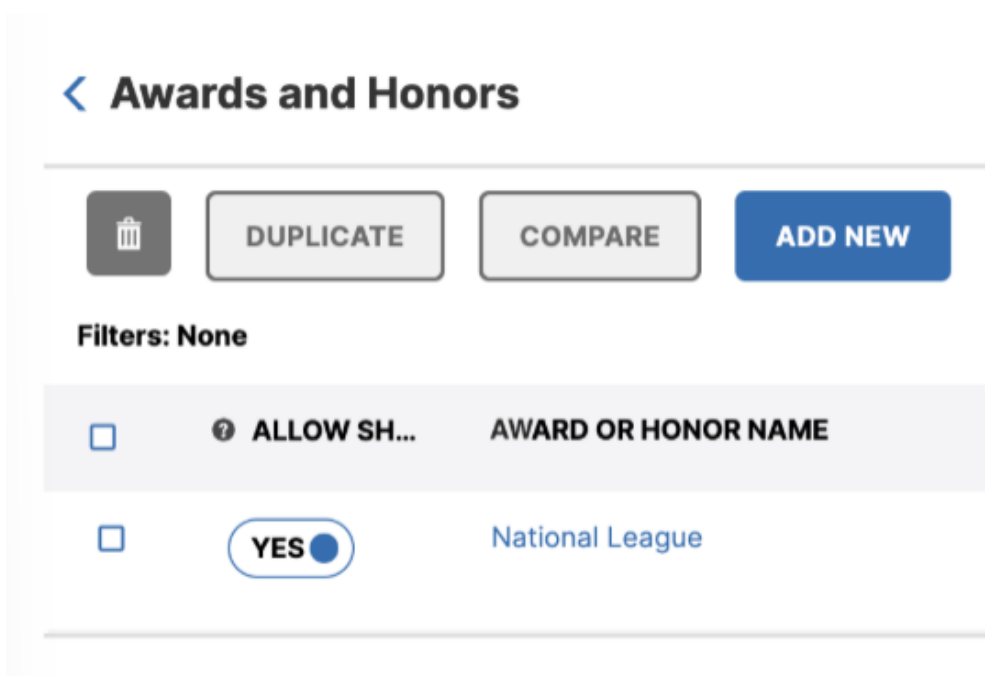
To view your faculty web profile, search the main [employee directory](#) or find your department's faculty and staff directory, and then click on your name. **Please note that your faculty profile may take up to 12 hours to display any activity selections that you toggle on.**

Only the bottom half of the faculty profile page (with tabbed sections) is connected to Watermark. Any edits needed to your photo, name, title, office number, or contact information should be made via your website editor using the new Cascade CMS.

### How to Opt In

1. Log in to [Watermark](#).
2. Click on the Activities tab in the upper left-hand corner.

3. Select one of the activity screens you'd like to display on your faculty profile.
4. You will notice that on your activity entries, there is a new column with a toggle button for "Allow Sharing." In the "Allow Sharing" column, click the toggle to "YES" to allow sharing of that CV entry. *This will need to be done individually for each item a faculty member chooses to display on the website.*



[View the in-depth how-to guide here.](#)

**Your faculty profile may take up to 12 hours to display your selections.** Faculty can go into [Watermark](#) at any time to toggle on or off activity items, as needed.

[Access Watermark](#)

## Questions

Faculty web profile functionality is limited as we launch the Watermark and Cascade CMS integration. We anticipate that profiles will continue to evolve over time to better meet the needs of faculty.

For a detailed step-by-step guide, [view the web profile activation help guide](#). Please send any constructive feedback or questions to [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu) as we continue to work with the IMC team and leadership to improve faculty profiles.

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*This email is being sent to deans, associate and assistant deans, dean assistants, and faculty.*

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