

# FACULTY QUALIFICATIONS SYSTEM NAVIGATING INSTRUCTIONS

## Signing On

From the Sign on screen,

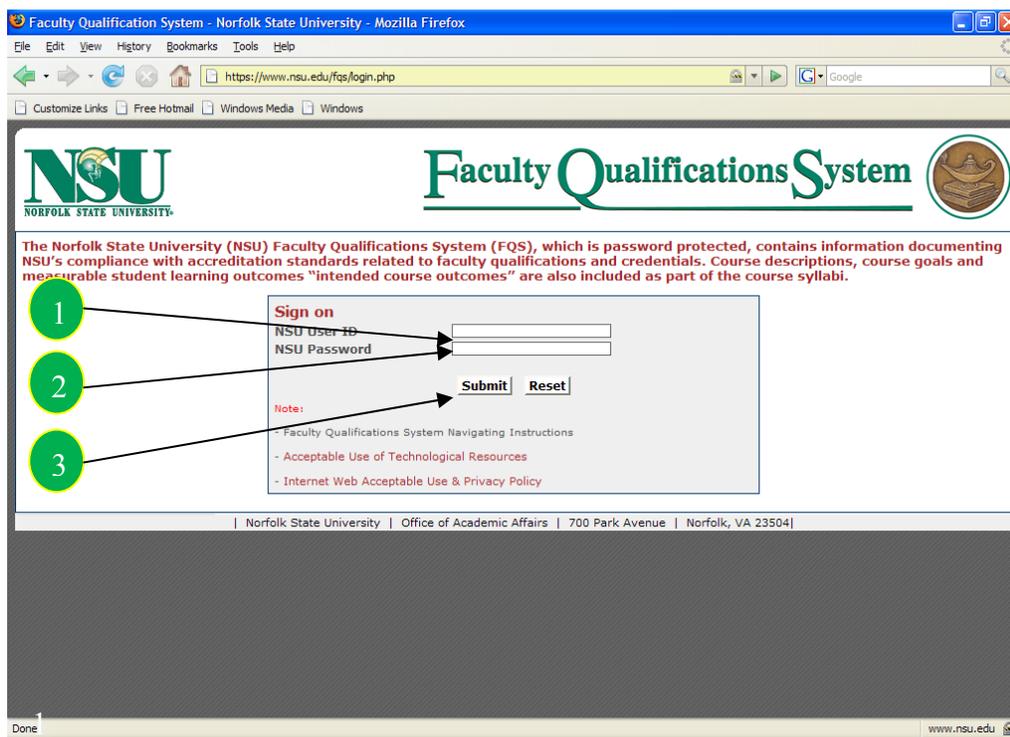
**Step 1:** Key in your **NSU User ID**.

**Step 2:** Key in your **NSU Password**.

You are allowed three attempts to sign on. If you are unsuccessful during the third attempt, you will get the following message: **Error!! Error!! user ID does not have authorization to access the system.**  
Contact: [fqs@nsu.edu](mailto:fqs@nsu.edu)

Click on [fqs@nsu.edu](mailto:fqs@nsu.edu) to send an email requesting your password be reset.

**Step 3:** Click the **Submit** button.



**Step 4:** Click on the **faculty member's name** to review the information. (Selection of name can also be done by selecting (1) school, department, faculty name; (2) keying in the faculty member's last name; or (3) clicking the alphabet of the last name.)