

Sedona Systems USER GUIDE FOR ASU FACULTY



SEDONA is a self-service web database application that allows members to maintain their teaching, research, service, experience, development, credentials, and assessment records. Members can create a public site, automatically updated by **SEDONA**. Administrators may use **SEDONA** to automatically update school web pages, support accreditation, build rubrics to assess learning objectives, customize reports (including CVs), create database queries, web surveys, ePortfolios, evaluations, and benchmark faculty productivity using scorecards.

Visit our information website to learn more about **SEDONA**

[LEARN MORE](#)

Member Login

Account Type

Member

Member ID or Email Address

Password

Enter the demo

[I forgot my ID/password](#)

Login

ASU

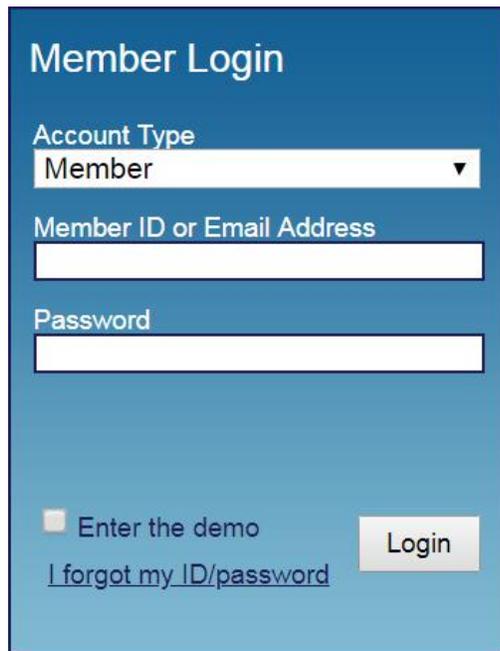
ALABAMA STATE
UNIVERSITY

SEDONA is a self-service web database application that allows members to maintain teaching, research, service, experience, development, credentials, and assessment records.

SEDONA Features

- Multi-Level Access
- CV Template Builder
- Maintain Faculty Information
- Upload/Manage Teaching Schedules
- Research Activities
- Service Activities
- Teaching Activities
- Track Grants and Awards

Step 1. Login



Follow these steps to enter information into Sedona Systems

- URL: www.sedonaweb.com
- Select '**Member**' as the Account Type
- **Faculty Member ID** enter Employee ID followed by Sedona College ID* (ex: 0123456789ASA)

Note: Please refer to the **Sedona College Codes** table to find your college's ID.

- **Faculty Password** enter Employee ID followed by Sedona College ID* (ex: 0123456789ASA)
- If you forget your password, you can use the '**I forgot my ID/password**' link on the login page to recover the information.

***Sedona College Codes**

College	Sedona College ID
CLASS	ASA
COBA	ASB
COE	ASE
COHS	ASH
COVPA	ASV
CSTEM	ASS
UC	ASU
LWLC	ASL

Step 2. Change Password.

The screenshot shows a web application interface with a blue navigation bar at the top. The 'Password' link is circled in red. Below the navigation bar is a grid of activity entry categories:

- Templates | Reports**
 - CV (Curriculum Vitae)
 - BIO Sketch (NIH, NSF)
 - Committees & Documents
 - Journal Listing / Lookup
 - Professional Development
 - Research Activities
 - Service Activities
- Builders & Tools**
 - Survey Builder
 - Template Builder
 - Uploads Tool
- Research Activities Entry**
 - Articles in Journals
 - Articles in Proceedings
 - Articles-in-Progress
 - Books, Monographs ...
 - Chapters, Cases ...
 - Conference Presentations
 - Grants & Gifts
 - Patents & Trademarks
 - Research Reports
 - Software Development
 - Other Research
- Service Activities Entry**
 - Community Service
 - Institutional Service
 - Professional Service
- Experience Activities Entry**
 - Consulting Experience
 - Employment Experience
 - Paid Service Experience
- Credentials Entry**
 - Academic Degrees
 - Courses Taken
 - Licensures / Certifications
 - Professional Development
 - Professional Memberships
- Teaching Activities Entry**
 - Courses Taught
 - Exec / Prof Education
 - Teaching Activities
 - Teaching Schedule
 - Teaching Syllabi
- Other Activities Entry**
 - Honors/Awards/Scholarships
 - Miscellaneous
- Admin Permissions Granted**
- Message Center**

Change your Password [Close](#)

Please enter and confirm your new password.

Current Password:

New Password (max 12):

Verify New Password:

Click on 'Home' in the top-right corner to return to the main page.

Step 3. Update Profile

The screenshot displays a web interface for updating a profile. At the top, a navigation bar includes links for Reports, Builders & Tools, Research, Service, Experience, Credentials, Teaching, and Other. On the right side of this bar, 'CV', 'Profile', 'Home', and 'Sign Out' are visible, with 'Profile' circled in red. Below the navigation bar is a secondary menu with links for Password, Scheme, FAQ, Definitions, Tip, Directory, Library, ePortfolio, and Overview Tutorial. The main content area is organized into several panels:

- Templates | Reports:** CV (Curriculum Vitae), BIO Sketch (NIH, NSF), Committees & Documents, Journal Listing / Lookup, Professional Development, Research Activities, Service Activities.
- Builders & Tools:** Survey Builder, Template Builder, Uploads Tool.
- Research Activities Entry:** Articles in Journals, Articles in Proceedings, Articles-in-Progress, Books, Monographs ..., Chapters, Cases ..., Conference Presentations, Grants & Gifts, Patents & Trademarks, Research Reports, Software Development, Other Research.
- Service Activities Entry:** Community Service, Institutional Service, Professional Service.
- Experience Activities Entry:** Consulting Experience, Employment Experience, Paid Service Experience.
- Credentials Entry:** Academic Degrees, Courses Taken, Licensures / Certifications, Professional Development, Professional Memberships.
- Teaching Activities Entry:** Courses Taught, Exec / Prof Education, Teaching Activities, Teaching Schedule, Teaching Syllabi.
- Other Activities Entry:** Honors/Awards/Scholarships, Miscellaneous.
- Admin Permissions Granted:** A separate section for administrative permissions.
- Message Center:** A section for messages.

Complete any missing information under the 'Bio' tab. The remaining tabs can be filled out as needed or optionally.

The screenshot shows the 'Bio' tab selected in the profile update interface. The 'Bio' tab is circled in red. The interface includes the following sections:

- Profile Photo:** A section for uploading a profile photo. It specifies supported file types (jpg) and a maximum file size of 10MB. A placeholder indicates 'Photo Not Available' with a link to 'Upload Profile Photo'.
- Biographical Information:** A section for entering personal details:
 - Date of Birth:** A text input field with a calendar icon. Below it, instructions state: 'Date of birth in mm/dd/yyyy format. After selecting the month and year, be sure to click on the day before leaving the calendar.'
 - Citizenship:** A dropdown menu with the instruction '(choose more than one by pressing Ctrl key)'. The menu is open, showing options: Unknown, Noncitizen, Permanent Resident, Political Asylee/Refugee, United States of America, and Afghanistan.
 - Country of Birth:** A dropdown menu currently set to 'Unknown'.
 - Ethnicity:** A dropdown menu currently set to 'Unknown'.
 - Nickname:** A text input field with the instruction 'Name you commonly go by other than your first name'.
 - ORCID:** A text input field with the prefix 'https://orcid.org/'.
 - Google Scholar:** A text input field.
 - Biography:** A rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, list, link, unlink, source), images, and other editing functions.

Step 4. Enter Academic Degrees

Reports Builders & Tools Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Password Scheme FAQ Definitions Tip **Directory** ... Library ePortfolio Overview Tutorial

- Templates | Reports
 - CV (Curriculum Vitae)
 - BIO Sketch (NIH, NSF)
 - Committees & Documents
 - Journal Listing / Lookup
 - Professional Development
 - Research Activities
 - Service Activities
- Builders & Tools
 - Survey Builder
 - Template Builder
 - Uploads Tool
- Research Activities Entry
 - Articles in Journals
 - Articles in Proceedings
 - Articles-in-Progress
 - Books, Monographs ...
 - Chapters, Cases ...
 - Conference Presentations
 - Grants & Gifts
 - Patents & Trademarks
 - Research Reports
 - Software Development
 - Other Research
- Service Activities Entry
 - Community Service
 - Institutional Service
 - Professional Service
- Experience Activities Entry
 - Consulting Experience
 - Employment Experience
 - Paid Service Experience
- Credentials Entry
 - Academic Degrees**
 - Courses Taken
 - Licensures / Certifications
 - Professional Development
 - Professional Memberships
- Teaching Activities Entry
 - Courses Taught
 - Exec / Prof Education
 - Teaching Activities
 - Teaching Schedule
 - Teaching Syllabi
- Other Activities Entry
 - Honors/Awards/Scholarships
 - Miscellaneous
- Admin Permissions Granted
- Message Center

Look for the incomplete entry under **'Highest Degree'** and click **'Edit'** to update it.

AwardDate	Academic Degree	School	Location	Major	Minor	Files	Action
1999	B.A. (highest degree)	Alabama State University				Manage	Edit

Complete information for Highest Degree. Click **'Save'**

All fields marked with an asterisk (*) must be completed before saving your information.

Back **Save**

Year Granted* 1999 Month Granted

Academic Degree* Other

Granting Institution*

Location (City, State)

Major

Minor

Dissertation, Thesis, or Paper Title associated with this degree

If you are currently working on a Terminal Degree, enter the following information:

Terminal Degree

Granting Institution

Expected Grant Year

Year Granted* --N/A-- Month Granted

Academic Degree* Other

Granting Institution*

Location (City, State)

Major

Minor

Dissertation, Thesis, or Paper Title associated with this degree

If you are currently working on this degree, please provide additional information:

Terminal Degree Other

Granting Institution

Expected Grant Year

Click **'Add'** to enter any additional degrees.

Once your degrees are entered, click **'Manage'** to upload your transcript if a digital copy is available.

AwardDate	Academic Degree	School	Location	Major	Minor	Files	Action
1999	B.A. (highest degree)	Alabama State University				Manage	Edit

Step 5. Complete Licensures/Certifications section, if applicable.

Reports Builders & Tools Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Password Scheme FAQ Definitions Tip **Directory** ... Library ePortfolio Overview Tutorial

Templates Reports CV (Curriculum Vitae) BIO Sketch (NIH, NSF) Committees & Documents Journal Listing / Lookup Professional Development Research Activities Service Activities	Research Activities Entry Articles in Journals Articles in Proceedings Articles-in-Progress Books, Monographs ... Chapters, Cases ... Conference Presentations Grants & Gifts Patents & Trademarks Research Reports Software Development Other Research	Service Activities Entry Community Service Institutional Service Professional Service	Teaching Activities Entry Courses Taught Exec / Prof Education Teaching Activities Teaching Schedule Teaching Syllabi
Builders & Tools Survey Builder Template Builder Uploads Tool	Admin Permissions Granted	Experience Activities Entry Consulting Experience Employment Experience Paid Service Experience	Other Activities Entry Honors/Awards/Scholarships Miscellaneous
		Credentials Entry Academic Degrees Courses Taken Licensures / Certifications Professional Development Professional Memberships	Message Center

Enter the required information and click **'Save'** to record your changes.

... Add Licensures / Certifications Form Back **Save**

Year Awarded *	<input type="text"/>
Range of years covered	<input type="text"/>
Approved License / Certificate *	<input type="text"/>
(enter if not in list)	<input type="text"/>
License / Certificate No.	<input type="text"/>
Location (City, State)	<input type="text"/>

Step 6. Enter Research Activities

Note: For articles with co-authors, enter each co-author's name in the section below. If this step is not completed, the article will not appear on your CV.

If the periodical does not appear in the dropdown list, select **'Journal Is Not in List'**. A pop-up window will appear, allowing you to enter the journal information.

After entering your research activities and viewing the list of your entries, click **'Manage'** next to any entry to upload supporting documentation (e.g., journal article, conference proceedings, image of creative work, etc.).

Year	Acad Year	Title	Type	Periodical (Quality) [Weight]	R/NR	Files	Action
2016	2015-2016	NANA'S YARD	CTP	<i>AABRI Journal of Academic and Business Ethics</i>	R	Manage	Edit Pdf Delete

Step 7. Enter Service Activities

The screenshot shows the ePortfolio interface with a navigation bar at the top containing links for Password, Scheme, FAQ, Definitions, Tip, Directory, Library, ePortfolio, and Overview Tutorial. The main content area is divided into several sections:

- Templates | Reports:** CV (Curriculum Vitae), BIO Sketch (NIH, NSF), Committees & Documents, Journal Listing / Lookup, Professional Development, Research Activities, Service Activities.
- Builders & Tools:** Survey Builder, Template Builder, Uploads Tool.
- Research Activities Entry:** Articles in Journals, Articles in Proceedings, Articles-in-Progress, Books, Monographs ..., Chapters, Cases ..., Conference Presentations, Grants & Gifts, Patents & Trademarks, Research Reports, Software Development, Other Research.
- Service Activities Entry (highlighted with a red box):** Community Service, Institutional Service, Professional Service.
- Experience Activities Entry:** Consulting Experience, Employment Experience, Paid Service Experience.
- Credentials Entry:** Academic Degrees, Courses Taken, Licensures / Certifications, Professional Development, Professional Memberships.
- Teaching Activities Entry:** Courses Taught, Exec / Prof Education, Teaching Activities, Teaching Schedule, Teaching Syllabi.
- Other Activities Entry:** Honors/Awards/Scholarships, Miscellaneous.
- Admin Permissions Granted:** A small section below the Research Activities Entry.
- Message Center:** A section at the bottom right.

Note: Institutional Services refer to services specifically for Alabama State University.

Step 8. Enter Experience, Teaching and Other activities as applicable

The screenshot shows the ePortfolio interface with the same navigation bar as in Step 7. The main content area is divided into several sections:

- Templates | Reports:** CV (Curriculum Vitae), BIO Sketch (NIH, NSF), Committees & Documents, Journal Listing / Lookup, Professional Development, Research Activities, Service Activities.
- Builders & Tools:** Survey Builder, Template Builder, Uploads Tool.
- Research Activities Entry:** Articles in Journals, Articles in Proceedings, Articles-in-Progress, Books, Monographs ..., Chapters, Cases ..., Conference Presentations, Grants & Gifts, Patents & Trademarks, Research Reports, Software Development, Other Research.
- Service Activities Entry:** Community Service, Institutional Service, Professional Service.
- Experience Activities Entry (highlighted with a red box):** Consulting Experience, Employment Experience, Paid Service Experience.
- Credentials Entry:** Academic Degrees, Courses Taken, Licensures / Certifications, Professional Development, Professional Memberships.
- Teaching Activities Entry (highlighted with a red box):** Courses Taught, Exec / Prof Education, Teaching Activities, Teaching Schedule, Teaching Syllabi.
- Other Activities Entry (highlighted with a red box):** Honors/Awards/Scholarships, Miscellaneous.
- Admin Permissions Granted:** A small section below the Research Activities Entry.
- Message Center:** A section at the bottom right.

Step 9.

To review the entries added so far, go to the CV. It can be accessed from two different locations.

The screenshot shows the top navigation bar of the ePortfolio system. The 'CV' link is circled in red. Below the navigation bar is a secondary menu with options like 'Password', 'Scheme', 'FAQ', etc. The main content area is a grid of menu items. The 'CV (Curriculum Vitae)' link is highlighted with a red rectangle. Other menu items include 'Research Activities Entry', 'Service Activities Entry', 'Teaching Activities Entry', 'Experience Activities Entry', 'Credentials Entry', 'Admin Permissions Granted', 'Buildings & Tools', 'Other Activities Entry', and 'Message Center'.

Save or Print the CV, as needed.

The screenshot shows the content area of the CV. At the top right, there are three buttons: 'Print', 'PDF', and 'Word'. A red arrow points from the text 'Save or Print the CV, as needed.' to the 'Print' button. Below the buttons, the CV content is displayed. It starts with the name 'John Doe' and affiliation 'Military Science University College'. The CV is organized into sections: 'Academic Background', 'Professional Certifications', 'Professional Memberships', 'WORK EXPERIENCE', 'Work Experience', 'Consulting Experience', and 'Paid Service Experience'. Each section has a description and an 'Add' link.

Step 10.

To create a custom CV format, go to the **Template Builder**.

The screenshot shows the main navigation menu of the ePortfolio system. The 'Builders & Tools' section is expanded, and 'Template Builder' is highlighted with a red rectangular box. Other sections include 'Templates | Reports', 'Research Activities Entry', 'Service Activities Entry', 'Teaching Activities Entry', 'Experience Activities Entry', 'Credentials Entry', and 'Admin Permissions Granted'.

Click **'Copy'** next to **College CV**.

The screenshot shows the 'Template Builder' interface with a table of existing CV templates. The 'College CV' row is selected, and the 'Copy' icon in the 'Action' column is circled in red.

Template Title	Default	Professional Staff Default	Owner	Date Modified	Action
Example CV	<input type="checkbox"/>	<input type="checkbox"/>	Sedona	10/30/09 12:00 AM	View Copy
College CV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	College	03/06/18 02:42 PM	View Copy

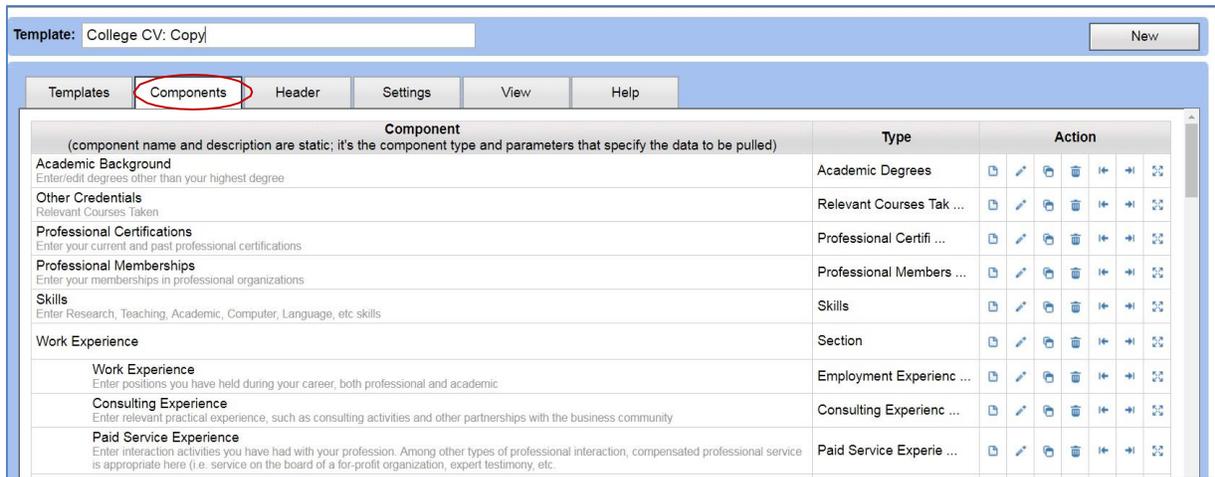
Click the newly created CV template and save it under a new name.

The screenshot shows the 'Template Builder' interface with a table of existing CV templates. A red arrow points to the 'College CV' row. A new row, 'College CV Copy', is visible below it, indicating that a copy of the selected template has been created.

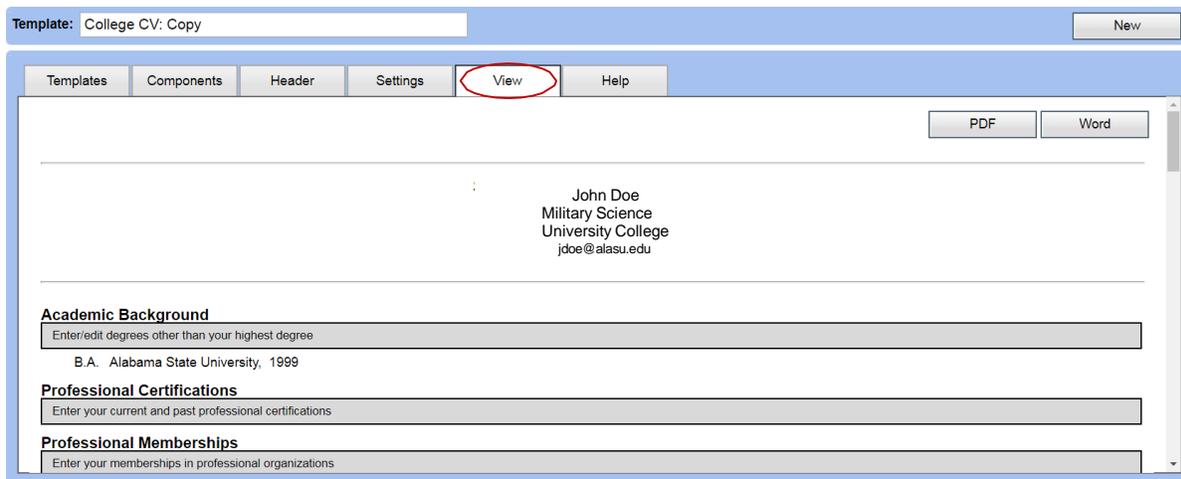
Template Title	Default	Professional Staff Default	Owner	Date Modified	Action
Example CV	<input type="checkbox"/>	<input type="checkbox"/>	Sedona	10/30/09 12:00 AM	View Copy
College CV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	College	03/06/18 02:42 PM	View Copy
College CV Copy	<input type="checkbox"/>	<input type="checkbox"/>	Member	03/08/18 11:25 AM	View Copy Delete

On the **Components** tab, the following actions can be performed:

1. Add or remove sections from the CV
2. Rearrange sections to display in a different order
3. Adjust formatting
4. Modify indentations
5. Edit section titles



On the **View** Tab, the changes can be previewed.



On the **Settings** Tab, the reference style can be customized to formats such as APA, MLA, etc.