



Office of Faculty Excellence

Teaching Incentive Program (TIP) Data Access Instructions for Faculty

If you have any questions, please contact FacultyExcellence@ucf.edu or 407-823-1113.

Please visit our website at www.facultyexcellence.ucf.edu.

1. Navigate to ikm.ucf.edu

The screenshot shows the homepage of the Institutional Knowledge Management (IKM) website. At the top, there is a navigation bar with the UCF logo, "UNIVERSITY OF CENTRAL FLORIDA", a "UCF SIGN IN" button, and a search box labeled "Search UCF". Below the navigation bar is a large yellow header with the title "Institutional Knowledge Management". Underneath the header is a secondary navigation menu with links: "Academic Programs", "Analytics", "Facts and Reports", "Strategic Support", "Resources", "Information Requests", "About IKM", and "Tuition and Fees". The main content area features a grey box with the text: "Institutional Knowledge Management (IKM) is the official source of UCF institutional data and provides accurate, insightful, and actionable information to the university and the public." Below this text are three columns of content, each with an image and a caption: "Information Requests" (image of a circular atrium), "Tuition and Fees" (image of a Pegasus mascot), and "Pegasus Mine Portal" (image of a student in a yellow UCF shirt). At the bottom, there is a dark grey footer with the "UCF 50 1963-2013 YEARS" logo on the left and contact information for the Institutional Knowledge Management office on the right, including the address, phone number, fax number, and email address.

2. Click on "Pegasus Mine Portal".

This screenshot is identical to the one above, showing the UCF Institutional Knowledge Management website homepage. The only difference is that the "Pegasus Mine Portal" link and its corresponding image are circled in red, indicating the action to be taken in this step.

3. Select "UCF Faculty and Staff PMP Access".

Institutional Knowledge Management

Academic Programs ▾ Analytics ▾ Facts and Reports ▾ Strategic Support Resources ▾ Information Requests About IKM ▾ Tuition and Fees

Pegasus Mine Portal

[UCF Faculty and Staff PMP Access](#)

The Pegasus Mine Portal (PMP) is the gateway to access university data and information in a secure online environment. PMP content is grouped into several different categories containing reports and charts on the following:

- Academic Program Inventory
- Course Information
- Degrees Awarded
- Enrollment
- Faculty
- Grades
- Retention
- Student Credit Hours (SCH)

IKM also provides custom report creation for units that require information that cannot be found in one of the general reports. To request a custom report, please submit an [Institutional Data Request form](#).

All UCF full-time faculty and staff can access PMP [here](#). OPS and part-time employees can request access via their department's security authorizer. For a listing of security authorizers, please visit the [Student Records Training](#) page on the Registrar's Office website.


4. Sign in to the Pegasus Mine Portal using your NID and NID password.

Welcome to Pegasus Mine Portal

NID:

Password:

SIGN ON

 **Institutional Knowledge Management**
UNIVERSITY OF CENTRAL FLORIDA

5. On the left-hand navigational menu, select "Faculty."

The screenshot shows the Pegasus Mine Portal interface. On the left-hand side, there is a vertical navigation menu with the following items: General, MyPage, Acad Program Inventory, Course Info, Degrees Awarded, Enrollment, Faculty (highlighted with a red circle), Grades, Retention, SCH, StudentTracker, and Survey Results. The main content area is titled "Welcome to Pegasus Mine Portal" and includes sections for "About the Pegasus Mine Information Portal", "How to use MyPage", "Help with SAS Graph output errors", "Pegasus Mine Portal Reports Index", "Supported Browsers", "Workshops", "FAQs", and "UCF Links".

6. Select "TIP Report."

The screenshot shows the Pegasus Mine Portal interface with the "Faculty" menu item selected. The main content area is titled "Faculty Instruction Reports" and includes sections for "Faculty Courses.srx", "Faculty Courses by Department.srx", "TIP Report", and "TIP Report - Admin.srx". The "TIP Report" menu item is highlighted with a red circle.

7. Select “by EmplID” to display individual faculty data. The “FAQ” tab contains directions for printing detailed information and for refreshing data.

The screenshot shows the 'TIP Report' application interface. At the top, there is a blue header with the text 'TIP Report'. Below the header is a menu bar with 'File', 'View', and 'Data' options. A navigation pane on the left contains three tabs: 'Intro', 'by EmplID', and 'FAQ'. The 'by EmplID' tab is highlighted with a red circle. The main content area displays the title 'UCF - TEACHING INCENTIVE PROGRAM' and a paragraph of introductory text. Below this, there are sections for 'Eligibility Criteria' and 'Productivity Criteria', each followed by a list of requirements.

8. Enter Employee ID and click on the “View Report” button.

The screenshot shows the 'TIP Report' application interface at a step where user input is required. The top header includes the UCF logo and the text 'UCF'. Below the header, there is a 'File' menu and a page indicator '2 / 3'. A 'View Report' button is circled in red. The main content area contains the instruction: 'Answer the prompts below and click the View Report button to continue.' Below this, there is a dropdown menu currently set to 'by EmplID'. Underneath, there is a label 'Please type Faculty Member EmplID' and an empty text input field, both of which are circled in red. A 'Reset to Default' link is visible to the right of the input field.

9. The data displayed will appear similar to the following report:

To refresh your selection, click on Data, Refresh Data

TIP Eligibility Detail Report

Active Full-Time Faculty

TIP Cycle	Faculty Member	College	Department
No values were returned for this table.			

Jobcode Descr	Faculty Eligible	Ineligible Reason
No values were returned for this table.		

Includes Faculty on Paid Leave

TIP Eligible Courses

Total SCH

Course Level	SCH
No values were returned for this table.	

Only Credit Courses

Undergraduate

Term	Course	Course Section	Credits	Med Credits	Enrollment	Section Effort	SCH
No values were returned for this table.							

Graduate

Term	Course	Course Section	Credits	Med Credits	Enrollment	Section Effort	SCH
No values were returned for this table.							

Courses Ineligible for TIP

Undergraduate

Term	Course	Course Section	TIP Course Exclude
No values were returned for this table.			

Graduate

Term	Course	Course Section	TIP Course Exclude
No values were returned for this table.			

Office of Institutional Research. Source: Faculty Activity System for Course Assignments & PS CF Employee Tables for Current Jobcode. /Printed on: Monday, October 15, 2012

The top section of the report – “Active Full-Time Faculty” – identifies the faculty by name, college and department. Eligibility status is indicated under “Faculty Eligible.” Faculty determined to be eligible will display “Eligible” and faculty not eligible this cycle will display “Ineligible.” The reason for ineligibility is detailed under “Ineligible Reason”.

The second section – “Tip Eligible Courses” – lists all undergraduate and graduate level courses deemed eligible for TIP. The “Total SCH” table shows the total eligible SCHs calculated for the “TIP” program.

The third section – “Courses Ineligible for TIP” – details all undergraduate and graduate level courses deemed not eligible for TIP and excluded from the “Total SCH” calculation.