![UCF Faculty Excellence logo]

Teaching Incentive Program (TIP)

Pegasus Mine Portal
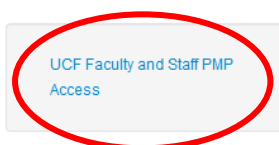**Data Access Instructions for Faculty**

For assistance, please contact FacultyExcellence@ucf.edu or 407-823-1113, or visit www.facultyexcellence.ucf.edu.

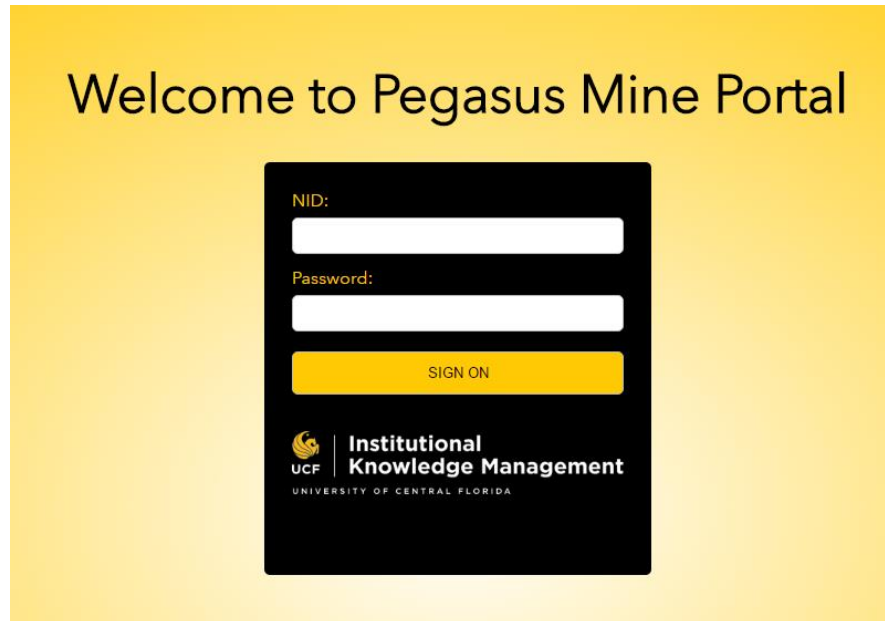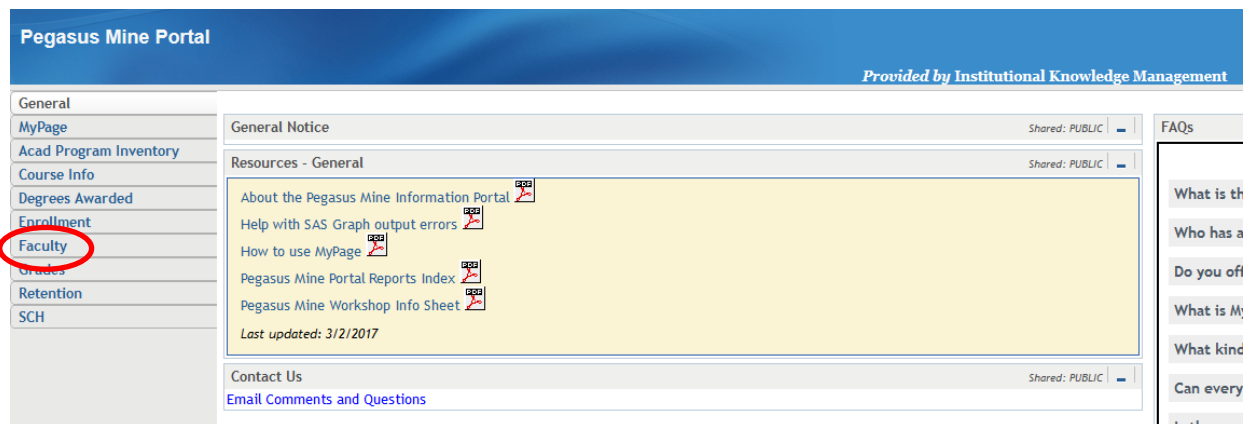| 1.	**Navigate to ikm.ucf.edu and click Pegasus Mine Portal.**
	## Institutional Knowledge Management Academic Programs ▾ Analytics ▾ Facts and Reports ▾ Strategic Support ▾ Resources ▾ Information Requests About ▾ **Interactive Facts** **Analytics Dashboards** **Pegasus Mine Portal** **UCF Rankings** **Enrollment** **Degrees Awarded** **Information**
2.	**Select UCF Faculty and Staff PMP Access.**
	## 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. To schedule training for yourself or to arrange a workshop for a group, please complete an IKM Training Request form.

3.	**Sign in to the Pegasus Mine Portal using your NID and NID password.**
4.	**On the left-hand navigational menu, select Faculty.**

5.	Select TIP Report.

6.	Select by EmplID to request individual faculty data. The FAQ tab contains directions for printing detailed information and for refreshing data.

7.	Enter Employee ID and click on the **View Report** button.

8.	The data will appear in a format similar to the following report:

The top section of the report – "Active Full-Time Faculty" – identifies the faculty by name, college and department. Initial eligibility status is indicated under "Meets Requirements." The reason for ineligibility, if applicable, is detailed under "Ineligibility 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. |