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](http://ikm.ucf.edu) **and click Pegasus Mine Portal.**

![Institutional Knowledge Management](image)

2. **Select UCF Faculty and Staff PMP Access.**

   **Pegasus Mine Portal**

   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 (SGH)

   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](http://example.com).

   All UCF full-time faculty and staff can access PMP [here](http://example.com). 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](http://example.com).
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.