

## UGA Public CV and Syllabus System - Staff Login

<https://syllabus.uga.edu/>

If you are not currently a Syllabus System user, you will need to be added. Send your user request to the Registrar's Office at [capa@uga.edu](mailto:capa@uga.edu).

- Go to <https://syllabus.uga.edu/> to navigate to the Public CV and Syllabus System website. Then, click on the Staff Login link:



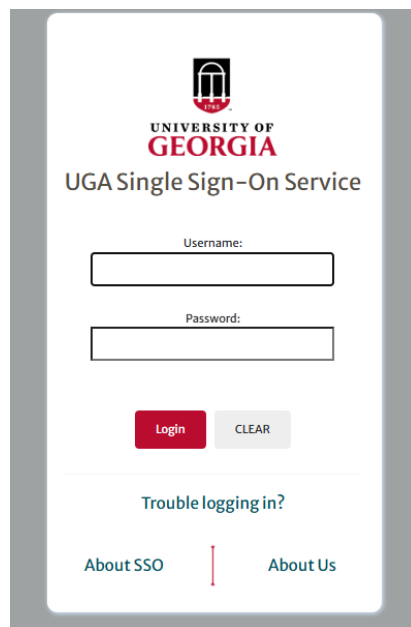
**PUBLIC CV AND SYLLABUS SYSTEM**

University policy requires that a syllabus for each course is available online. In addition, faculty are required to provide their public CV for each course online. Faculty/Instructors will use this Public CV and Syllabus System to upload their public CV and course syllabus. The Browse option is available to view CVs and syllabi that have been uploaded. Instructions and an FAQ for both faculty/instructors and staff are available under Quicklinks. If you have any questions, please contact the Curriculum Systems unit in the Office of the Registrar at [capa@uga.edu](mailto:capa@uga.edu) or call (706) 542-6358.

**QUICKLINKS**

- FACULTY/INSTRUCTOR LOGIN +
- STAFF LOGIN** +
- FACULTY/INSTRUCTOR HELP +
- INSTRUCTIONS FOR UPLOADING PUBLIC CV AND SYLLABI +

- After clicking the link, you will be prompted to the UGA SSO login page. Enter your UGA MyID and password:



**UNIVERSITY OF GEORGIA**  
UGA Single Sign-On Service

Username:

Password:

Login CLEAR

Trouble logging in?

About SSO | About Us

You will see the following links:

The University of Georgia

**SYLLABUS SYSTEM - STAFF LOGIN**

If you have questions about UGA MyID or need to establish a UGA MyID name and password, visit [http://eits.uga.edu/access\\_and\\_security/myid/](http://eits.uga.edu/access_and_security/myid/)

If you have any questions, please call the Office of Curriculum Systems at:  
(706) 542-6358

[Syllabus System Help](#)  
[Syllabus System Browse](#)  
[Syllabus System - Main Page](#)

Your Department or College/School CAPA Login ID	<input type="text"/>
Your Department or College/School CAPA Password	<input type="password"/>

Login

- Public CV and Syllabus System Help – Instructions for uploading CV and Syllabus documents to the Public CV and Syllabus System.
- Public CV and Syllabus System Browse – Browse CVs and syllabi that have been uploaded to the Public CV and Syllabus System. CVs and syllabi can be filtered by department or faculty/instructor.
- Public CV and Syllabus System – Main Page – Goes back to the main login page of the Public CV and Syllabus System.

**LOGIN INFORMATION:**

This information is not the same as your UGA MyID. For the Department or College/School CAPA Login ID and the Department or College/School Password, you will need to contact the Registrar’s Office at [capa@uga.edu](mailto:capa@uga.edu) to obtain this information.

The University of Georgia

**SYLLABUS SYSTEM - STAFF LOGIN**

If you have questions about UGA MyID or need to establish a UGA MyID name and password, visit [http://eits.uga.edu/access\\_and\\_security/myid/](http://eits.uga.edu/access_and_security/myid/)

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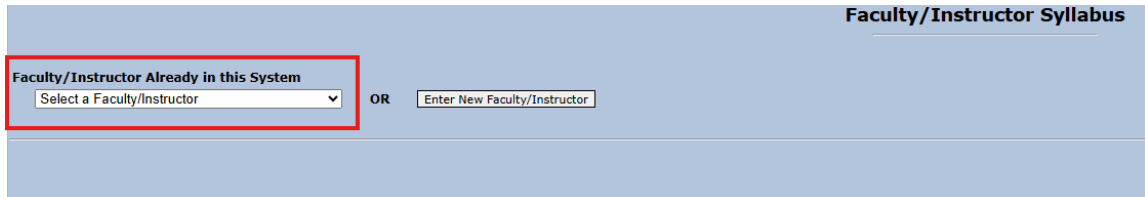
Your Department or College/School CAPA Login ID	<input type="text"/>
Your Department or College/School CAPA Password	<input type="password"/>

Login

After logging in, you will select an existing faculty member or add a new faculty member.

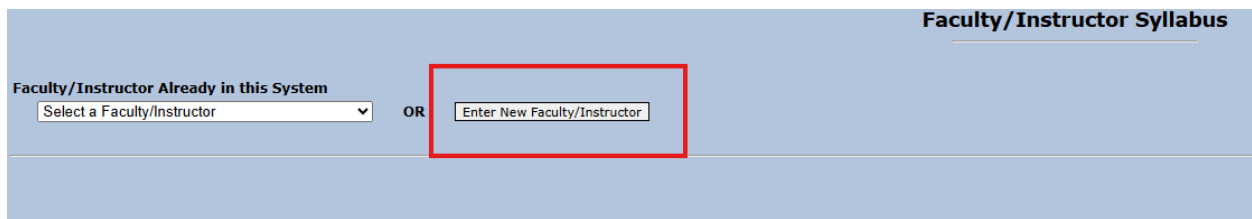
### SELECTING EXISTING OR ENTERING NEW FACULTY/INSTRUCTORS:

- If you would like to view syllabus information for an existing Faculty/Instructor in the system, select a faculty/instructor name from the dropdown list. If edits are needed to the existing faculty/instructor information, make any necessary edits, and then click the Save Faculty/Instructor Information button.:



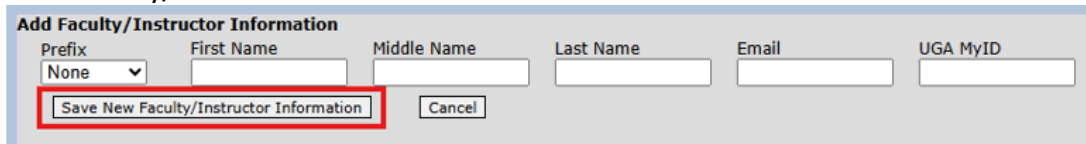
The screenshot shows the 'Faculty/Instructor Syllabus' form. On the left, there is a dropdown menu labeled 'Faculty/Instructor Already in this System' with the text 'Select a Faculty/Instructor' below it. This dropdown menu is highlighted with a red rectangular box. To the right of the dropdown is the word 'OR' followed by a button labeled 'Enter New Faculty/Instructor'.

- If the faculty/instructor name does not already appear in the dropdown, click the Enter New Faculty/Instructor button:



The screenshot shows the 'Faculty/Instructor Syllabus' form. On the left, there is a dropdown menu labeled 'Faculty/Instructor Already in this System' with the text 'Select a Faculty/Instructor' below it. To the right of the dropdown is the word 'OR' followed by a button labeled 'Enter New Faculty/Instructor'. This button is highlighted with a red rectangular box.

- After clicking Enter New Faculty/Instructor button, you will be prompted to add faculty/instructor information as shown below. When you are done entering information, confirm it is correct and click the Save Faculty/Instructor Information button:



The screenshot shows the 'Add Faculty/Instructor Information' form. It has several input fields: 'Prefix' (a dropdown menu with 'None' selected), 'First Name', 'Middle Name', 'Last Name', 'Email', and 'UGA MyID'. Below these fields are two buttons: 'Save New Faculty/Instructor Information' and 'Cancel'. The 'Save New Faculty/Instructor Information' button is highlighted with a red rectangular box.

- After choosing/entering the Faculty/Instructor Information, scroll down to upload new CV and syllabus files.

### SELECT COURSE TO UPLOAD A CV/SYLLABUS:

There are three (3) steps to upload a CV and/or syllabus.

**Important: Choosing the term, course prefix, and course number must be completed for EACH upload.**

**Upload Public CV and Syllabus Files**  
For each course you are offering, a public CV and syllabus is required.

**Step 1**  
Spring 2026

**Step 2**  
ENGL ENGL(HIST) 3100  
Select a Course  
 ENGL(HIST) 3100  
 ENGL 3100  
 HIST 3100  
 CRN (optional) Days and Times (optional)

**Step 3 - Upload your Public CV or Syllabus file**  
 Check this box to Upload Your Public CV File  
 CV file name should include: Course Number\_Faculty Last Name\_CV  
 Example: ENGL1101\_Daniel\_CV.pdf  
 To view the required information for your Public CV, click [here](#)  
**OR**  
 To Upload your Syllabus File:  
 Syllabus file name should include: Course Number\_Faculty Last Name\_Semester\_Syllabus  
 Example: ENGL1101\_Daniel\_Spring2026\_Syllabus.pdf  
 Choose CV or Syllabus file to upload:  
 Choose File | No file chosen  
 Add/Update Information

For each course you are offering, a public CV and syllabus is required. Return to Step 1 above to upload additional files if needed.

- **Step 1** - Choose a semester and year from the dropdown list
- **Step 2** - Select a prefix and course number from the dropdown lists

**Upload Public CV and Syllabus Files**  
For each course you are offering, a public CV and syllabus is required.

**Step 1**  
Spring 2026

**Step 2**  
ENGL ENGL(HIST) 3100

- If the course is split level, crosslisted, or has a lab, select the appropriate button. For example, for the crosslisted course ENGL(HIST) 3100 you can select to upload a syllabus for ENGL(HIST) 3100 or ENGL 3100 or HIST 3100:

ENGL ENGL(HIST) 3100

Select a Course  
 ENGL(HIST) 3100  
 ENGL 3100  
 HIST 3100

**\*Optional\*** Enter a CRN and/or the days and times the course will be taught. If a faculty/instructor has more than one syllabus for a course, this information will help distinguish between the syllabi.

**Step 1**  
 Spring 2026

**Step 2**  
 ENGL ENGL(HIST) 3100

Select a Course  
 ENGL(HIST) 3100  
 ENGL 3100  
 HIST 3100

CRN (optional) Days and Times (optional)

**Step 3 - UPLOAD PUBLIC CV or SYLLABUS:**

- upload a **CV** by checking the box  
OR
- upload a syllabus (box must be unchecked).

***NOTE:** It is important that the box be checked (for CVs) or left unchecked (for Syllabi) so the files appear in the Bulletin correctly.*

**Upload Public CV and Syllabus Files**  
 For each course you are offering, a public CV and syllabus is required.

**Step 1**  
 Spring 2026

**Step 2**  
 AAEC AAEC(ENVM) 3910

Select a Course  
 AAEC(ENVM) 3910  
 AAEC 3910  
 ENVM 3910

CRN (optional) Days and Times (optional)

**Step 3 - Upload your Public CV or Syllabus file**  
 **Check this box to Upload Your Public CV File**  
 CV file name should include: Course Number\_Faculty Last Name\_CV  
 Example: ENGL1101\_Daniel\_ CV.pdf  
 To view the required information for your Public CV, click [here](#)

**OR**  
 To Upload your Syllabus File:  
 Syllabus file name should include: Course Number\_Faculty Last Name\_Semester\_Syllabus  
 Example: ENGL1101\_Daniel\_ Spring2026\_Syllabus.pdf

**Choose CV or Syllabus file to upload:**  
 Choose File No file chosen

- Click on the Choose File button to find the CV or syllabus file you would like to upload. (Please select only .wpd, .pdf, .doc, .docx, .rtf, .htm, or .html type file):

**Choose CV or Syllabus file to upload:**

Choose File No file chosen

Add/Update Information

**For each course you are offering, a public CV and syllabus is required. Return to Step 1 above to upload additional files if needed.**

Exit Syllabus System

- Double click on the file name or click the Open button, then click the Add/Update Information button. The CV or syllabus file will now appear under Existing Public CV and Syllabus Files(s):

**Existing Public CV and Syllabus File(s)**  
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910_Daniel_Spring2026_CV.pdf</a>	<a href="#">Delete</a>
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910_Daniel_Spring2026_Syllabus.pdf</a>	<a href="#">Delete</a>

- Repeat the steps above, including selecting the term and course, to upload a new file (CV or Syllabus)

## EDIT INFORMATION FOR CV/SYLLABUS:

- The CV/syllabus file cannot be edited in this system. To replace a CV/syllabus file with a new or revised file, click the Choose File button to upload the new file. Click the Add/Update Information button when you are done.
- To edit information for uploaded syllabi, click the course link in the left Edit column of the Existing Syllabus File table to change the days and times, CRN, or to replace the syllabus file. The fields to edit will appear below the list of existing files:

**Existing Public CV and Syllabus File(s)**  
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910 Daniel Spring2026 CV.pdf</a>	<a href="#">Delete</a>
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910 Daniel Spring2026 Syllabus.pdf</a>	<a href="#">Delete</a>

- To view your uploaded CV/syllabus file, you can click on the link to download:

**Existing Public CV and Syllabus File(s)**  
(If you click Edit, see fields below)

Edit	Course	Semester and Year	CV/Syllabus	Days and Times	CRN	Syllabus File	Edit
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	CV	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910 Daniel Spring2026 CV.pdf</a>	<a href="#">Delete</a>
<a href="#">AAEC(ENVM) 3910</a>	AAEC(ENVM) 3910	Spring 2026	Syllabus	Thursdays, 12:45 pm – 1:45 pm	21460	<a href="#">AAEC3910 Daniel Spring2026 Syllabus.pdf</a>	<a href="#">Delete</a>

- If you wish to delete your uploaded syllabus file, click the **delete button** in the right Edit column. Please note if you delete your syllabus file, it will no longer be accessible on the website. If you wish to add it back, you will need to re-upload the file with all necessary information again:

## UPLOAD ADDITIONAL CVs/SYLLABUS FOR SAME COURSE:

- To enter another CV/syllabus for the same course, choose the course from the dropdown list. It is optional to enter a CRN and/or the days and times the course will be taught. Click the Choose File button to add a new file.

## UPLOAD CV/SYLLABUS FOR ANOTHER COURSE:

- To enter a syllabus for a different course, select a prefix and course ID from the dropdown lists and follow the process outlined above.
- When you are finished entering all desired syllabi, click the Exit Syllabus System button at the bottom of the page:

Example: ENGE1101\_Daniel\_Spring2020\_Syllabus.pdf

**Choose CV or Syllabus file to upload:**

Choose File No file chosen

Add/Update Information

**For each course you are offering, a public CV and syllabus is required. Return to Step 1 above to upload additional files if needed.**

Exit Syllabus System