# FAR – Getting Started
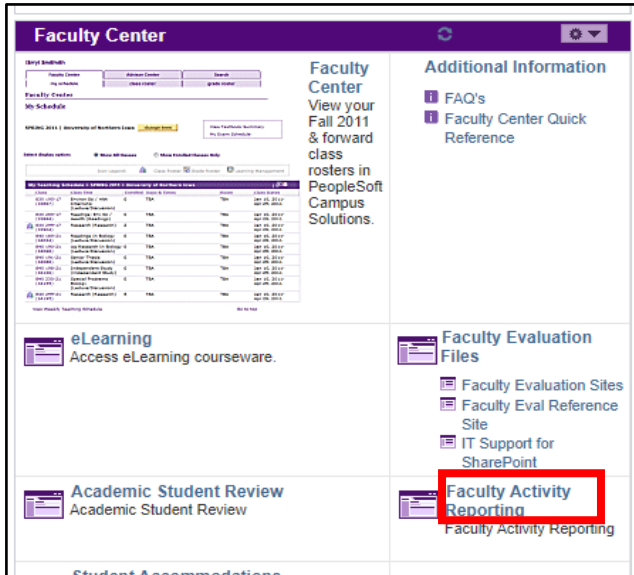
To access the university faculty activity reporting (FAR) system:
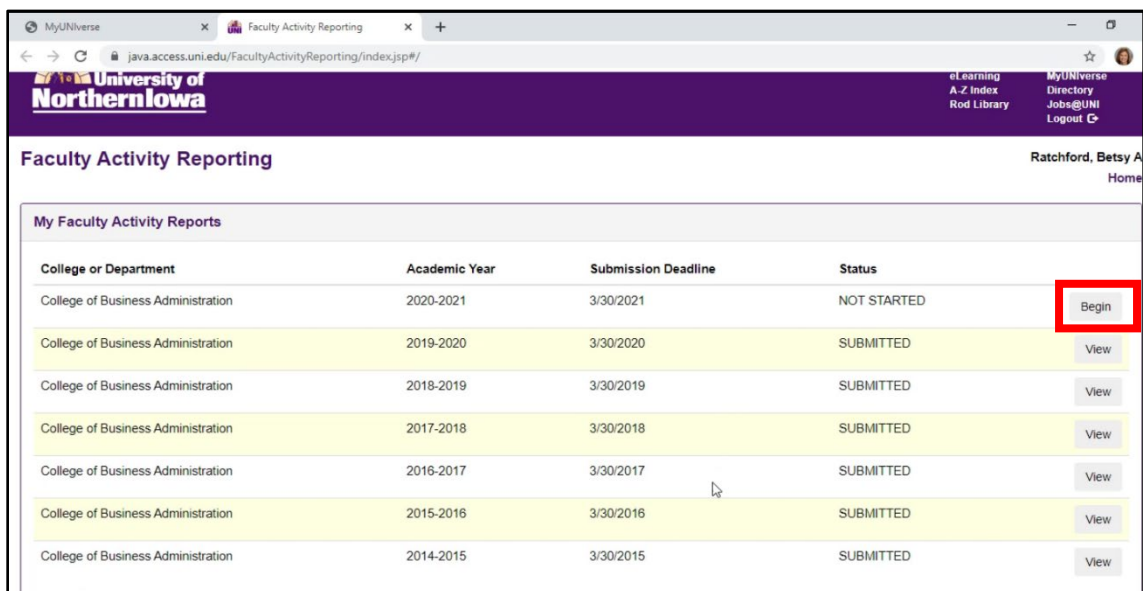
1. Login to myUNIverse (https://myuniverse.uni.edu)
2. In the **Faculty Center** section, click on **Faculty Activity Reporting**



3. Multi-factor authentication will be required to access the system

You will see a listing of several years of Faculty Activity Reports. Ignore the previous years. We are currently working to import contributions from the past.

4. Click **Begin**, for the 2020-2021 academic year



You are now ready to add contributions to your FAR.

If you have questions, please contact Mary Connerley or Betsy Ratchford.