Adding Documents and Certifying Packet

As soon as you have added the Candidate and the Packet is open, you can begin to add all necessary documents to the Packet in preparation for certifying the Packet for Department OPT Faculty review. Once the Candidate has certified the Packet at his/her level, you will review the packet for completeness and accuracy and then certify the Packet to move it to the Department OPT Faculty Review level.

**NOTE:** It’s important **NOT** to add bio-sketches or evaluation letters until the Candidate has made his/her waiver decision.

**Note:** To avoid any issues with pop-ups, please turn off the Pop-Up Blocker on the machine you are using. If you need assistance with this, please contact the UF Help Desk on 352-392-4357 or review the Fixing Potential Issues with Downloads and Pop-Ups in Browser instruction guide.

Email Notification

You will receive an e-mail notifying you that the Packet is ready for your review once the Candidate has uploaded the template and certified the Packet at his/her level.

```
From: Email from ERP Development ServersOn Behalf OfOPT-notifications@UFL.EDU
Sent: Tuesday, March 25, 2015 11:36:05 AM (UTC-05:00) Eastern Time (US & Canada)
To: ERP-DEVEL-SERVER-L@LISTS.UFL.EDU
Subject: OPT Notification

Gene Poole has certified a P&T packet for review.
```

Navigating

1. Login to my.ufl.edu using your GatorLink ID and password.
2. Navigate through **Nav Bar > Main Menu > Workforce Development > Faculty Events > Online Promotion and Tenure.**
3. Click the **OPT Department Admin** link.

Searching for Candidate

4. On the OPT Department Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
5. Click the **Search** button.
6. Select the desired Candidate row.
Adding Documents

7. On the Promotion & Tenure Cover Sheet tab, confirm whether the Candidate has indicated his/her waiver decision

**NOTE**: You cannot add bio-sketches or evaluation letters until the Candidate has made his/her waiver decision.

8. Click the **Packet** tab.

9. Click the **Category** dropdown field and choose the appropriate document category.

10. Click the **Subject** dropdown field and choose the appropriate subject for the document (if necessary).

11. Click the **Upload** button.

12. Browse for, select and open the desired document.

**NOTE**: All files must be .pdf format.

13. Click the **Upload** button again.

14. Click **OK**.

15. To officially add the document to the packet you must click the **Add Document** button.