ADDING DOCUMENTS TO SECTION 33

After you and your department administrator have reviewed and certified your packet, any new or corrected documents must be uploaded in Section 33 of the OPT system.

Section 33 documents tend to be:
- Corrected documents after packet certification
- New documents that were not originally included in your packet
- Additional documentation not originally considered for inclusion in your packet
- Request for documentation from department/college admins, Chairs or Deans, University Level or Academic Personnel Board

Documents can be added to Section 33 any time; however, the best practice is to make your packet as complete and accurate as possible prior to certifying.

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.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure

Click the Promotion & Tenure Packet link, then click the Upload/View Documents for Current Review link.

ADDING DOCUMENTS TO SECTION 33

1. Click the Packet tab (if not already on that tab).
2. Click the Category dropdown field and choose Further Information.
   NOTE: Once your packet has been certified by your department admin, the only option available in the Category field will be Further Information.
3. Click the Subject dropdown field and choose the type of document you wish to add.
4. Add any desired comments into the Comments field.

5. Click the Update Type dropdown field and choose the appropriate option.

   **NOTE:** The update type options will be Correction to a previous document or New document.

6. Click the Upload button.

7. Click the Browse button and select the document you wish to upload.

   **NOTE:** All documents must be in .pdf format.

8. Click the Upload button.

9. Click OK to the alert message.

Any additions to Section 33 by others will trigger an email notification to you. If documents are being added by someone other than yourself, you will need to follow the directions in the notification email and accept or reject the additions.
Example of the email message is shown below.

```
From: Email from ERP Development Servers On Behalf Of OPT-notifications@ufl.edu
Sent: Wednesday, March 25, 2015 11:47:28 AM (UTC-05:00) Eastern Time (US & Canada)
To: ERP-DEV-SERVER-1@LISTS.UFL.EDU
Subject: OPT Notification

PLEASE DO NOT REPLY TO THIS EMAIL>

Information has been added to your P&T packet in Section 33. Please either accept or reject this addition by logging into my.ufl.edu and using Menu navigation My Self Service > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Upload/View Documents for Current Review.

NOTE: If you take no action, the materials will be automatically added to your file after 5 days.

Contact Departmental OPT Administrator with questions. Contact information for Departmental OPT Administrators is listed at http://www.gaufl.edu/tenure/
```

There may be times when your Department OPT Administrator or College OPT Administrator will need to add documents to your Packet after certification has occurred. You must approve or reject any additions made to Section 33 by someone other than you.

**APPROVING ADDITIONS TO SECTION 33 BY SOMEONE ELSE**

1. Login to myUFL and navigate through Nav Bar > Main Menu > My Self Service > UF Faculty Promotion & Tenure > Promotion & Tenure Packet > Upload/View Documents for Current Review.
2. Scroll, if needed, to the Review Documents section.
3. **Find** the document(s) that has/have been added by someone else.
4. Click the **View** button to view the document(s) prior to approving or rejecting the addition(s).
5. Click the **Approve** or **Reject** buttons to approve or reject the addition(s).

**NOTE:** If you do not accept or reject the additions, they will automatically be accepted after five days.