Candidate Approval of Additions to Section 33

This instruction guide will cover how you will respond to additions made by someone other than yourself to Section 33 of your Packet.

**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.

### Navigating
1. Login to my.ufl.edu using your GatorLink ID and password.
2. Navigate through **Main Menu > My Self Service > UF Faculty Promotion & Tenure > Promotion & Tenure Packet** link.
3. Click the **Upload/View Documents for Current Review** link.

![Current Review](image)

#### Approving Additions
4. **Scroll down**, if needed.
5. You must approve any accepted additions made to Section 33 by clicking the **Approve** button or by taking no action (after 5 days the additions will be automatically accepted) for those additions to officially remain as part of your Packet.

<table>
<thead>
<tr>
<th>Further Information</th>
<th>27 - Honors</th>
<th>Teacher of Year omitted in pkt</th>
<th>?</th>
<th>View</th>
<th>Approve</th>
<th>Reject</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>33 - Further Information</td>
<td>Section 11 &amp; 12 corrections</td>
<td>?</td>
<td>View</td>
<td>Approve</td>
<td>Reject</td>
<td>Correction</td>
</tr>
</tbody>
</table>

#### Rejecting Additions
If you decide not to approve an addition, you must reject it.

6. Click the **Reject** button.
**NOTE**: Once you reject an addition it will disappear from your Packet.

7. Click the **OK** to the e-mail alert message.

**NOTE**: An e-mail message will be sent to the one who added the document notifying them you have rejected it.