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.

NAVIGATION
Login into myUFL and navigate to:

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

Click the Upload/View Documents for Current Review link.

APPROVING ADDITIONS
1. Scroll Down, if needed.
2. 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.

REJECTING ADDITIONS
If you decide not to approve an addition, you must reject it.

3. Click the Reject button.

NOTE: Once you reject an addition it will disappear from your Packet.
4. 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.