Instruction Guide

Viewing the Dean/Director Endorsement

After the Dean/Director (or Designee) has uploaded the final recommendation letter and made his/her endorsement, the status of the Packet is now at Univ. Admin Review indicating the Packet is at the University level.

At this point you can view the endorsement the Dean/Director has given this Candidate.

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 > Workforce Development > Faculty Events > Online Promotion and Tenure
3. Click the OPT College Admin link.

Searching for Candidate
4. On the OPT College Admin screen, enter the appropriate search criteria to bring up the desired Candidate.
5. Click the Search button.
6. Select the desired Candidate row.  
   **NOTE:** If only one candidate meets the search criteria, his or her packet will automatically open.

**Viewing Dean/Director Endorsement**
7. **Scroll** to the bottom of the page, if needed.
8. View the Dean/Director endorsement and date in the **Signatures and Endorsement Statement** section

<table>
<thead>
<tr>
<th>Department Chair/Director</th>
<th>Holly Wood</th>
<th>I do endorse candidate</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Director</td>
<td>Earl E. Rizer</td>
<td>I do endorse candidate</td>
<td>Date</td>
</tr>
</tbody>
</table>

The Packet is now at the University Level awaiting the Univ. Admin review. You and Deans/Directors will continue to be able to view the Packet and possibly will be able to make edits as needed.