

## ADDING A CANDIDATE AND OPENING THE PACKET

The first step in the OPT process is to indicate the appropriate candidate within the OPT system. The candidate's packet will immediately be opened after he or she is added making access to the faculty template possible.

The candidate cannot access his or her template or add any documents to his or her packet until the above step is completed.

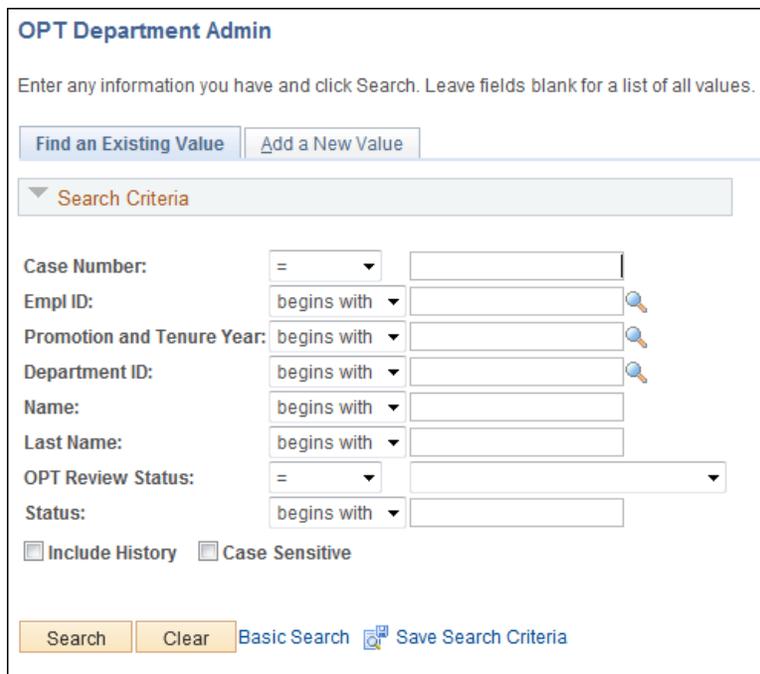
You will receive the names of the appropriate candidates from your department chair/director.

**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 > Human Resources > Workforce Development > Faculty Events > Online Promotion and Tenure > OPT Department Admin.**



**OPT Department Admin**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Case Number: = [ ]

Empl ID: begins with [ ]

Promotion and Tenure Year: begins with [ ]

Department ID: begins with [ ]

Name: begins with [ ]

Last Name: begins with [ ]

OPT Review Status: = [ ]

Status: begins with [ ]

Include History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

## ADDING A CANDIDATE

1. Click the **Add a New Value** tab.

**OPT Department Admin**

Enter any information you have and click Search. Leave fi

Find an Existing Value **Add a New Value**

Search Criteria

2. Enter the candidate's UFID in the **Empl ID** field and click the **Add** button.

**OPT Department Admin**

Find an Existing Value Add a New Value

Empl ID: 85200000

Promotion and Tenure Year: 2014-2015

**Add**

3. Click the **Save** button.

Signatures and Endorsement

Department Chair/Director

Dean/Director

**Save**

**OPENING THE PACKET**

At this point the candidate's packet in the OPT system is open and the status of the packet is at the first level of **Open for Packet Submission**.

Promotion & Tenure Cover Sheet Dept Review Packet Event Log

Candidate Poole\_Gene Empl ID 85200000 Promotion and Tenure Year 2014-2015

Review Status **Open for Packet Submission** Case Number 999999

\*Department 13030000 COTA-MUSIC Print Cover Sheet

## PACKET REVIEW STATUS

There are several levels through which the packet will travel before transferring to the college level.

The **Open for Packet Submission** level allows the candidate to download the faculty template and add needed documents.

This status level also allows you to add documents to the packet as well.

<b>Department Process</b>	
	<b>Open for Packet Submission</b>
	<b>Department Admin Review</b>
	<b>Department Faculty Review</b>
	<b>Department Chair/Director Review</b>
	<b>Candidate Response to Dept. Chair/Director</b>
	<b>Department Chair/Director Assessment</b>