

## MANAGING OPT HONORS

### NAVIGATION

Login into myUFL and navigate to:

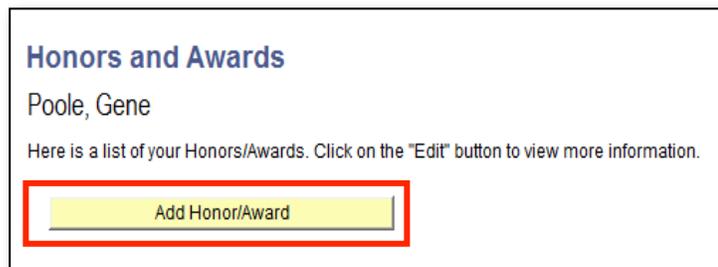
**Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure**

Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading. Then click the **Honors** link.

### ADDING HONORS

You may select an honor/award from the pre-determined list of some available national and international awards. In the event the correct honor/award is not listed, you may type it in manually.

1. Click the **Add Honor/Award** button.



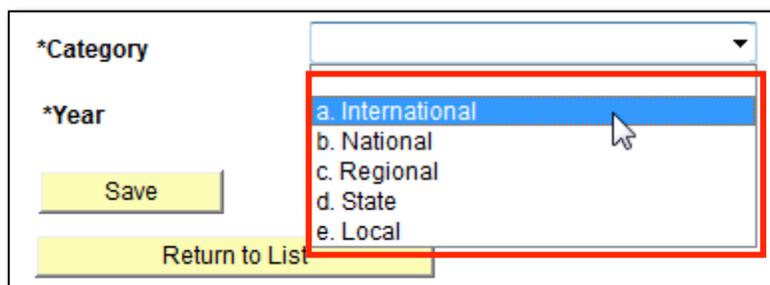
2. Confirm "Select from pre-defined" appears in the Entry Type drop down field.
3. Search for the appropriate honor by entering relevant key words into the Search by Name textbox. **NOTE:** Using the Search by Name field is the fastest and most direct method of locating the appropriate honor; however the listing will be incomplete as it contains only some of the potentially available national and international awards.
4. Click the Search button.
5. Select the relevant honor/award from the search results list



Governing Body/Association	Honor/Award Name (Click to select)
American Chemical Society	ACS Award for Achievement in Research for the Teaching and Learning of Chemistry
American Chemical Society	ACS Award for Affordable Green Chemistry
American Chemical Society	ACS Award for Computers in Chemical and Pharmaceutical Research
American Chemical Society	ACS Award for Creative Advances in Environmental Science and Technology
American Chemical Society	ACS Award for Creative Invention
American Chemical Society	ACS Award for Creative Research and Applications of Iodine Chemistry
American Chemical Society	ACS Award for Creative Work in Fluorine Chemistry
American Chemical Society	ACS Award for Creative Work in Synthetic Organic Chemistry

Alternatively, you can search for some awards by Discipline or Governing Body/Association although these search methods tend to deliver a broader search results list.

6. Select the appropriate category of honor/award from the Category drop down field.



The honor/award will either be International, National, Regional, State or Local. Use the Local category if your honor/award is not affiliated with any of the other categories. For example, any University of Florida award will be a “Local” award.

7. Input the 4-digit year for which the honor/award was designated into the Year field.
8. Click Save button

In the event the appropriate honor/award is not listed in the pre-determined list, you may input the honor/award information manually.

1. Choose “Type My Own” from Entry Type drop down list.



2. Type in the appropriate Governing Body/Association into the Governing Body/Association field.
3. Type in the name of the honor/award into the Honor/Award field.

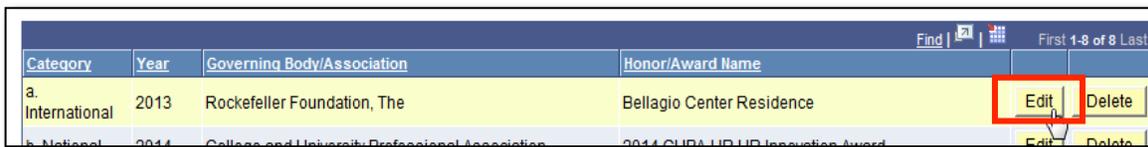
Select the category of the honor/award from the Category drop down field.

4. Input the 4-digit year for which the honor/award was designated into the Year field.
5. Click Save button

## EDITING HONORS

In the event you need to change something about an honor/award, you can edit it.

1. From the Honors and Awards page, click the Edit button of honor/award you wish to edit.



Category	Year	Governing Body/Association	Honor/Award Name		
a. International	2013	Rockefeller Foundation, The	Bellagio Center Residence	Edit	Delete
b. National	2014	College and University Professional Association	2014 CUPA-UP/UP Innovation Award	Edit	Delete

2. From the Change Honor/Award page, make any necessary changes.
3. Click Save again.

## VIEWING ALL HONORS IN SECTION 28 OF PACKET

If you wish you can view how the list of honors/awards will appear within your packet.

1. From the Honors and Awards page, click View Honors/Award button.



**Honors and Awards**  
Poole, Gene

Here is a list of your Honors/Awards. Click on the "Edit" button to view more information.

[Add Honor/Award](#) [View Honors/Awards](#) [Help/Instruction Guide](#)

2. Confirm data is accurate. You may print or save that document as desired.
3. Close the window to return to the Honor and Awards page.

## 28. HONORS

List those honors, awards and prizes received as part of your professional career. Write “None” under all subheadings where you have nothing to report. **NOTE: If you have entered your honors and awards in this OPT self-service module, they will auto-populate in this section.**

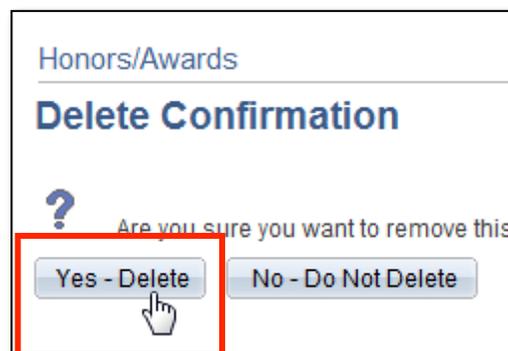
- a. International
- b. National
- c. Regional
- d. State
- e. Local

### DELETING HONORS

1. From the Honors and Awards page, click the Delete button associated with the honor/award you wish to delete.

b. National	2014	College and University Professional Association	2014 CUPA-HR HR Innovation Award	Edit	Delete
b. National	2014	Law and Society Association	J. Willard Hurst Prize for Legal History	Edit	Delete

2. Confirm the deletion by clicking the Yes-Delete button.



3. Review the list of honors/award to confirm it has been deleted from the Honor and Award page.