

Instructions for Submission of Annual Report on Faculty Accomplishments

1. Use the Run Reports button on the side menu bar to generate your report.

Run Reports Run Report

1 **Report**
Annual Report on Faculty Accomplishments
[Download this report's template](#)

2 **Date Range**
Start Date: Jan 01 2015
End Date: Dec 31 2015

3 **File Format**
File Format: Microsoft Word (.doc)
Changes made to the Microsoft Word document **will not** be reflected in the system.
Page Size: Letter

2. Save your report as a Word document and edit as needed to create the final version of your report.
3. Click the Workflow button on the side menu bar.
4. Select Annual Report on Faculty Accomplishments from the drop down menu and click Continue.

Workflow Main Menu

Submit to a Workflow

2015 Annual Report on Faculty Accomplish... Continue

Review Submissions

[My Submissions](#)

5. Attach your Annual Report by clicking in the box or dragging the file to upload.

Manage Activities

Run Reports

Workflow

Help

Workflow

Submitting: 2015 Annual Report on Faculty Accomplis

Attach files.

Click here or drag files here to upload.

Provide comments.

SUBMIT CANCEL

6. Provide any relevant comments to your chair by typing in the text box. (Optional).
7. Click the submit button. You will be prompted to make sure you want to submit the report. If you are sure you are ready to submit the report select OK. **Once the report has been submitted, this action cannot be undone.**
8. You will receive a "Submission Successful" message after submission. (You can view the report by clicking on My Submissions).