Committee Training Manual
Electronic Awards System – RIA

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If you have any questions, please contact FacultyExcellence@ucf.edu or 407-823-1113.

Please visit our website at www.facultyexcellence.ucf.edu.
PART I. Committee Chairs Only

IMPORTANT: Before beginning the review, ensure that your browser’s pop-up blocker is disabled.

1. Navigate to my.ucf.edu. Select “Sign On”.

2. Sign on using your NID and password.
3. **Click on the “Work Center” tab.**

4. **Click on “Faculty eAwards Home Page.”**
5. **Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.**

   ![UCF Work Center](image1)

   **Click here to maximize your workspace.**

   **TIP:** You may toggle the double arrows at any time to maximize your workspace or to access the “UCF Work Center” task panel.

6. **Select “My Worklist”.**

   ![Electronic Faculty Awards Home Page](image2)

   **My Worklist**

   Work the items that have been routed to you.

   **View-Only Access to eAwards**

   Use this link for a read-only view of awards. Applicants will be notified in writing of the outcome. Committee members will only have access to awards during the specified review windows on the schedule.
7. After selecting “My Worklist”, a screen similar to the following will display. Click on the candidate’s name to open the application.

8. Use the tabs at the top of the page to navigate through the application.

Use the “Applicant Info” and “Committee” tabs to navigate through the application.

This button takes the user to the application attachments.

Do NOT use this button.
9. To view the attachments, select the “View” button for each application file.

10. After the committee reviews and votes on the application, navigate to the “Committee” tab to complete the review.
11. Select the recommendation from the dropdown menu.

Use the dropdown menu to select the recommendation.

12. Enter the summary of the application strengths in the interactive box.

Enter the summary in the interactive box.

Complete this box when the vote is not favorable. Otherwise, enter “N/A.”
13. To submit the committee’s recommendation, scroll down to the buttons at the bottom of the page.

**BUTTONS ARE AT THE BOTTOM OF THE PAGE**

“Reviewed” forwards the application to the next step – only use if vote is favorable.

Select the “Deny” button only if the vote is not favorable.

“Hold/Save” saves the application, but does not forward it to the next step.

“Recycle to Applicant” will recycle the application back to the applicant in case of an error that must be fixed.
Part II. Committee Members

1. Navigate to my.ucf.edu. Select “Sign On”.

2. Sign on using your NID and password.
3. **Click on the “Work Center” tab.**

4. **Click on “Faculty eAwards Home Page.”**
5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.

6. Click on “View-Only Access to eAwards.”

Click here to maximize your workspace.

**TIP:** You may toggle the double arrows at any time to maximize your workspace or to access the “UCF Work Center” task panel.
7. **Click on “Search” to bring up all applications in your college.**

Click “Search” to bring up all the applications.

Click any of the headings to sort the applications (by first name, last name, etc.).

Click anywhere on an individual’s line to open the application.
8. Use the tabs at the top of the page to navigate through the dossier.

Use the “Applicant Info” and “Committee” tabs to navigate through the dossier.

This button takes the user to the application attachments.

9. Scroll down on the “Applicant Info” page to view the text boxes.
10. To view the attachments, select the “View” button for each application file.

Click the “View” buttons to review the application files.

Click here to return to the list of applications.

Use these buttons to navigate to the previous/next application item within the application.