Committee Training Manual

Electronic Awards System – TIP

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Part I. Committee Members (Excluding Committee Chair)

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

![myUCF Login Image]

- Click here to enter the myUCF portal.
- For assistance, refer to myUCF Need Help section on the right side of the screen.

![myUCF Mobile Image]

- myUCF mobile has a new look! Check it from your mobile device at [https://m.my.ucf.edu](https://m.my.ucf.edu). You’re able to:
  - View your grades
  - View class schedule
  - View financial aid information
  - View your housing agreement
  - View your holds and to-do list
  - View your account

Additional self-service options will become available in 2015. Stay tuned...

![Important Announcements Image]

- Spring Term 2015:
  - January 17: Spring Classes Begin
  - January 18: Spring Drop/Swap Deadline on myUCF
  - January 19: Martin Luther King Jr. Day (no classes)
  - March 9 - March 14: Spring Break (no classes)
  - March 24: Spring Withdrawal Deadline
  - April 28: Study Day (no classes)
  - April 29 - May 5: Spring Final Exam Period
  - May 7 - 9: Spring Commencement

2. Sign on using your NID and password.

![UCF Federated Identity Image]

- Enter your NID and Password.
- Click “Sign on”.

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy

![UCF Federated Identity Image]

- my.ucf.edu
- You have asked to login to my.ucf.edu
- What is my NID?
- NID Password Reset
- Trouble Signing On?
3. Click on the “Work Center” tab.

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

   ![UCF Work Center](image)

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

   ![Electronic Faculty Awards Home Page](image)
7. Click on “Search” to bring up all applications in your college.

Click “Search” to bring up all 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.
PART II. Committee Chair Only

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.

   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.”
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.
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.

To view the attachments, select the “View” button for each file.

Select the “Committee” tab.
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.
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.