Committee Training Manual
Electronic Awards System – SoTL

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

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 this page.

   **myUCF Quick Links**
   - Class Search
   - Knights Email
   - Browse Course Catalog
   - Webcoursese@UCF

   **Important Announcements**
   - Spring Term 2019:
     - January 12: Spring Classes Begin
     - January 15: Spring Drop/Swap Deadline on myUCF
     - January 16: Fall Add Dendline 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 26: Study Day (no classes)
     - April 29 – May 5: Spring Final Exam Period
     - May 7 - 9: Spring Commencement

   **myUCF Visitor**
   - Visit UCF
   - Campus Map
   - Parking
   - Technology Product Center

   **myUCF Mobile**
   - myUCF mobile has a new look! Check it from your mobile device at [https://m.my.ucf.edu](https://m.my.ucf.edu).

   - View your grades
   - View class schedule
   - View financial aid information
   - View your housing agreement
   - View your notes and to-do list
   - View your account

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

2. **Sign on using your NID and password.**

   ![UCF Federated Identity](image)

   - NID
   - Password
   - Sign on

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

Click here to maximize your workspace.

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

Electronic Faculty Awards Home Page

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. **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.

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.
PART II. Committee Chairs 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 to maximize your workspace.**

   ![Click here to maximize your workspace.](image)

6. **Select “My Worklist”.**

   ![Electronic Faculty Awards Home Page](image)
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.
9. To view the attachments, select the “View” button for each application file.

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

10. After the committee reviews and votes on the application, navigate to the “Committee” tab to complete the review.

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.

Complete this box when the vote is not favorable. Otherwise, enter “N/A.”
13. To submit the committee's recommendation, scroll 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” - Not applicable for SoTL.