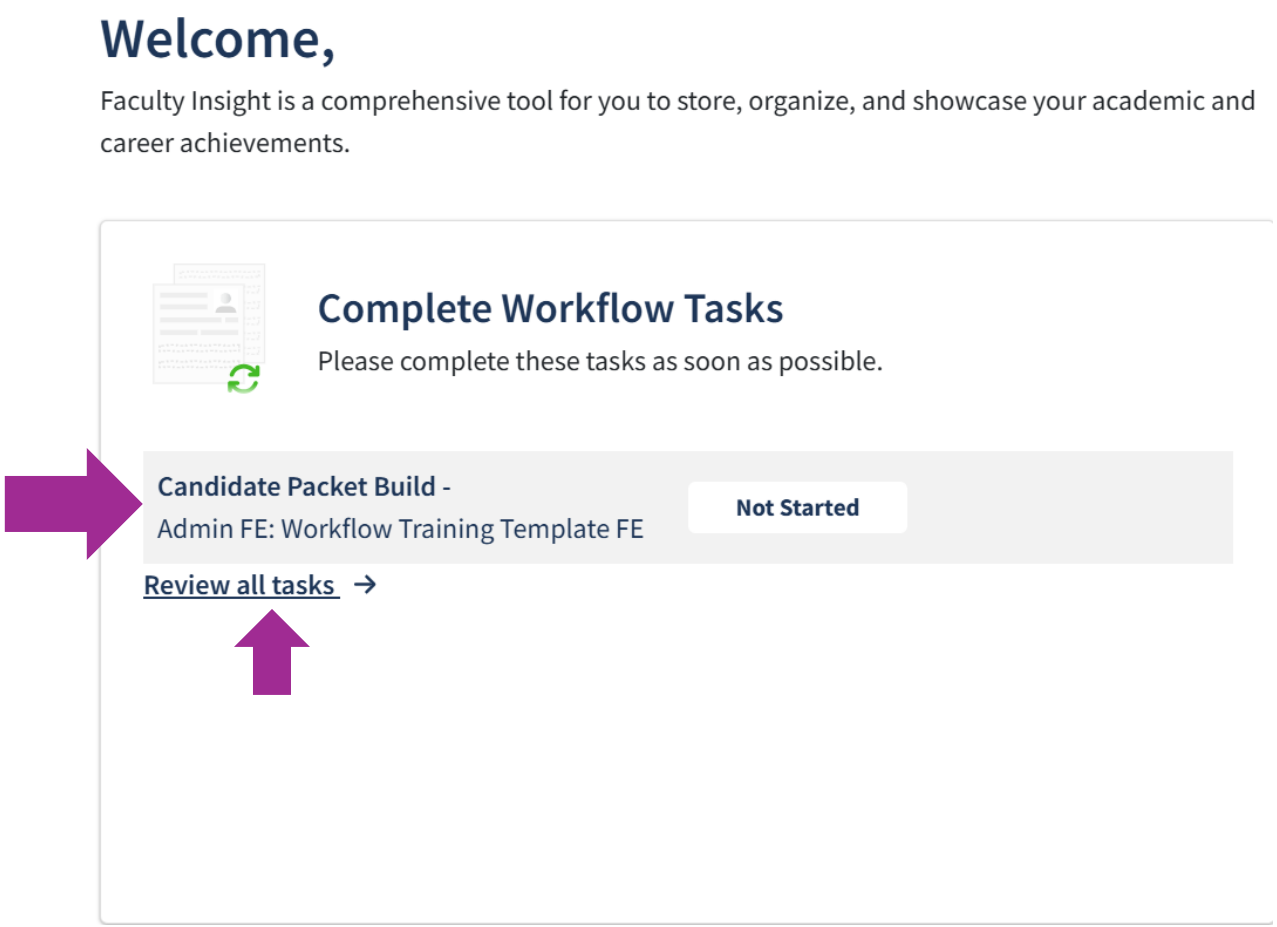
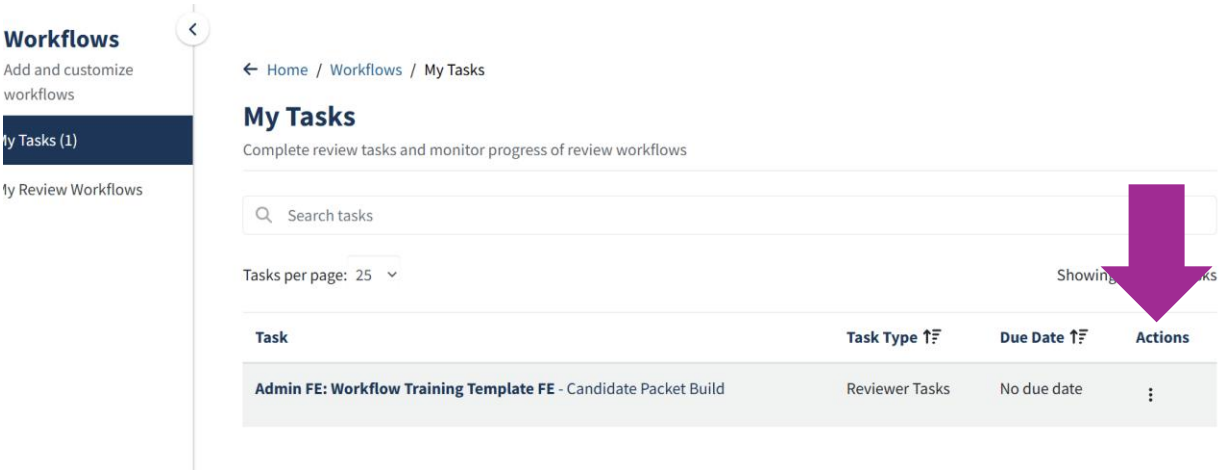
Faculty Insight - Workflow Submission Guide

This guide outlines how to access and complete assigned workflow tasks in Faculty Insight.

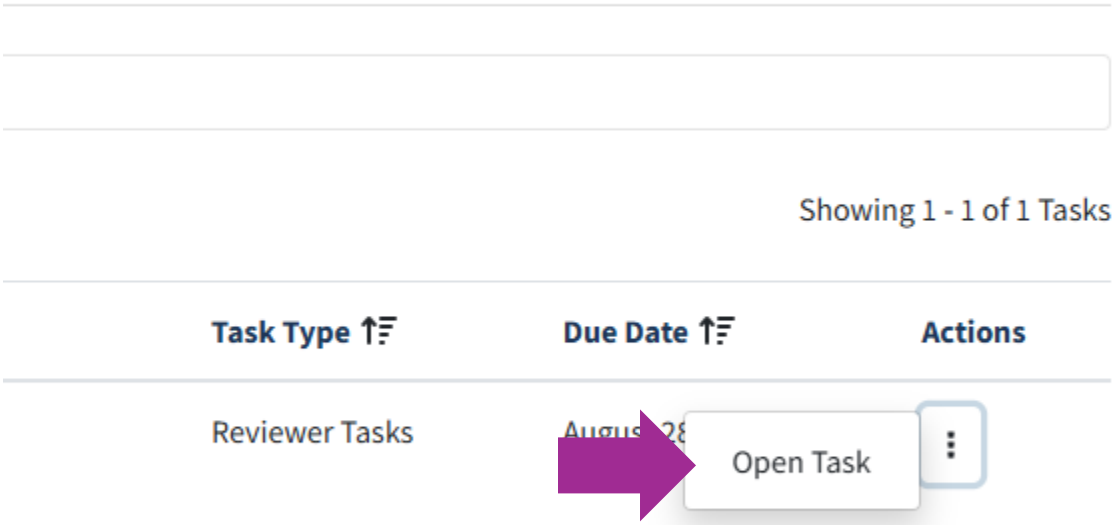
Step 1: Click the link for the workflow task you need to complete.



Note: If you have multiple tasks, select **Review all tasks** to view your full list.



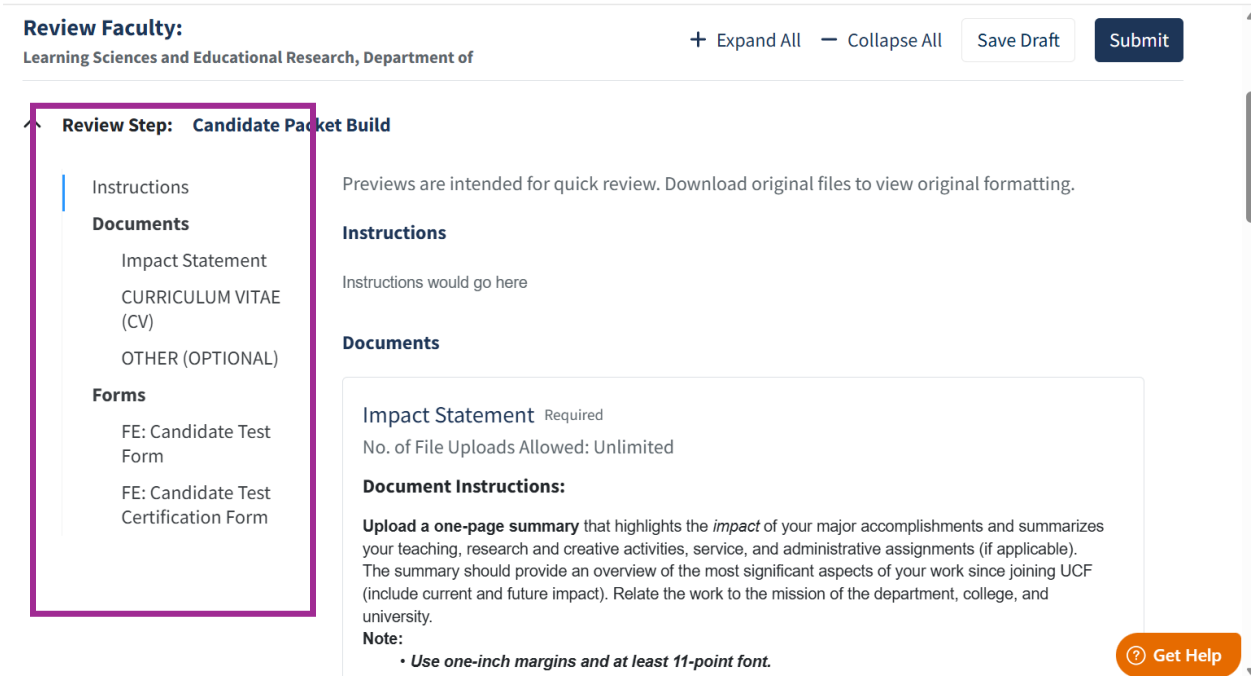
In the **My Tasks** list, click the three dots under the Action Column to open the task.



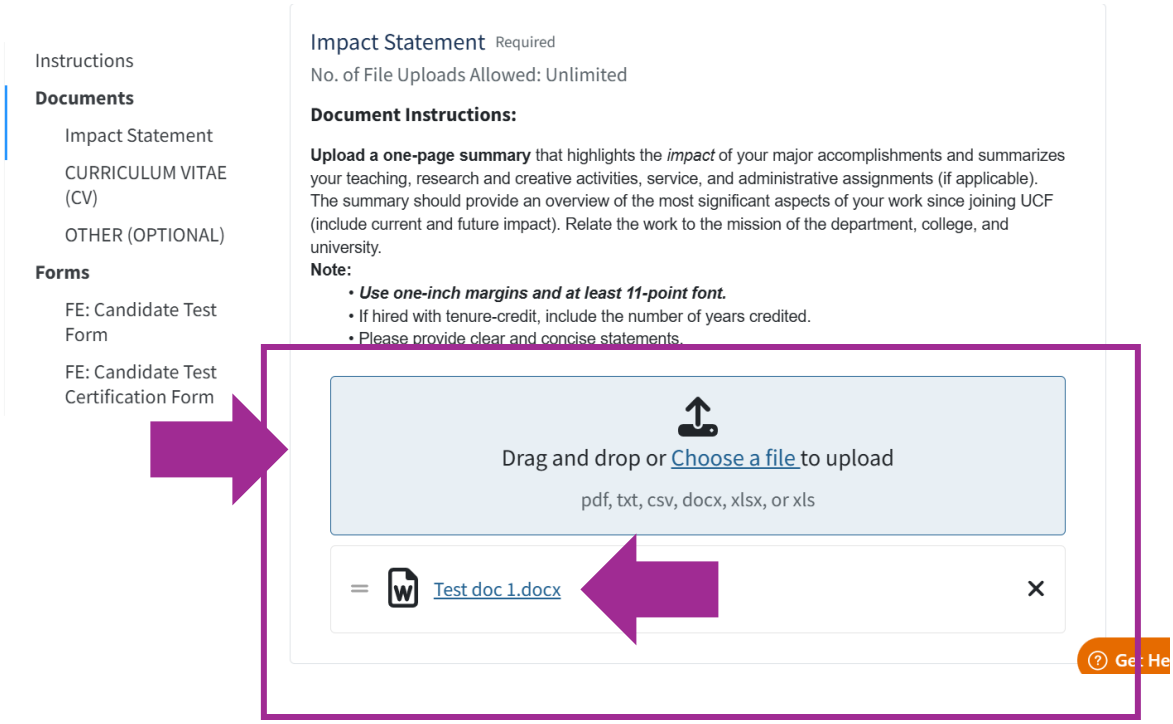
Then click “Open Review” to access the review item. Note: Clicking the task link on your home page takes you directly to the assigned workflow task.



Step 2: Review all required materials, forms, and uploads for your task.



Note: Make sure you upload the correct file type for each requirement.

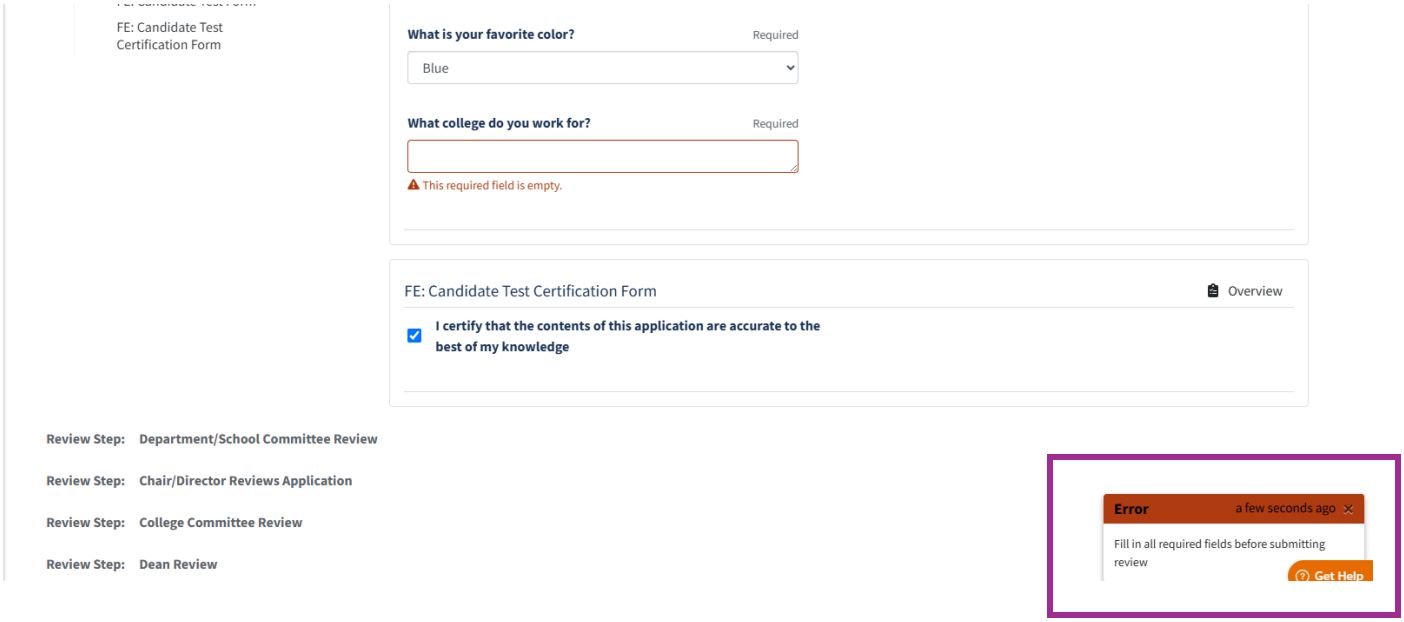


Note: Uploaded files will appear as links in the designated sections.

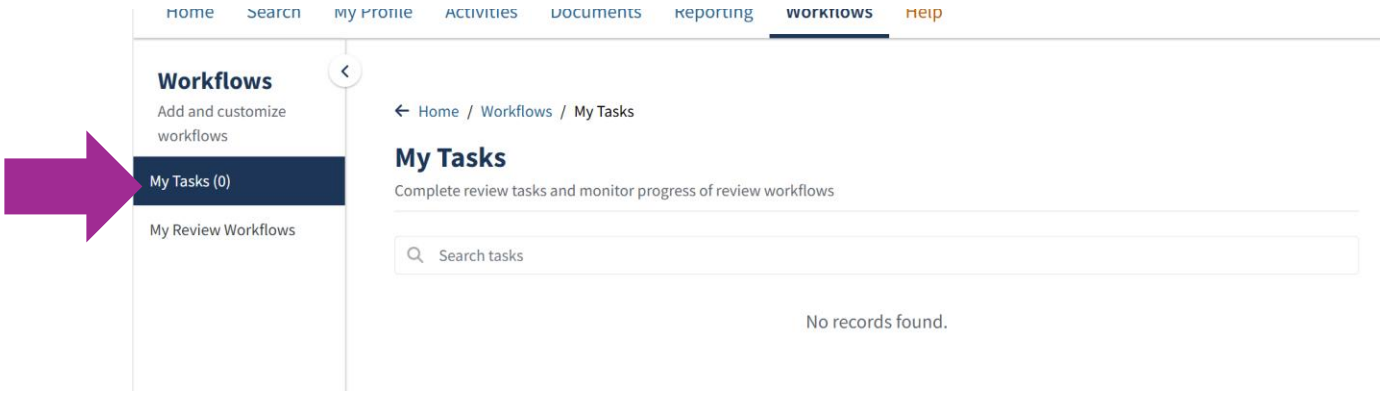
Step 3: Once all required items are completed, click **Submit** in the top right. Submission is only available after all requirements are met



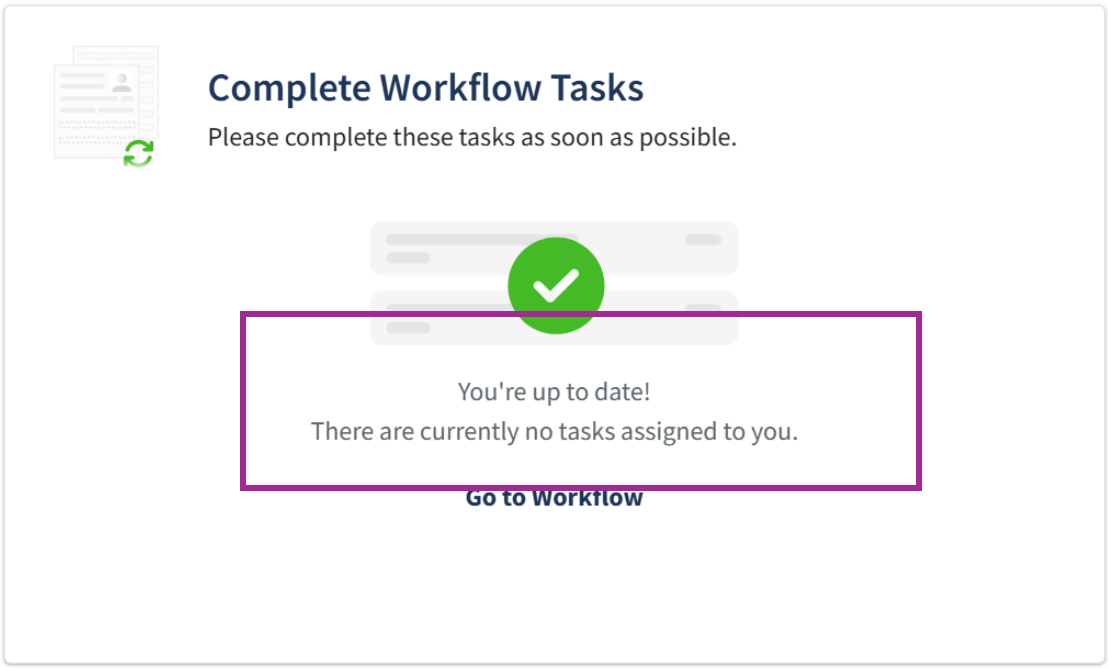
Note: An error message will appear if any requirements are incomplete, and submission will not be allowed.

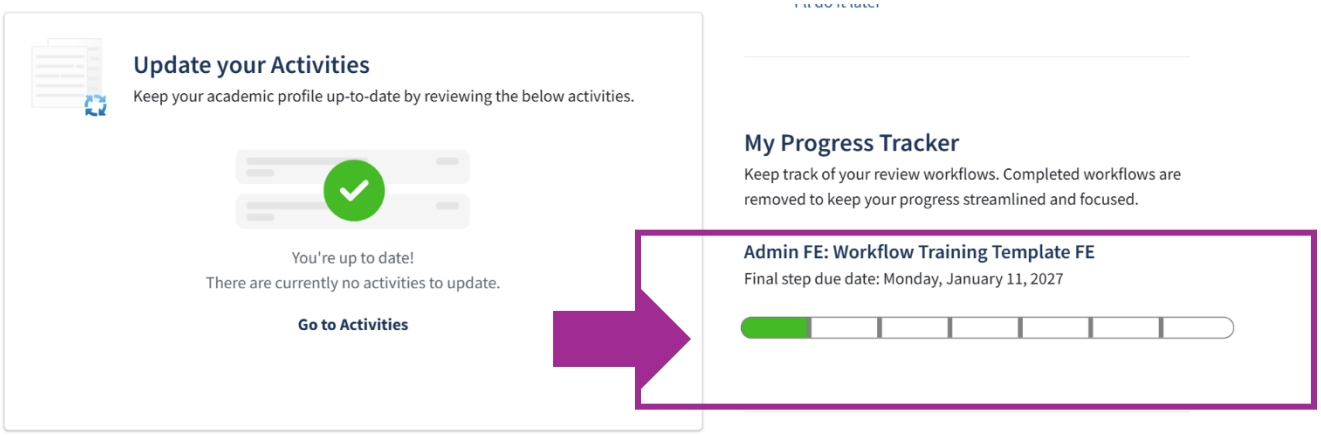


Note: After submission, your **My Tasks** page will appear empty.

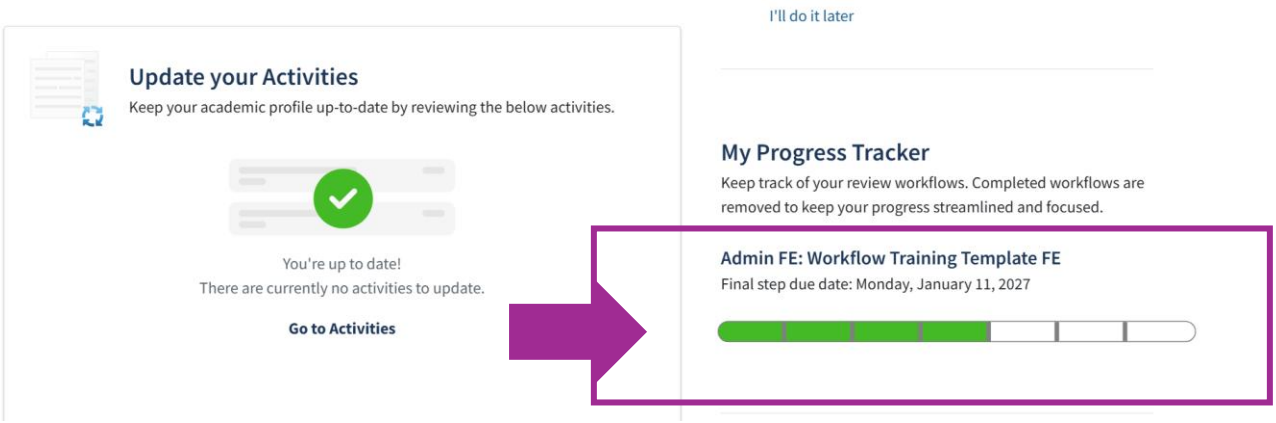


Step 4: Return to your homepage to confirm your status. The **Complete Workflow Tasks** section will indicate that ***you are up to date.*** You can also view your Progress Tracker to monitor completed (green) and pending steps

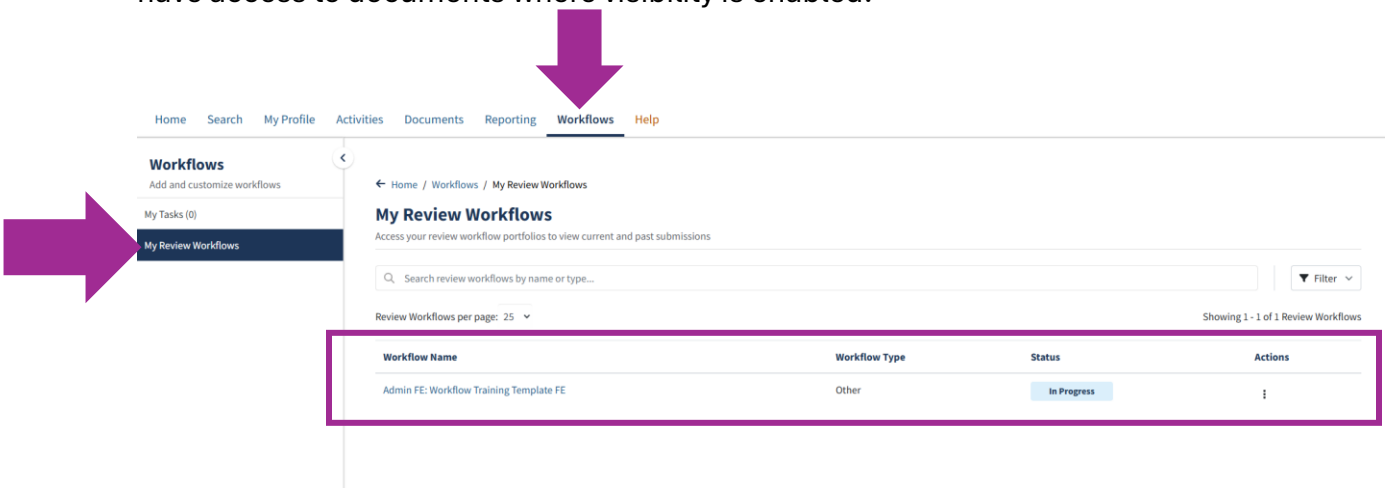


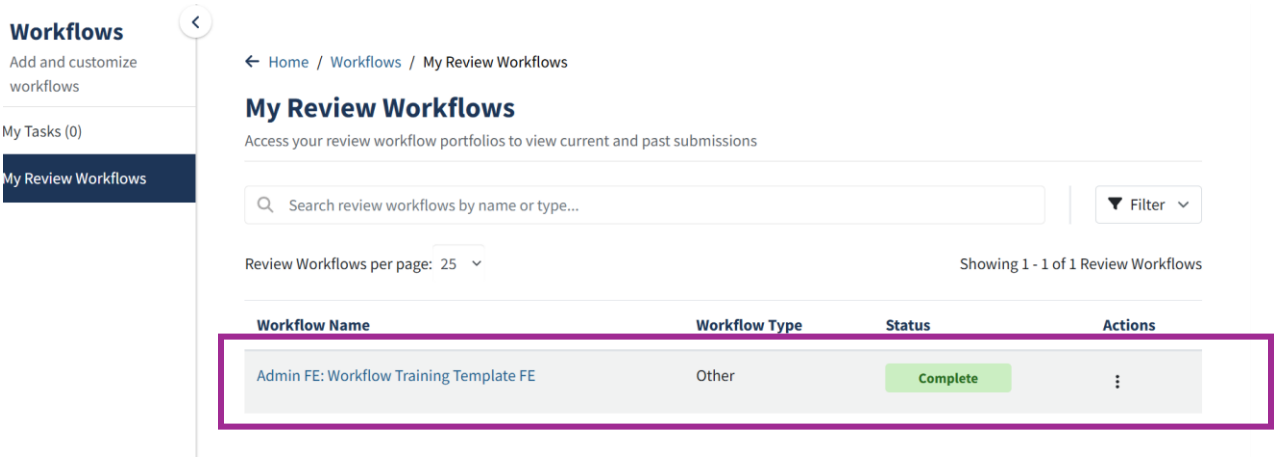


As review authors complete their steps in the workflow, the progress tracker will update accordingly.



Step 5: To view workflow status, navigate to **Workflows** in the top menu and select **My Review Workflows**. Status will display as *In Progress* or *Complete*. You will continue to have access to documents where visibility is enabled.





Note: Even after the workflow is complete, you will retain access to any documents, materials, or forms from steps where candidate visibility was enabled.

This Completes the

Faculty Submission Process.