



**Office of
Faculty Excellence**

Applicant Training Manual Electronic Awards System - SoTL

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

Please visit our website at www.facultyexcellence.ucf.edu.

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

1. Navigate to my.ucf.edu. Select "Sign On".

The screenshot shows the my.ucf.edu homepage. At the top, there is a navigation bar with the UCF logo, a search bar, and a 'UCF SIGN IN' button. Below the navigation bar, the page is divided into several sections. The 'myUCF Login' section is highlighted with a red circle around the 'Sign On' button. The 'myUCF Mobile' section provides information about the mobile app. The 'myUCF Need Help?' section lists various support options. The 'myUCF Quick Links' section includes links for Class Search, Knights Email, Browse Course Catalog, and Webcourses@UCF. The 'myUCF Visitor' section includes links for Visit UCF, Campus Map, Campus Directory, Parking, and Technology Product Center. The 'Important Announcements' section lists dates for the Spring Term 2015. The 'myUCF Additional Resources' section includes links for Academic Calendar, Admissions, Exam Schedule, Financial Aid, Housing, Human Resources, and Information Security.

2. Sign on using your NID and password.

The screenshot shows the UCF Federated Identity login page. At the top, there is a navigation bar with the UCF logo, a search bar, and a 'UCF SIGN IN' button. Below the navigation bar, the page is divided into several sections. The 'UCF Federated Identity' section is highlighted with a red circle around the login form. The login form includes fields for NID and Password, and a 'Sign on' button. Below the login form, there is a link to 'What is my NID?' and a link to 'NID Password Reset'. The 'my.ucf.edu' section provides information about the login process. The 'UCF Stands For Opportunity' logo is visible at the bottom.

3. Click on the “Work Center” tab.

UNIVERSITY OF CENTRAL FLORIDA

UCF Search UCF

Home Page | Student Message Center | Online Course Tools | Dashboards | Informational Resources | **Work Center** | Home | Content | Layout | Help | Feedback | Sign out

myUCF Menu

- ▷ Academic Resources
- ▷ Staff Applications
- ▷ Student Self Service
- ▷ Employee Self Service
- ▷ Manager Self Service
- ▷ Faculty/Advisor Self Service
- ▷ Reporting Tools
- ▷ CS&T Custom
- Knights Access Login
- Change my NID Password
- Update my Challenge Questions
- Knights Email
- UCF Home Page
- UCF COM Home Page

Featured Topics

There are no featured topics to display at this time.

Mobile Version

Would you like to try our new mobile site? 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

Access <https://m.my.ucf.edu> from your mobile device!

Degree Audit

- Graduate Plan of Study**
Provides a current status report of Graduate program requirements towards graduation
- Degree Audit**
Interactive progress toward Undergraduate degree program completion

4. Click on “Faculty eAwards Home Page.”

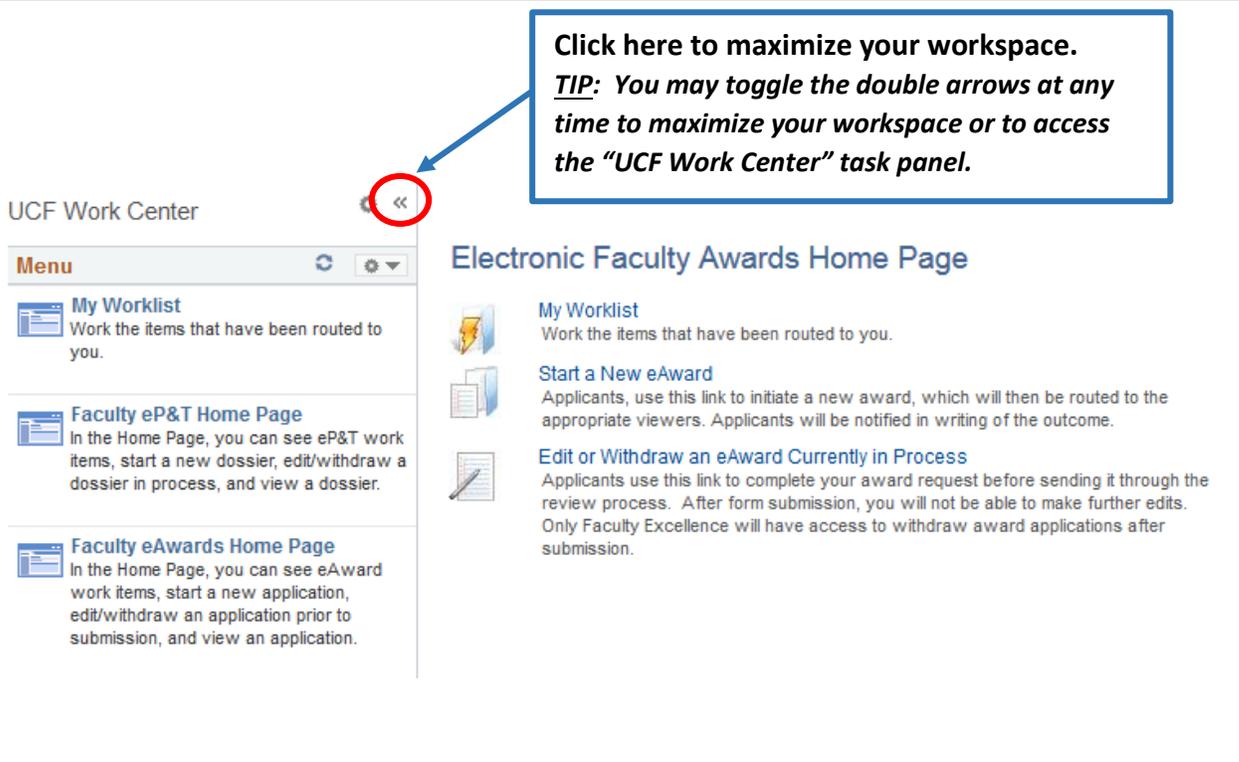
UCF Work Center

My Worklist
Work the items that have been routed to you.

Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.

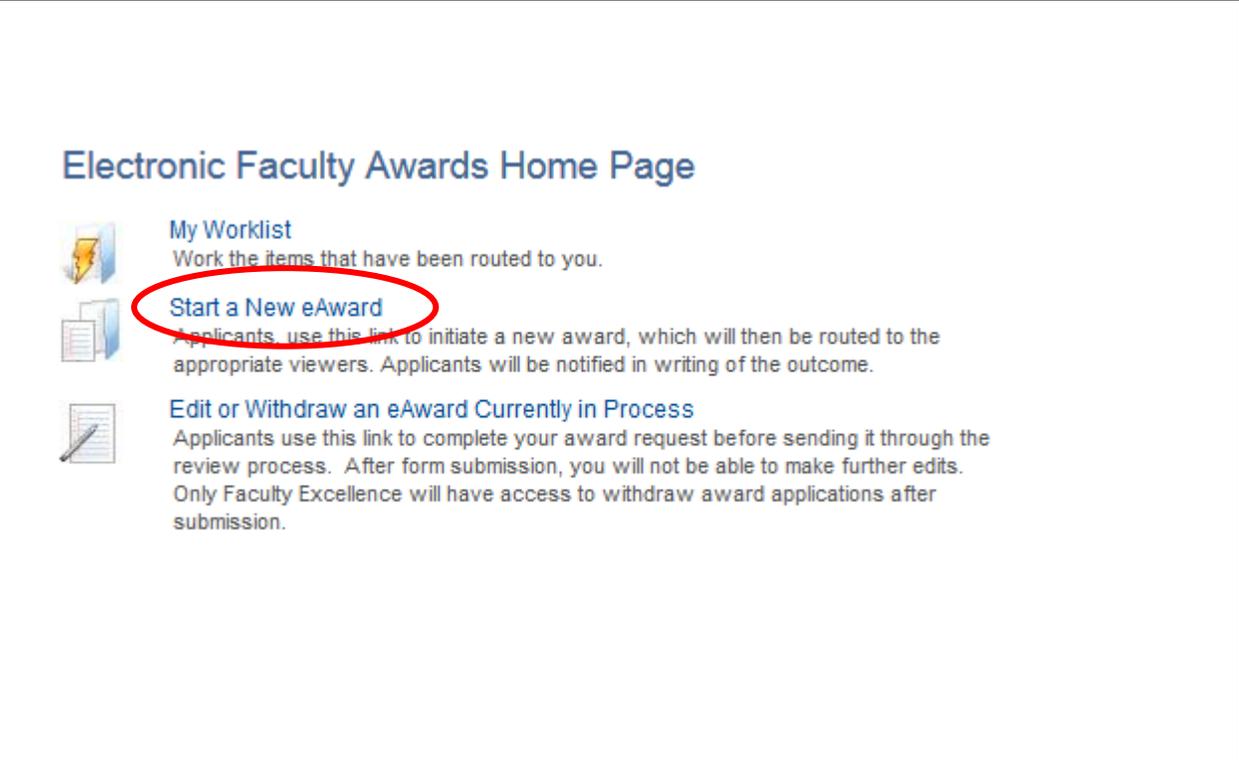
Faculty eAwards Home Page
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

5. Click the double arrow to close the “UCF Work Center” task panel and maximize your workspace.



The screenshot shows the UCF Work Center interface. On the left is a 'UCF Work Center' task panel with a 'Menu' section containing three items: 'My Worklist', 'Faculty eP&T Home Page', and 'Faculty eAwards Home Page'. On the right is the 'Electronic Faculty Awards Home Page' with three main sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. A blue callout box with a white background and a blue border is positioned in the upper right. It contains the text: '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.' A blue arrow points from the callout box to a double arrow icon (two left-pointing chevrons) located at the top of the UCF Work Center task panel, which is circled in red.

6. Select “Start a New eAward.”



The screenshot shows the 'Electronic Faculty Awards Home Page'. It features three main sections: 'My Worklist', 'Start a New eAward', and 'Edit or Withdraw an eAward Currently in Process'. The 'Start a New eAward' link is circled in red. The text for this link reads: 'Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.'

7. Select the award and click "OK."

Below are the Faculty Awards that you are currently eligible for. Please select one to begin the application process.

If you have any questions, please contact Faculty Excellence at 407-823-1113.

Faculty Award Type	Description	Availability Date
<input checked="" type="radio"/> SOTL	Scholarship of Teaching and Learning	01/06/2017
<input type="radio"/> TIP	Teaching Incentive Program	01/02/2017

Click the radio button next to the award. Then, click "OK."

OK

8. Begin the application by entering the requested information in the three boxes.

Applicant Information

Empl ID: First Name: Kelsey

Last Name: Miller

eForm ID: ?

Current Rank:

Tenure Status:

College: College of Sciences

Department: Biology

Application Duration: Fall 2012 - Spring 2016

Click here to view the SoTL application requirements.

SoTL Information

[Link to SoTL Requirements](#)

NOTE: * Denotes a Required Field & Supporting Documentation

* Statement of SoTL (250 words maximum)

In this box, include your statement of SoTL, in 250 words or less.

* Summary of SoTL Accomplishments (100 words maximum)

Use this box to summarize your SoTL accomplishments, in 100 words or less.

* Impact of SoTL Research (500 words maximum)

In this box, include your impact of SoTL research, in 500 words or less.

9. Scroll down to the “Supporting Materials Section” to begin uploading your attachments.

* Impact of SoTL Research (500 words maximum)

Supporting Materials Section

Find First 1 of 1 Last

Size: 0 bytes Attach Delete

Uploaded:

Submitted Hold/Save

10. Click the down arrow and select the item to be uploaded.

Click the down arrow for a list of application file attachments. Select the document to be attached.

Supporting Materials Section

Find First 1 of 1 Last

Size: 0 bytes Attach Delete

Uploaded:

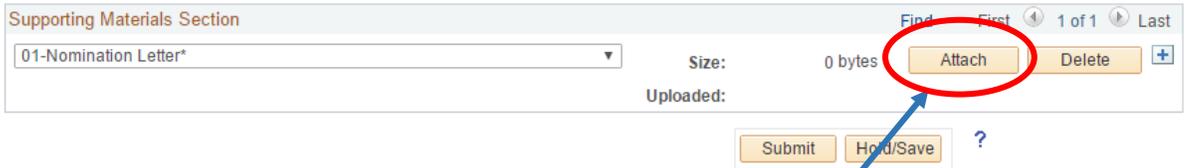
Submitted Hold/Save

01-Nomination Letter*

02-Curriculum Vitae*

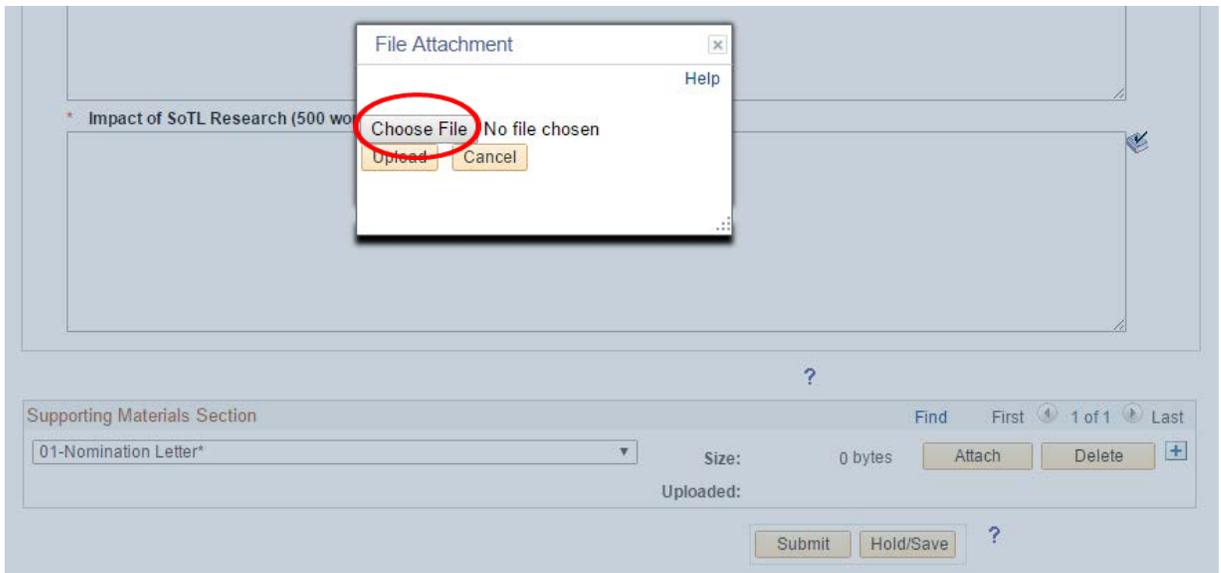
03-Appendices*

11. Click "Attach" to upload the document.

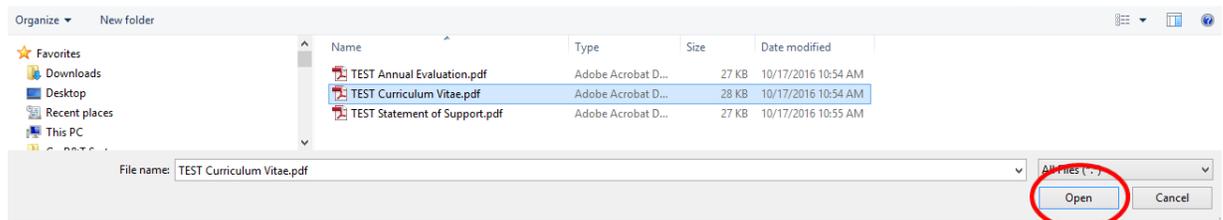


Click "Attach" to upload the document.

12. Click "Choose File."

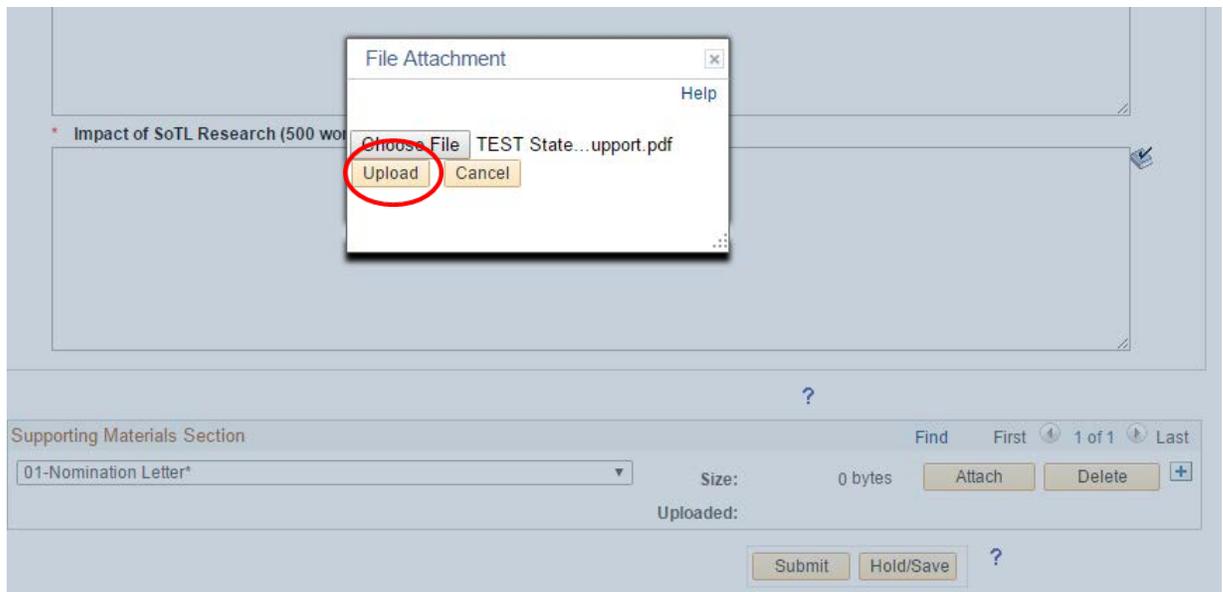


13. Select the appropriate pdf document from your files and click “Open.” Please note that the filename must be less than 100 characters for successful uploading; error message “Code 12” means the name is too long.

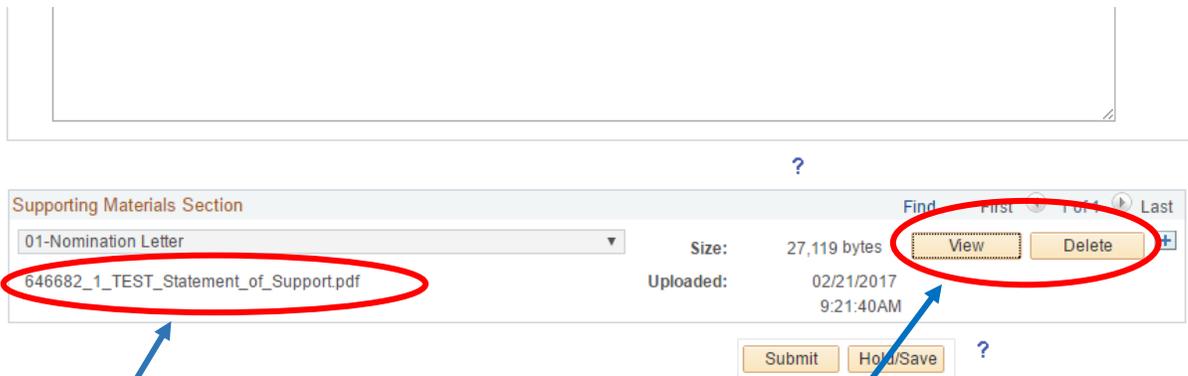


Select the file to be uploaded, then click “Open.”

14. Select “Upload.”



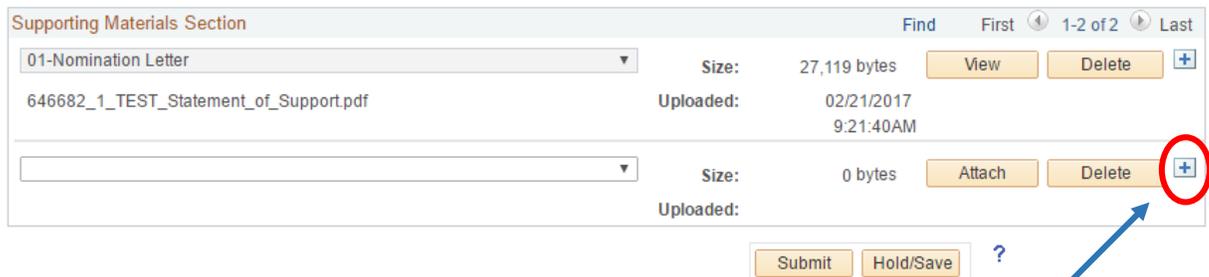
15. Click “View” to confirm that you have uploaded the correct document. Click “Delete” if you wish to delete the uploaded document.



When the filename appears, the document has successfully uploaded.

Click “View” to confirm that you have uploaded the correct document.
Click “Delete” to remove the document, if necessary.

16. To upload the next attachment, click the “+” symbol to add a new row. Then, repeat Steps 10 through 15. Repeat this process until all documents have been uploaded.



To upload each additional document, click the “+” symbol to add a new row.

17. Click “Hold/Save” at any time to save the application. This will save the application without forwarding it.

Supporting Materials Section		Find	First	1-2 of 2	Last
01-Nomination Letter	Size: 27,119 bytes	View	Delete	+	
646682_1_TEST_Statement_of_Support.pdf	Uploaded: 02/21/2017 9:21:40AM				
02-Curriculum Vitae	Size: 199,107 bytes	View	Delete	+	
646682_2_TEST_Curriculum_Vitae_2.pdf	Uploaded: 02/21/2017 9:28:38AM				

Submit Hold/Save ?

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

18. After clicking “Hold/Save,” the application is saved and a notification similar to the following will appear.

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 1: Award Submitted

You have successfully created the award request. Review the messages below for routing information.

Form Status

eForm ID: 610874

You have just PLACED ON HOLD this form.

[Go To Worklist](#)

19.

To edit an application that was saved:

- If you are within the application,
 - a. Click "Faculty eAwards Home Page" from the "UCF Work Center" task panel. (See 19a)
 - b. Click "Edit or Withdraw an eAward Currently in Process." (See 19b)
 - c. Click "Search" to bring up the application. (See 19c)
- If you have signed out of the system, follow steps 1 through 4 above to return to the eAwards Home Page. Then, follow steps 19b and 19c below.

19a.

UCF Work Center

Menu

- My Worklist
Work the items that have been routed to you.
- Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page**
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 1: Award Submitted

You have successfully created the award request. Review the messages below for routing information.

Form Status

eForm ID: 610874

You have just PLACED ON HOLD this form.

Go To Worklist

19b.

UCF Work Center

Menu

- My Worklist
Work the items that have been routed to you.
- Faculty eP&T Home Page
In the Home Page, you can see eP&T work items, start a new dossier, edit/withdraw a dossier in process, and view a dossier.
- Faculty eAwards Home Page
In the Home Page, you can see eAward work items, start a new application, edit/withdraw an application prior to submission, and view an application.

Electronic Faculty Awards Home Page

My Worklist
Work the items that have been routed to you.

Start a New eAward
Applicants, use this link to initiate a new award, which will then be routed to the appropriate viewers. Applicants will be notified in writing of the outcome.

Edit or Withdraw an eAward Currently in Process
Applicants use this link to complete your award request before sending it through the review process. After form submission, you will not be able to make further edits. Only Faculty Excellence will have access to withdraw award applications after submission.

19c. Click "Search" to bring up the application. It is not necessary to complete any of the form fields.

Update an eAward

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID: begins with []

Workflow Form Type: begins with []

Workflow Form Status: = []

Empl ID: begins with []

First Name: begins with []

Last Name: begins with []

Original Operator: begins with [ke153068]

Original Date: = []

Last Date: = []

Last Operator: begin []

Case Sensitive

Limit the number of results to ([])

Search Clear Basic Search Save Search Criteria

Click "Search" to bring up the application for editing.

20. Once editing is complete and all required documents are uploaded, click "Resubmit," at the bottom of the page. This will forward the application to the next step. **IMPORTANT: Once you hit "Resubmit," you will not be able to make further edits to the application.**

Supporting Materials Section

File Name	Size	View	Delete
01-Nomination Letter	27,119 bytes	View	Delete
646682_1_TEST_Statement_of_Support.pdf	Uploaded: 02/21/2017 9:21:40AM		
02-Curriculum Vitae	199,107 bytes	View	Delete
646682_2_TEST_Curriculum_Vitae_2.pdf	Uploaded: 02/21/2017 9:28:38AM		

Submit Hold/Save ?

"Hold/Save" saves the application, but does not forward it.
"Resubmit" forwards the dossier to the next step.
"Withdraw" withdraws the application from the process.

21. A confirmation will appear after clicking “Resubmit.” Please be patient, as it may take a few moments to receive the notification. The applicant will also receive confirmation by email.

Scholarship of Teaching and Learning (SOTL) Award Application

Step 1 of 1: Award Complete

You have successfully created the award request. Review the messages below for routing information.

Form Status

eForm ID: 610874

You have just RESUBMITTED this form. This action passed the form to GT eAwards SoTL Committee for further processing.

[Go To Worklist](#)