<u>Faculty Insight - Faculty Submission Quick Guide</u>

On your homepage, assigned tasks appear in the **Complete Workflow Task** section at the top left.

Step 1: Open Your Assigned Task

Click the workflow task you need to complete. If multiple tasks are listed, select **Review all tasks** to view your full list.

Step 2: Review and Submit Required Materials

Within the task, review all required materials, forms, and uploads. Ensure you upload the correct file type for each requirement. Once uploaded, a link to the file will appear in the designated area.

Step 3: Submit Your Task

Once all required items are completed, click **Submit** in the top right corner of the page. You will not be able to submit until every requirement for that step has been satisfied. After submission, the task will be removed from your My Tasks list.

Step 4: Verify Your Workflow Status

Return to your homepage to confirm your status.

- The **Complete Workflow Tasks** section will indicate that ***you are up to date***.
- You can also check your **My Progress Tracker** at the bottom right of the page. Completed steps will appear in green, and you can monitor your progress as the workflow moves forward.

You may also view your workflow status by navigating to **Workflows** in the top menu and selecting **My Review Workflows** from the left-side menu.

Status Definitions:

- **In Progress:** Workflow is advancing through review steps.
- **Complete**: All reviewers have completed their actions.

<u>Access Note</u>: After completion, you will retain access to documents and materials from steps where candidate visibility was enabled.