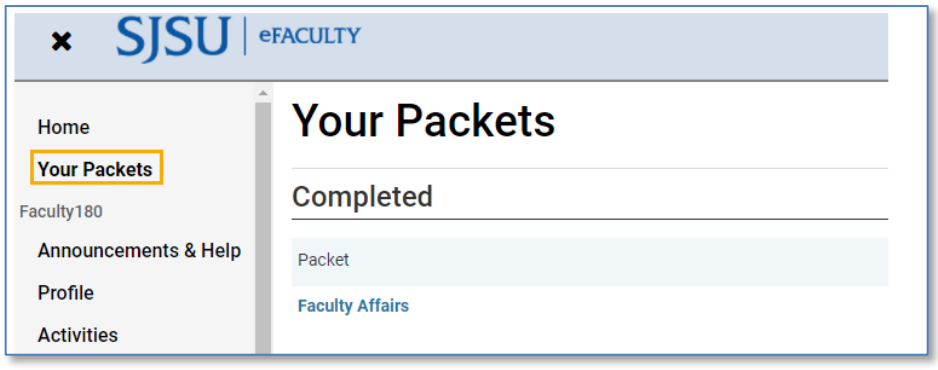
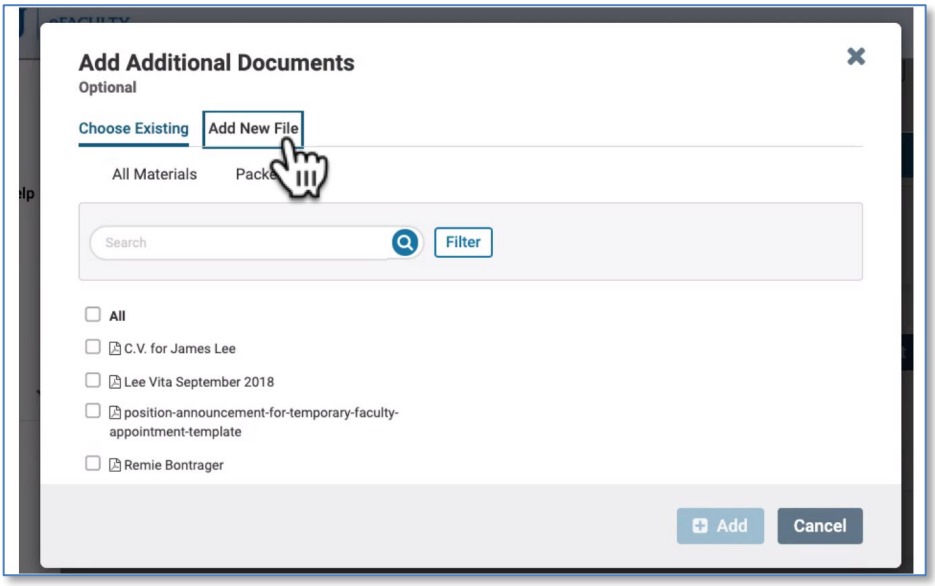
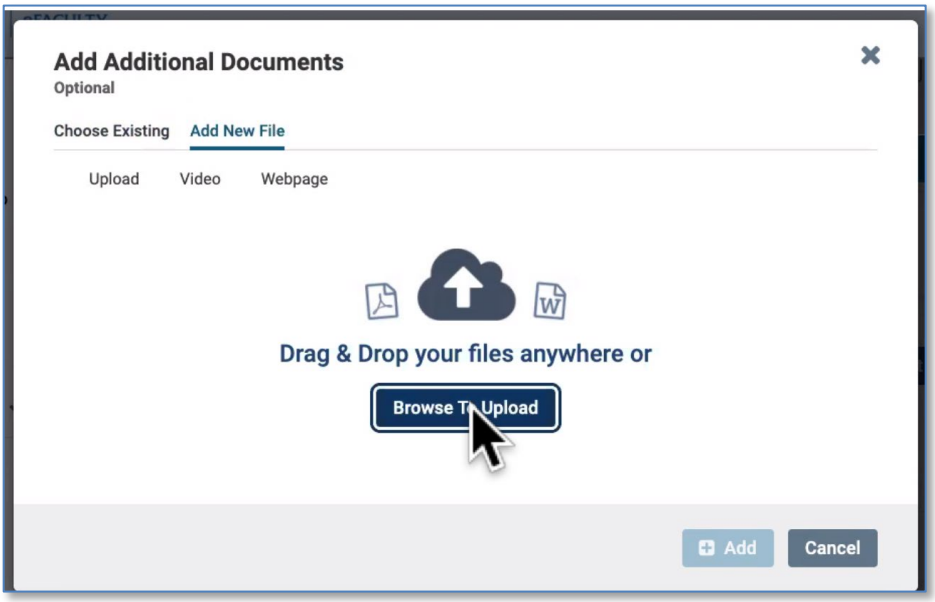
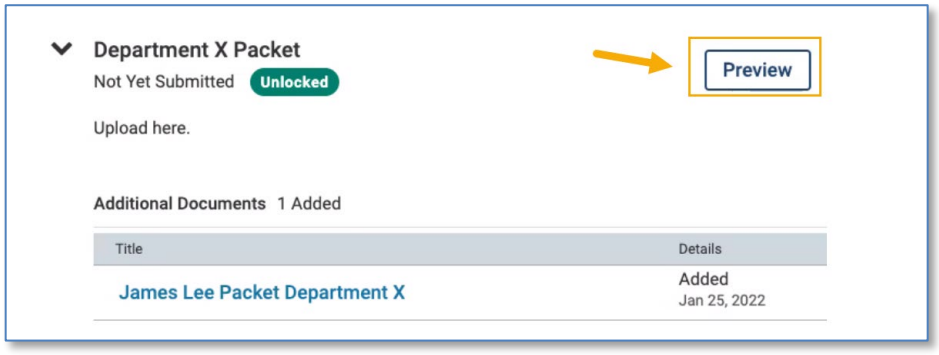
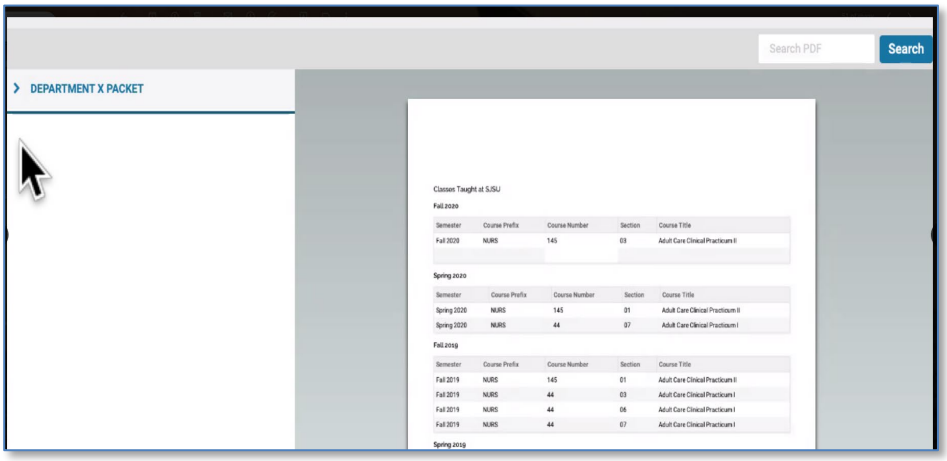
eFaculty QuickTip: Uploading Packets into eFaculty after Separating Materials

Once you log into eFaculty, select "Your Packets."	
Notice that the Faculty Vita section is not showing. Select edit.	
Select Add.	

Select add a new file under the "ADD Additional Documents" section.	
Browse your computer to find and upload your revised packet.	
The packet will upload.	

Select Preview to view your packet as the reviewers will see it.	
View the reviewers see.	
Select submit to forward your packet to the department.	