How to Regenerate and Submit Your Packet in Faculty 180

1. Navigate to "Your Packets" on the left navigation of Faculty 180, and click, "Your Packets."
2. One the "Your Packets" page, click process name under "Activity" to regenerate and submit your process.
3. Under the "Faculty 180 Vita" menu, on the far right, click "Edit" to regenerate and submit your packet.
4. There is a section labeled "Faculty 180 Vita." Under that title, it will provide you with a status of "Not Yet Submitted." Within this section, you will find the "RPT Dossier – APA" and to the far right, will be "Regenerate," which is clickable.
5. There will be a pop-up window titled "Edit Vita." This provides you on the type of vita being pulled and the start term and year and end term and year that will be pulled into the process, which you can ignore. On the bottom right of the pop-up window is a blue "Regenerate" button, which you need to click. This will the produce a "Confirm" pop-up window. You need to click the red "Yes." When clicking "Regenerate" and "Yes" takes a new snapshot of the data in your profile and activities portion of Faculty 180. This process might take a few moments, but when completed, a new date will appear the between the "RPT Dossier – APA" and "Regenerate" on the "Candidate Packet" section.
6. To view your dossier, do not click the hyperlink under Faculty180 Vita. Click the blue "Preview Packet" button in the top right-hand corner of the page.
7. Once you reviewed how things are being pulled in from the "Profile" and "Activities" pages of Faculty 180, click the blue "X" in the upper right corner to exit the preview.
8. When you are ready to submit, you will need to complete the "Candidate Dossier Verification" section, which is second section of the page.
9. Under that section, there is a "Edit Form" button that you will need to click.
10. You will be taken to the verification page, where you are asked, "I confirm that all the information contained in in my dossier is complete and accurate to the best of my knowledge." Below that statement is a box left of the word "Yes" that needs to be clicked.
11. Below that, you will see two buttons and need to be pressed in the following order:
    a. "Save Responses" needs to be clicked first
    b. "Return to Packet" needs to be clicked next, and it will return you to the previous page.
12. If you are ready to submit, there will be a boxes beside the "Faculty 180 Vita" and "Candidate Dossier Validation" sections that will need to be clicked.
13. In the blue bar above the two sections, an option to "Submit Sections" appears. Please click that to start the process of submitting your review.
14. A "Confirm" window will pop-up. Once you have read through the text, click the blue "Yes" button.
15. It will take you back to the previous page, and under "Faculty 180 Vita" and "Candidate Dossier Validation" sections, you will see "Submitted" and "Locked" in a blue box. Both of those are indications you have successfully submitted your packet for review.

If you submit before the deadline of your process and, you need to regenerate because you have made a few adjustments after submitting, please contact your unit head or Chris Bloomfield (email at cbloomf@bgsu.edu or by phone at 419-372-2017) to unlock your process so you can go through the steps to regenerate and submit again.