



INSTRUCTIONS FOR ONLINE SUBMISSION OF PROMOTION/TENURE REQUESTS TO HRM

*As a reminder, all Promotion/Tenure request packets will need to be uploaded to the online P&T Moodle site by **Monday, December 3, 2018**.

Below are the steps to assist you in uploading Promotion/Tenure requests to Moodle:

Step 1: Receive link to your college's Moodle folder in an email from HRM.

Step 2: Overview the **P&T Packet Order** document and assemble each packet in this order.

Step 3: Scan each P&T packet and save as a PDF file to your computer your college's folder.

Step 4: Click on Moodle link that was send by email from HRM to access your college's Moodle folder (see example below).

College of Art & Design

Not available unless: You belong to Art & Design

Fall 2018 Promotion/Tenure Requests



Step 5: Click "Add Submission" (see example below).

Fall 2018 Promotion/Tenure Requests

Step 1: Click "Add Submission".

Step 2: Drag and drop P&T files from your desktop into appropriate area indicated by arrow.

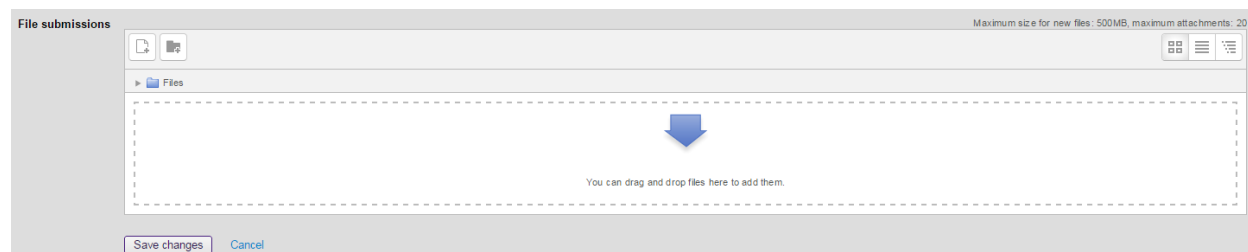
Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, December 3, 2018, 5:00 AM
Time remaining	150 days 15 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

Make changes to your submission

Step 6: Drag and drop the PDF file from your computer into the box with the downward pointing arrow (see example below).



Step 7: Click "Save changes".

Step 8: Re-check the folder to make sure that add PDF files have been submitted.

Step 9: Email Nikki McNamara at ndunn@lsu.edu when all files have been submitted.

Please contact Nikki McNamara by phone at 8-6623 or by email at ndunn@lsu.edu if you have any questions.