



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 **Friday, December 4, 2015**.

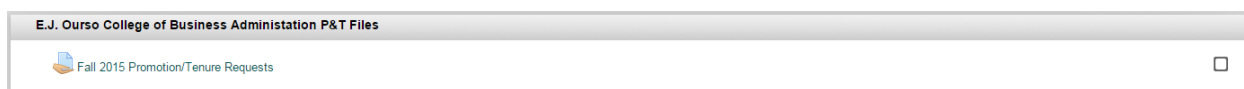
Below are the steps to assist you in uploading Promotion/Tenure requests to Moodle:

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

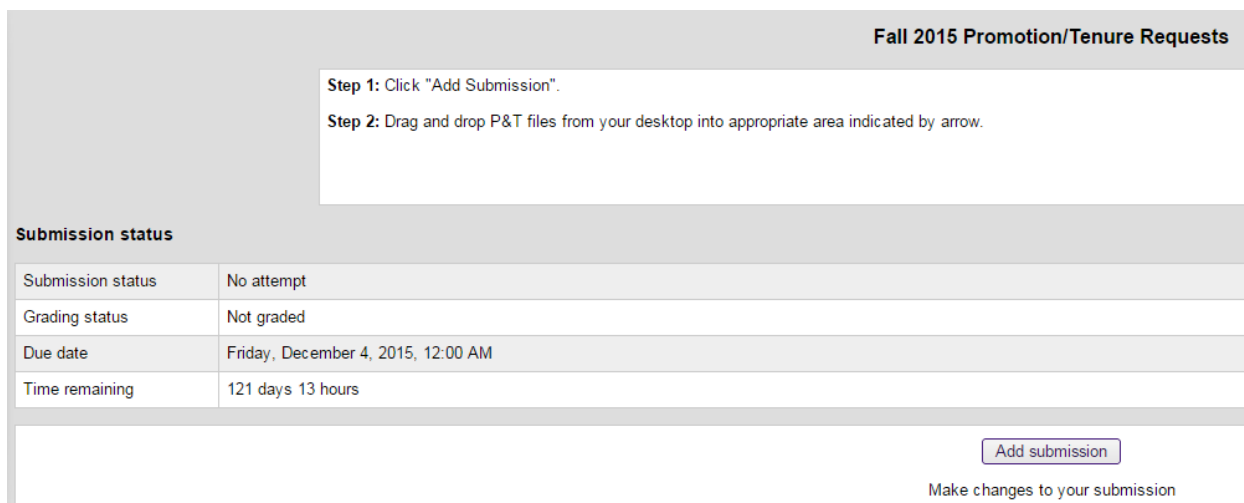
Step 2: Overview the **P&T Packet Order** document and assemble each packet in this order.

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

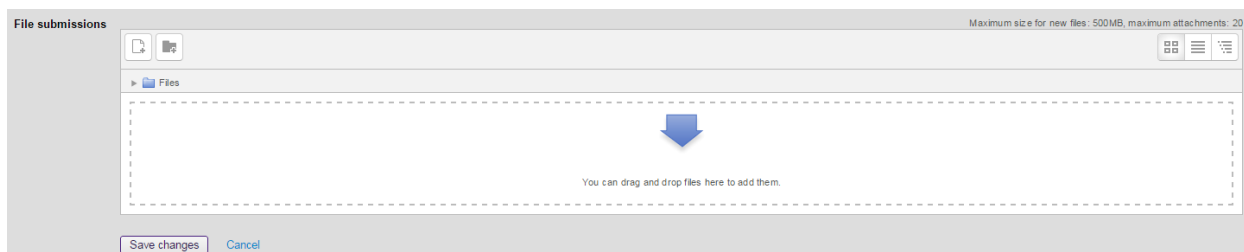
Step 4: Click on Moodle link that was send by email from HRM to access your college's Moodle folder (see example below).



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



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.