Submitting Third Year Review Applications in Panther180 Step-By-Step Guide

*Effective Spring 2020



How Do I Login to Panther180?

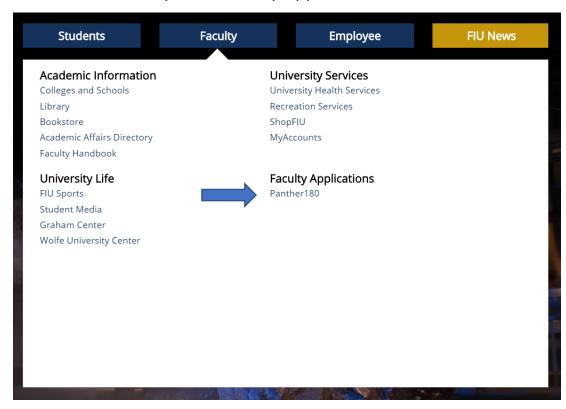
http://panther180.fiu.edu



https://my.fiu.edu

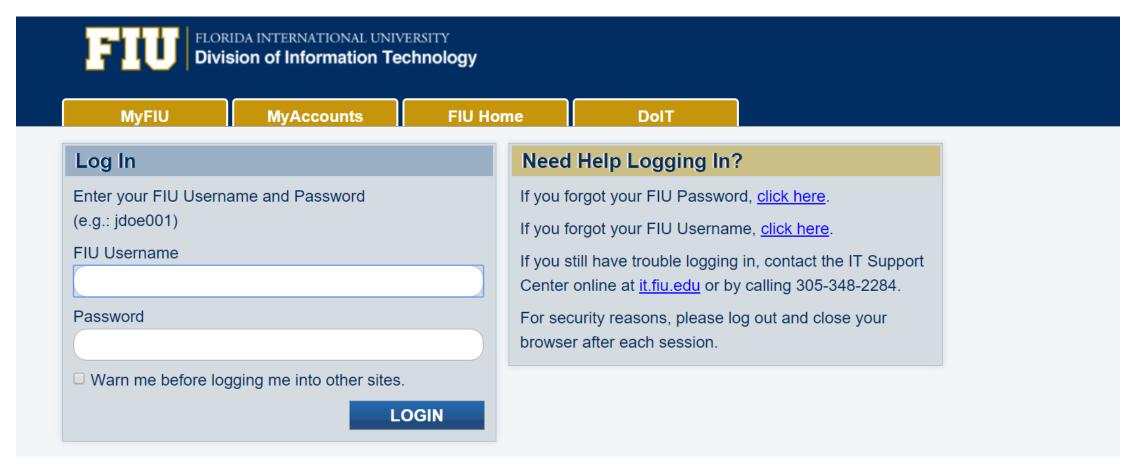
OR

Click on Faculty tab > Faculty Applications > Panther180





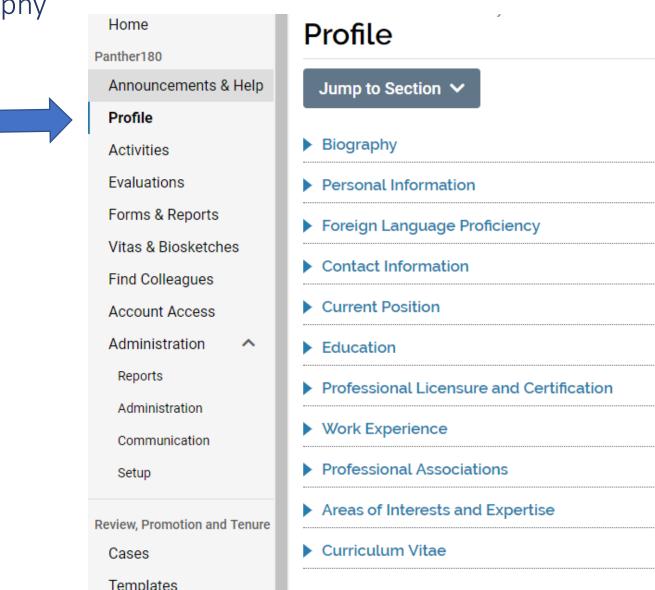
Single Sign-On has been implemented which allows faculty to login with their AD credentials





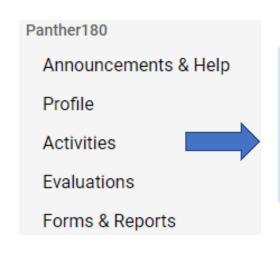
Update Profile Section Categories: Current Position, Education, Professional Licensure and Certification, Work Experience, Professional Associations, and

Biography





Update Activities: Click on the Dashboard Message



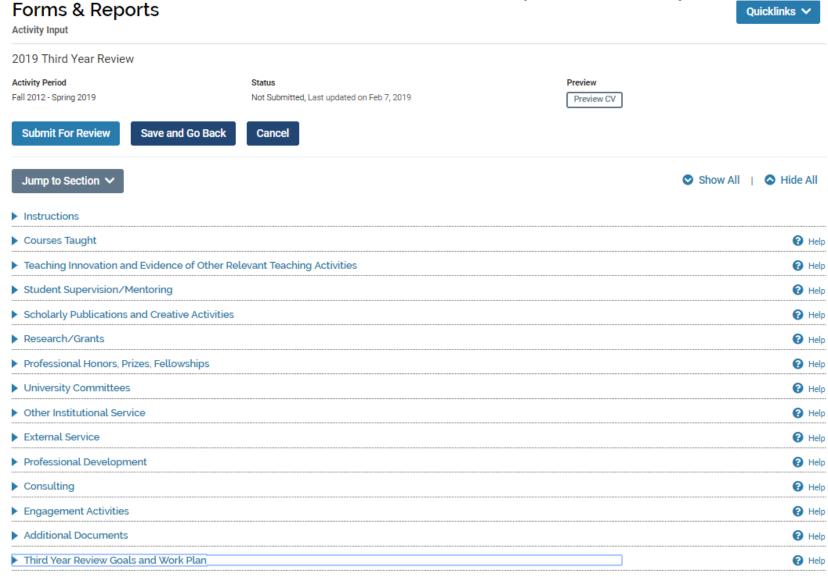


2019 Third Year Review

Activity Input | 2019-02-07 12:00 am - 2019-03-06 11:59 pm | Panther180



Any information previously entered will populate. Click on the Section Name to collapse or expand the section



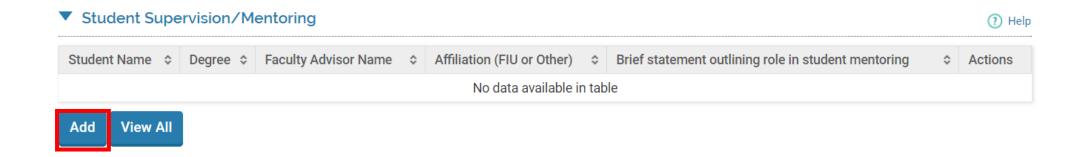


Any items marked "Activities Require Your Attention" need to be confirmed for accuracy. If this activity has ended, select the "Activity Ended" radio button and enter the semester/year for which it ended. If the activity is ongoing, select "Ongoing" and hit "update"





To add new activities, click on the "Add" Button





Complete the Input form and Activity Classifications and "Save"

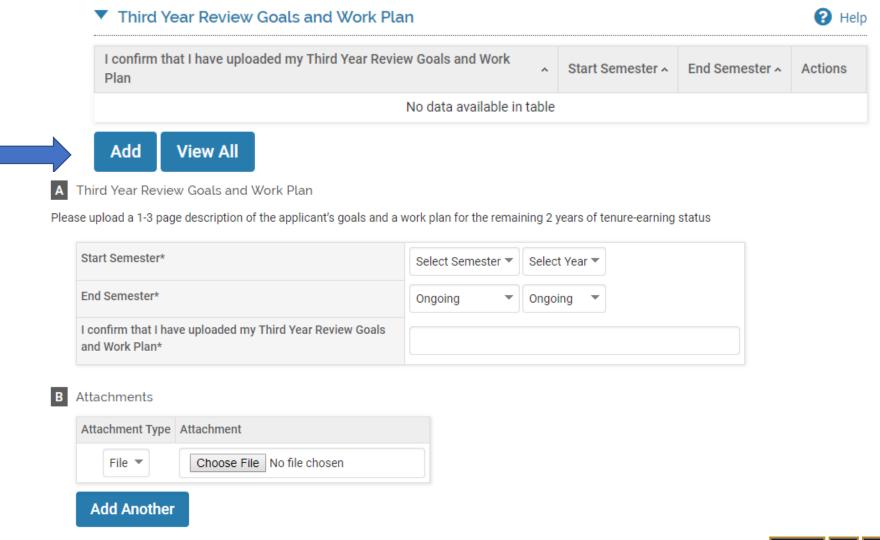
* Indicates required field

the entry and return to the previous menu. "Cancel" deletes any record of the entry and returns to the previous menu.

Input Form Start Semester*	Select Semester ▼	Select Year ▼				•		emester" ar	
End Semester*	Ongoing	Ongoing **		Semester." I				The ability	
Student Name*						•		•	ion but may
Degree*				actaeriirieri	•			all entries.	ion bacmay
Student Type	Select **		В	tivity Classifications		о арр			
Student Status	Select **		_	sponsibility* ?		Select *			
Title of project/thesis/dissertation (for graduated advisees only)				pe of Student Mentoring* 👔		Select	V		
				Activity Considered Community Engagement/Community-Engaged Scholarship?* ?					
Faculty Advisor Name				tivity has International or Intercultural Component?* ?		Select ▼			
Affiliation (FIU or Other)*	Select ▼			yes, Principal country or region/city 💽					
Brief statement outlining role in student mentoring				ort description 💡					A.
			C	achments					
				tachment Type Attachment	Type (facu	Lock ulty cannot delete)			
"Save" will save the entry and allow for		or		File Choose File No file chosen Sele	elect •	✓			
additional edits. "Save and ac the entry and opens a blank e another activity. "Save and G	ntry form to	enter	Sav	dd Another Save and Add Another Save and Go Back Cancel					



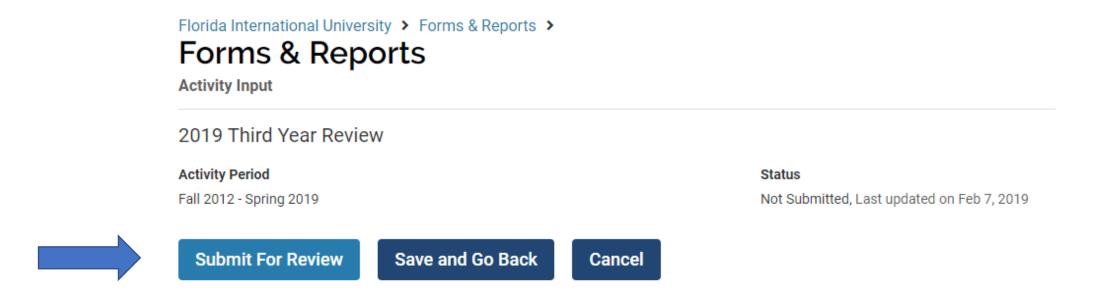
Adding Goals and Work Plan





Save

Once you have updated all appropriate sections, click on either "Save and Go Back" or "Submit for Review." You can come back to the application and edit up until the due date.





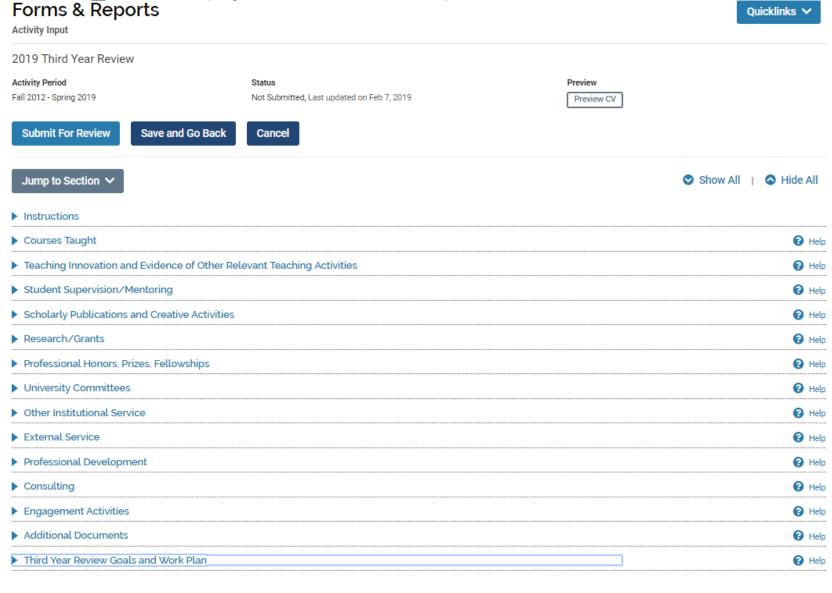
Updating your file throughout the review process:

- 1. Click on Forms and Reports
- 2.Under "Initiated Activity Input Forms", click on 2019 Third Year Review Application



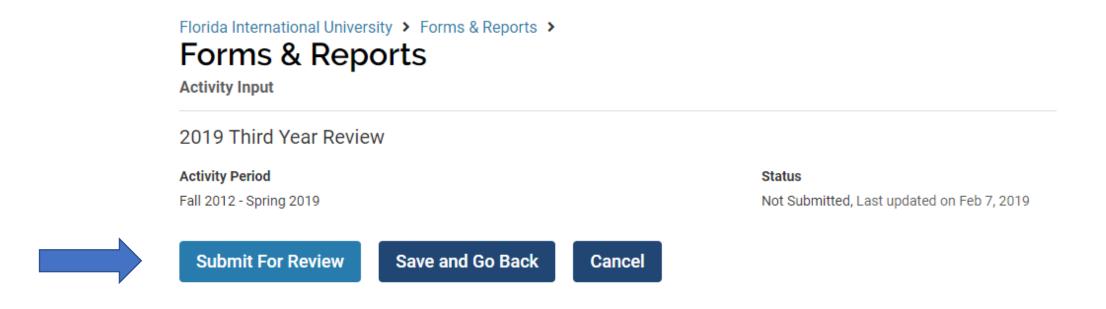


Add the new activity to the appropriate category, i.e. grants, publication, etc.





Once you have updated all appropriate sections, click on either "Save and Go Back" or "Submit for Review." You can come back to the application and edit up until the due date.





Questions?

Panther180@fiu.edu or call 305-348-2169

Register for training sessions at http://professionaldevelopment.fiu.edu

- 1. click on "Enroll"
- 2. Select "Academic Affairs" from Department List
- 3. Select Panther180 Open Labs
- 4. Select desired session and hit "Select"
- 5. Select "Confirm Pending Enrollments"

