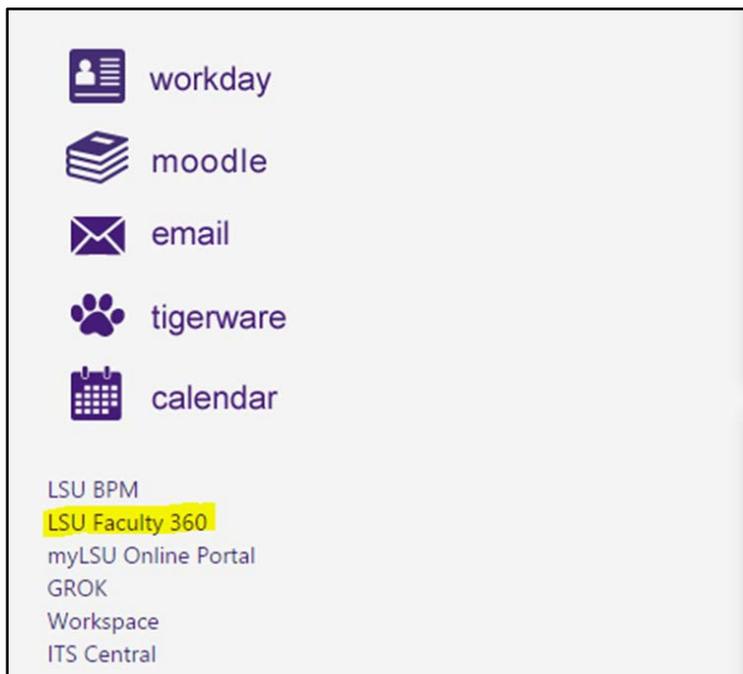


STEPS FOR SUBMITTING YOUR ANNUAL REVIEW DOCUMENTS VIA LSU FACULTY360 (FOR FACULTY)

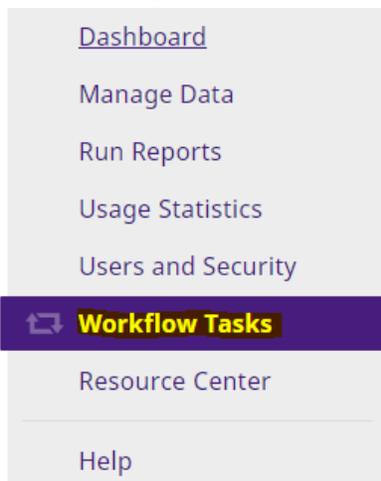
The following steps outline the process of submitting your annual review documents to your reviewing officer using the LSU Faculty360 system.

HOW TO GET STARTED

1. Log in to your MyLSU account and click on the LSUFaculty360 link located on the left hand side of the screen.



2. Click on the link titled “Workflow Tasks” under the “Workflow” heading on the left hand side of the screen.



6. If any items are missing from your annual report or CV and need to be updated, please click on the “Manage Activities” link on the left side of the screen and update your activities in the LSU Faculty360 database.



7. After your activities have been updated, return to the annual review screen and click “Refresh Report” beside each of your reports. Click on the PDF icons to review your reports again and ensure that they are finalized to your satisfaction.

Annual Activity Report		Last Updated November 17, 2017 at 8:33 AM Refresh report
LSU Faculty360 Generated PS-36 CV		Last Updated November 17, 2017 at 8:33 AM Refresh report

8. If you prefer to manually upload your own CV or any additional documentation, you may do so by clicking on the links highlighted below.

CV Manual Upload	Drop files here or click to upload
Additional Documentation	Drop files here or click to upload

