

Using dFac: Adding Attachments

Starting in **Fall 2022**, most dFac forms will allow for users to add attachments. When and what type of documents, such as offer letters, reappointment letters, education verification documentation, etc., should be attached to forms is decided by the school or unit. Attachment files must be in one of the following formats: *.docx, *.pdf, *.xlsx, *.pptx. More than one attachment can be added to the form, there is no maximum number of allowed attachments at this time. Forms can be saved as drafts with attachments and finalized at a later date, without needing to reattach files. Attachments are optional and forms will submit without them.

Which forms?

- ✓ **New Faculty Member**
- ✓ **Appointments**
 - Update Existing Appointment
 - New Appointment
 - Promotion/Change of Status
 - Reappointment
- ✓ **Faculty Data Change**
- ✓ **Flexible Work Arrangements**
- ✓ **Leaves**

What kind of files?



How to submit a form with Attachments

Select a form

Choose one of the forms listed above from the dFac Launchpad.
Or, for the New Faculty Member form, choose "New Forms" from the Faculty Views.

Locate the Attachment section

Near the bottom of the form, above the Comments section, you will see a new Attachments section.

Click the "Choose File" button.

Make a single file selection.

Click the "Upload" button.

If needed, choose a second file then upload.

