

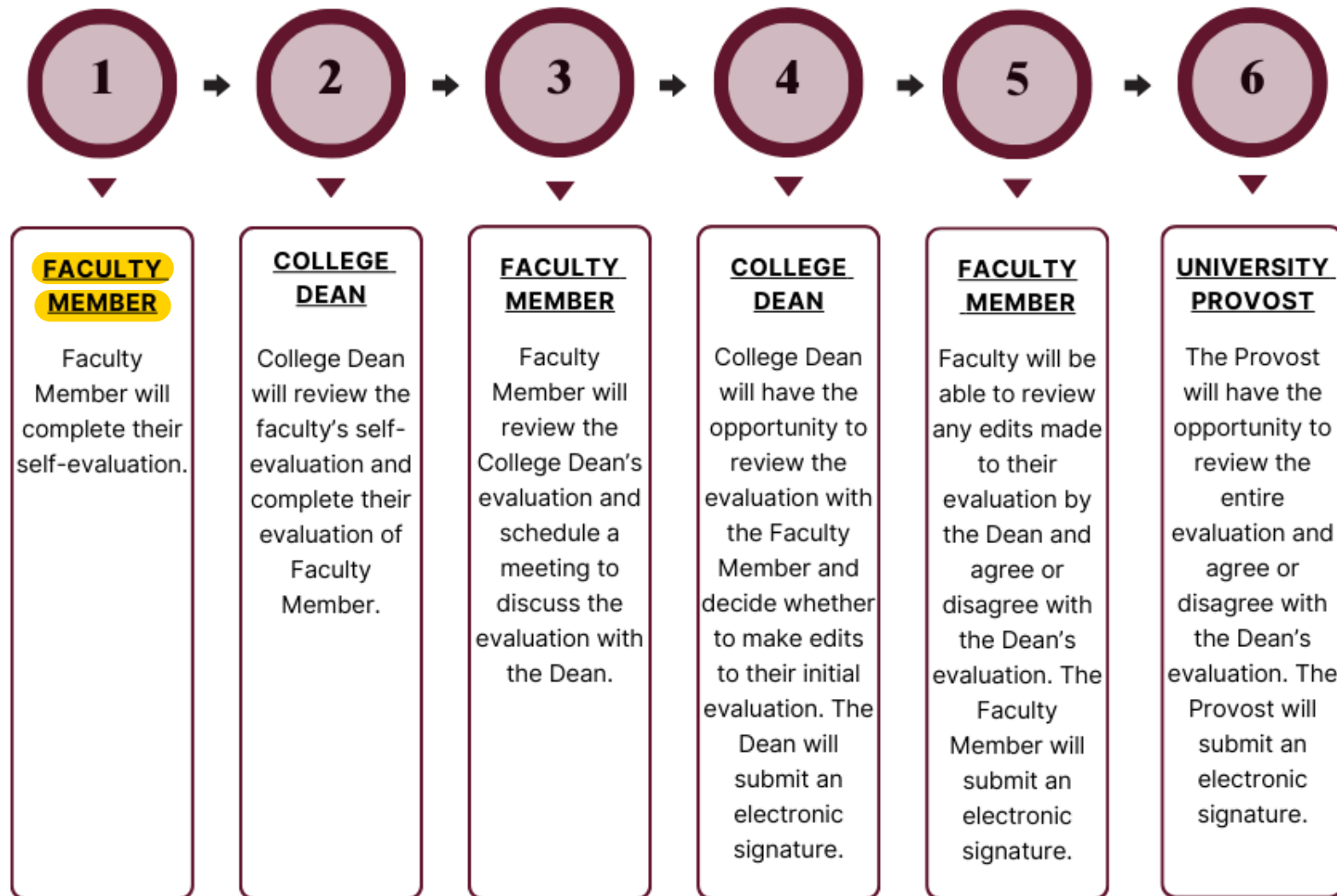


# Library— PPE



# Texas A&M International University

## UC PPE 6-Step Workflow



# Logging into AEFIS

Website:

<https://tamiu.aefis.net>

Make sure and have Duo  
Connect to login.

Login with your TAMIU  
Credentials



Remember me on this computer

**SIGN IN**

[Forgot Password?](#)

[Create Account](#)

Questions or Concerns? Please contact the OIT Helpdesk at 956.326.2310, [hotline@tamiu.edu](mailto:hotline@tamiu.edu), or [chat](#).

# Log in through Uconnect

The screenshot shows a 'My Apps' dashboard with a grid of application tiles. The top header includes the TIT logo on the left and the user profile 'jessica.verastigui' on the right. The dashboard contains the following tiles:

- eLearning (Blackboard)
- Email
- TAMUS SSO
- Employee Newsletter
- TAMU Calendar
- WebFocus 9.2.1 (NEW)
- WebFocus 8207.28.06 (OLD)
- Handshake Student Job Portal
- AEFIS** (highlighted with a yellow box and a yellow arrow pointing to it from the Handshake Student Job Portal)
- Room Reservations (Ad Astra)
- Make a Payment
- TAMU OneCard
- Infobase Learning Cloud
- Library
- Rec Sports
- Voter Registration
- Employee Resources
- Class Search
- Advisor TAMU Scheduler
- Advisor Degree Works



# AEFIS Homepage

# Faculty Self Evaluation – Step 1

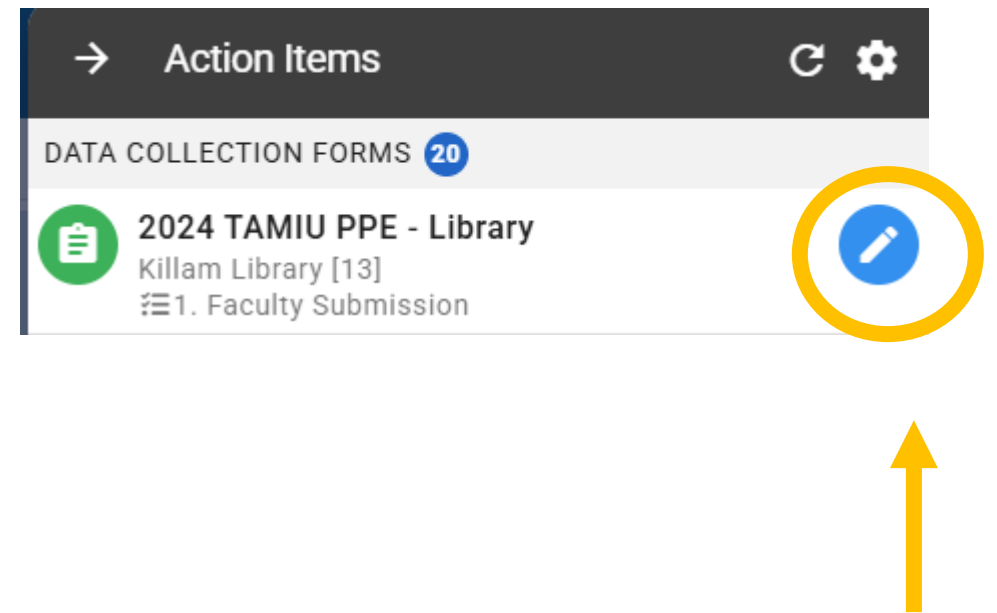
---

# Entering Your PPE Form



The screenshot shows a mobile application interface with a dark header bar. On the left of the header is a white right-pointing arrow, and in the center is the text 'Action Items'. On the right of the header are two white icons: a refresh symbol and a gear (settings) symbol. Below the header is a light gray bar with the text 'DATA COLLECTION FORMS' followed by a blue circle containing the number '20'. The main content area has a white background and contains a single list item. On the left of this item is a green circular icon with a white clipboard symbol. To the right of the icon is the text '2024 TAMIU PPE - Library', followed by 'Killam Library [13]' and '1. Faculty Submission'. On the far right of the list item is a blue circular icon with a white pencil symbol.

# Click on the Pencil







# PPE Form Page

# PPE Form Page

2024 TAMIU PPE - Library

EXPORT EXIT FORM

Killam Library

13

Librarian Name

1

Name:

Rich text editor toolbar with icons for undo, redo, formats, bold, italic, text alignment, list creation, link, text color, and background color. The text area contains the placeholder text "Enter Name Here" highlighted with a yellow border.

Performance

Professional Development, Research, Creativity

Service

CONTINUE LATER

SUBMIT THE FORM

# PPE Form Page

- Select arrow for Performance.

2024 TAMIU PPE - Library

Killam Library  
13

Librarian Name

1 Name:

Performance

Professional Development, Research, Creativity

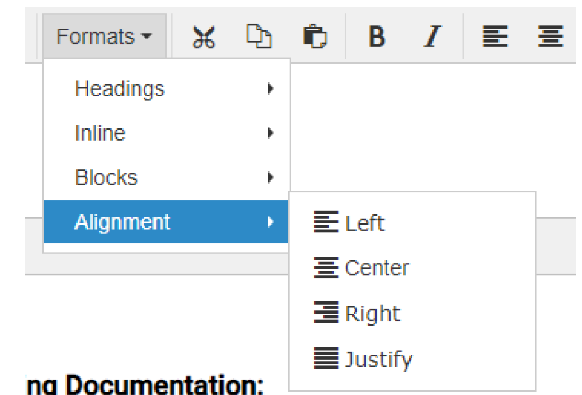
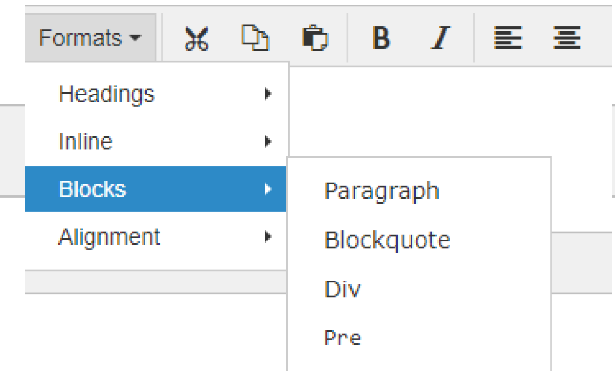
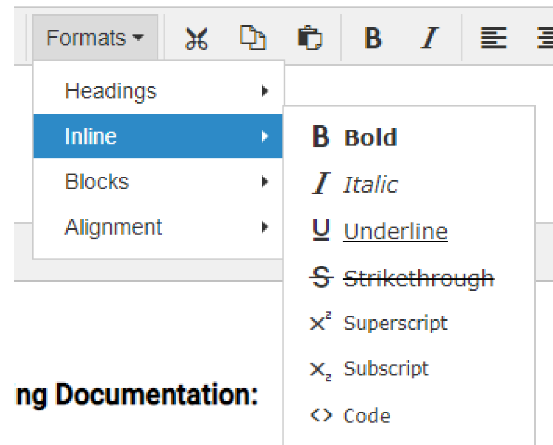
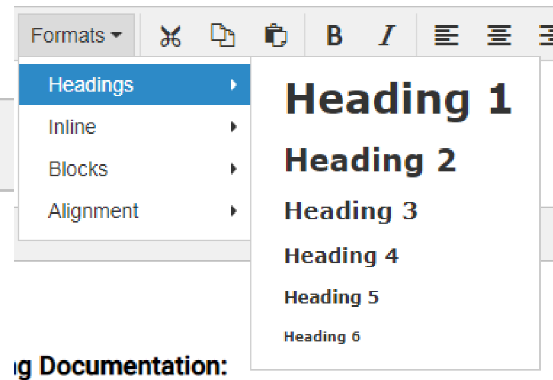
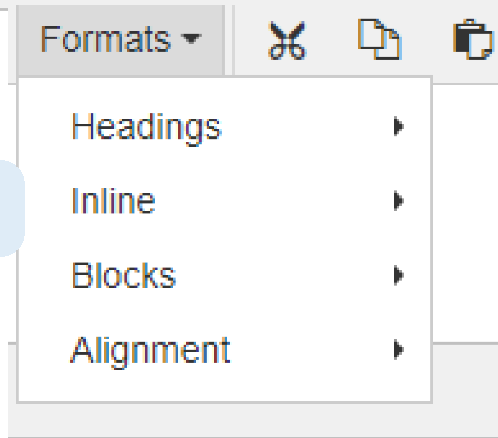
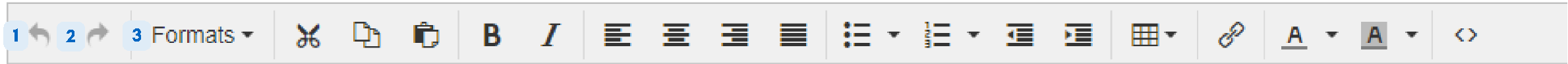
Service

EXPORT EXIT FORM

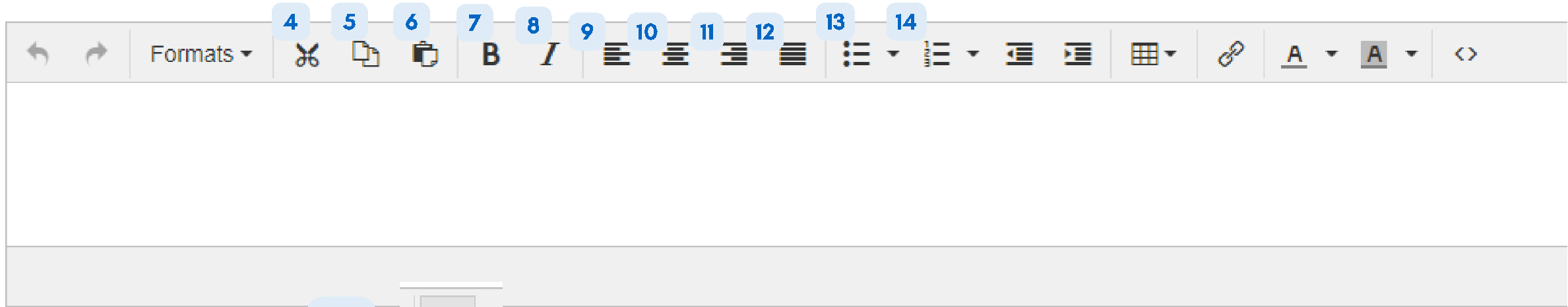
CONTINUE LATER SUBMIT THE FORM



# Text Box



# Text Box



4, 5,  
& 6

Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

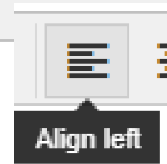
7.



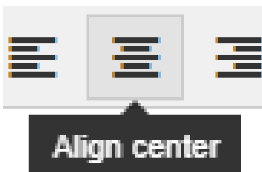
8.



9.



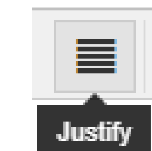
10.



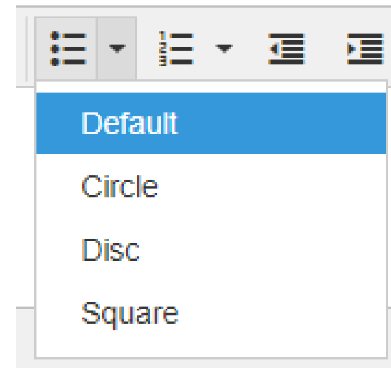
11.



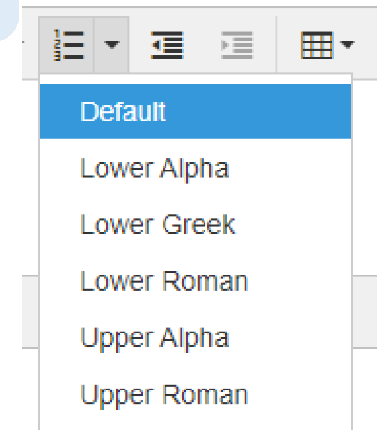
12.



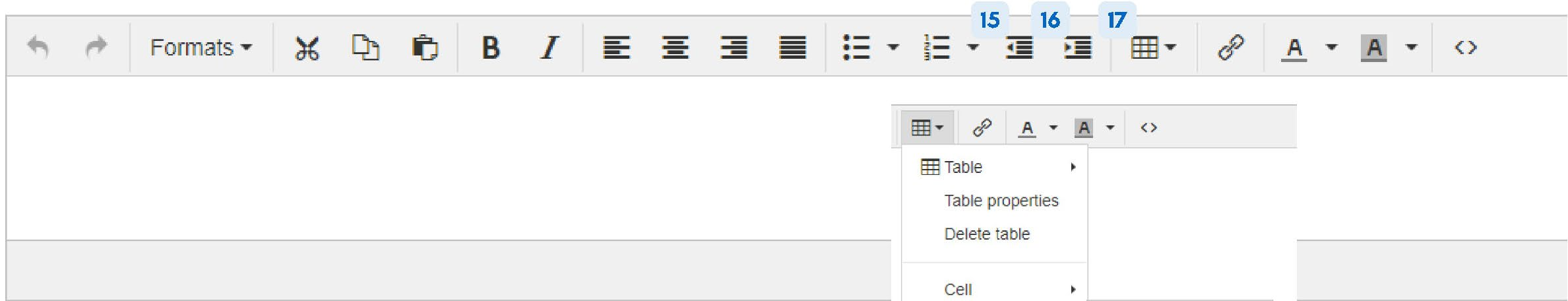
13.



14.



# Text Box



15.



Decrease indent

17.

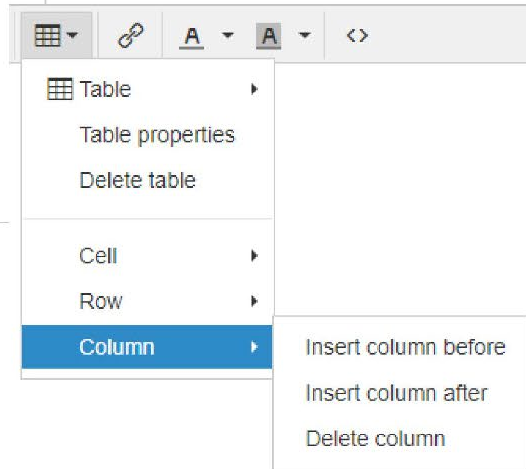
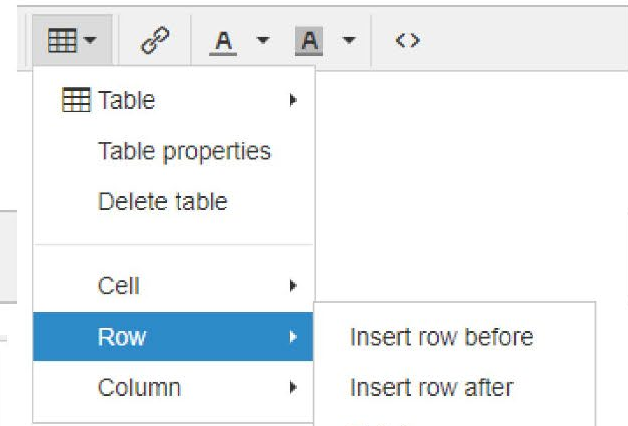
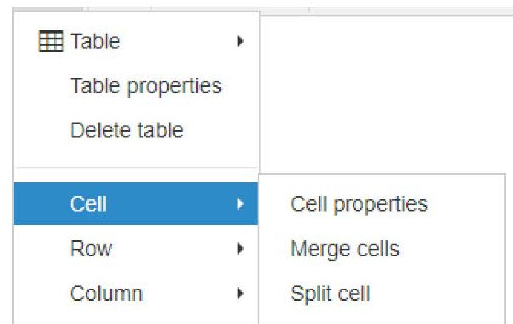
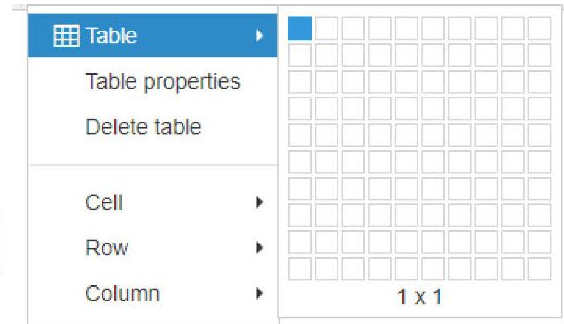


Table

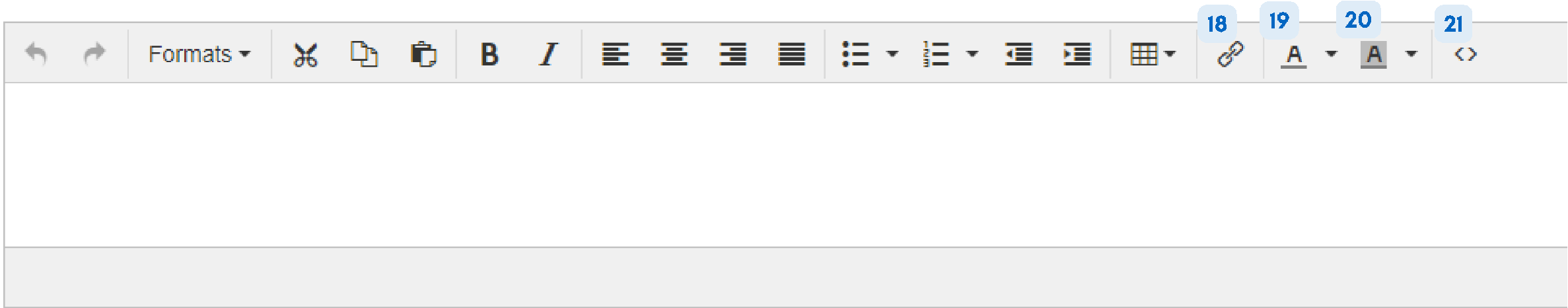
16.



Increase indent



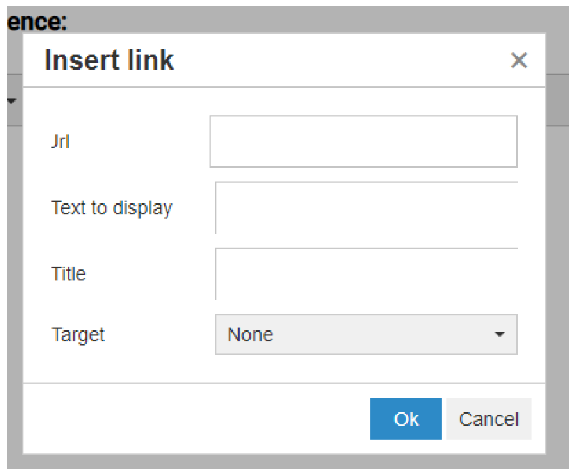
# Text Box



18.



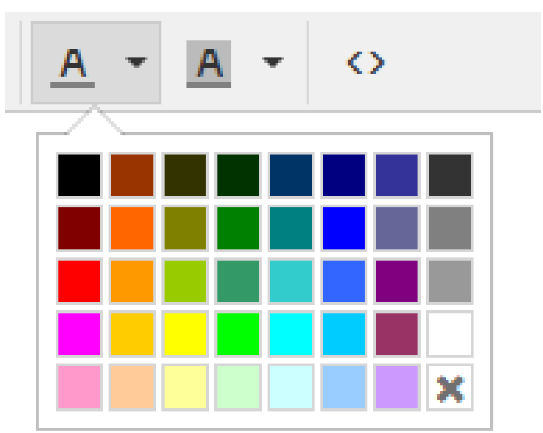
Insert/edit link



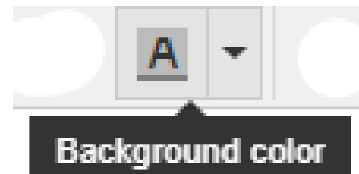
19.



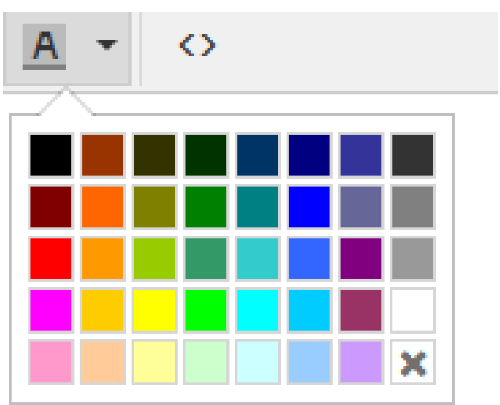
Text color



20.



Background color



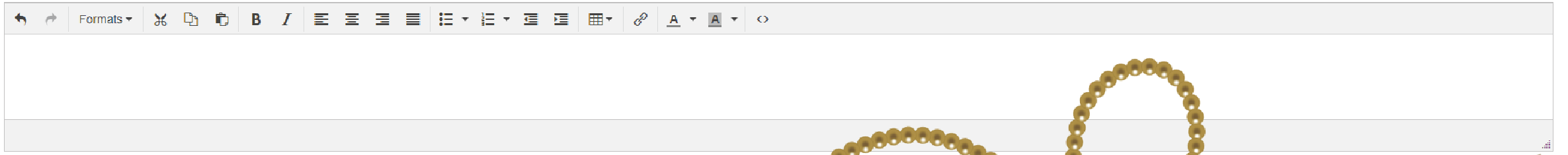
21.



Source code



# Text Box



\*



This corner can be dragged down to make the text box bigger.



# Supporting Documentation

- Click on hyperlink that says “add a new document” to upload supporting documentation.

2024 TAMIU PPE - Library

EXPORT EXIT FORM

Performance

1 Librarian should describe position-related projects or activities of the preceding year.

2 Librarian should attach copy of position description as agreed upon by librarian and evaluator.

Upload document here

Select a document artifact attached to this form or [add a new document.](#)

Select Document Artifacts

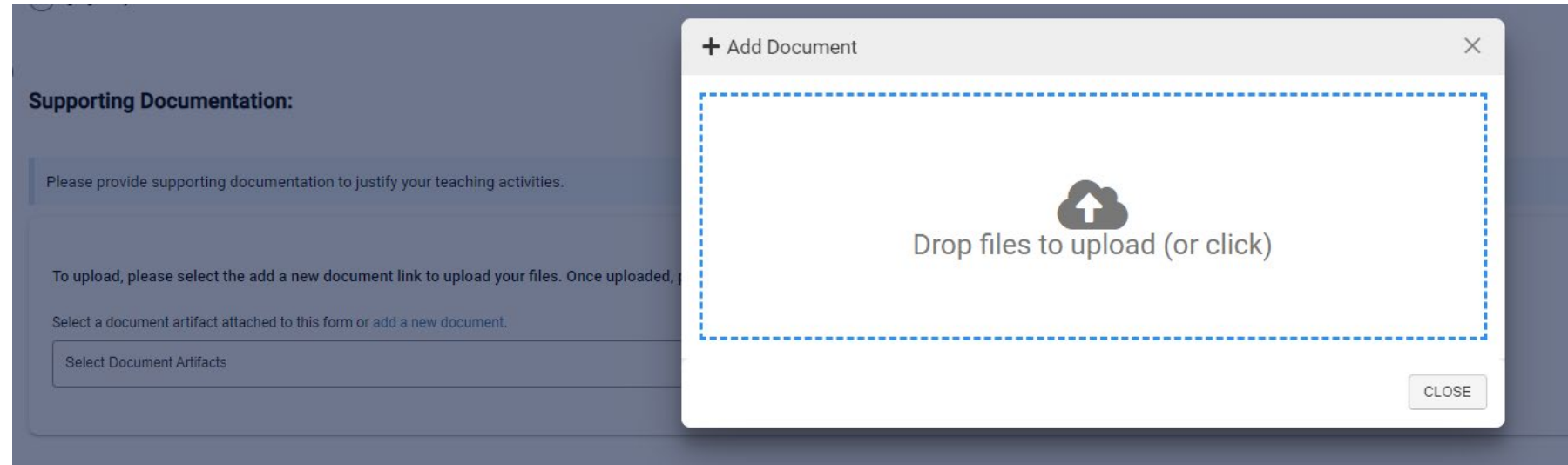
Professional Development, Research, Creativity

Service

CONTINUE LATER SUBMIT THE FORM

# Uploading your Supporting Documentation

- Drag your files or click to upload.
- Max per each upload: 5 documents.
- No max on the total amount of documents.



# Supporting Documentation Continued

1. Once uploaded, please select the files needed within the dropdown menu.
2. The checkmarks mean you have selected in the document to appear in the final portfolio.

Performance

1 Librarian should describe position-related projects or activities of the preceding year.

2 Librarian should attach copy of position description as agreed upon by librarian and evaluator.

Upload document here

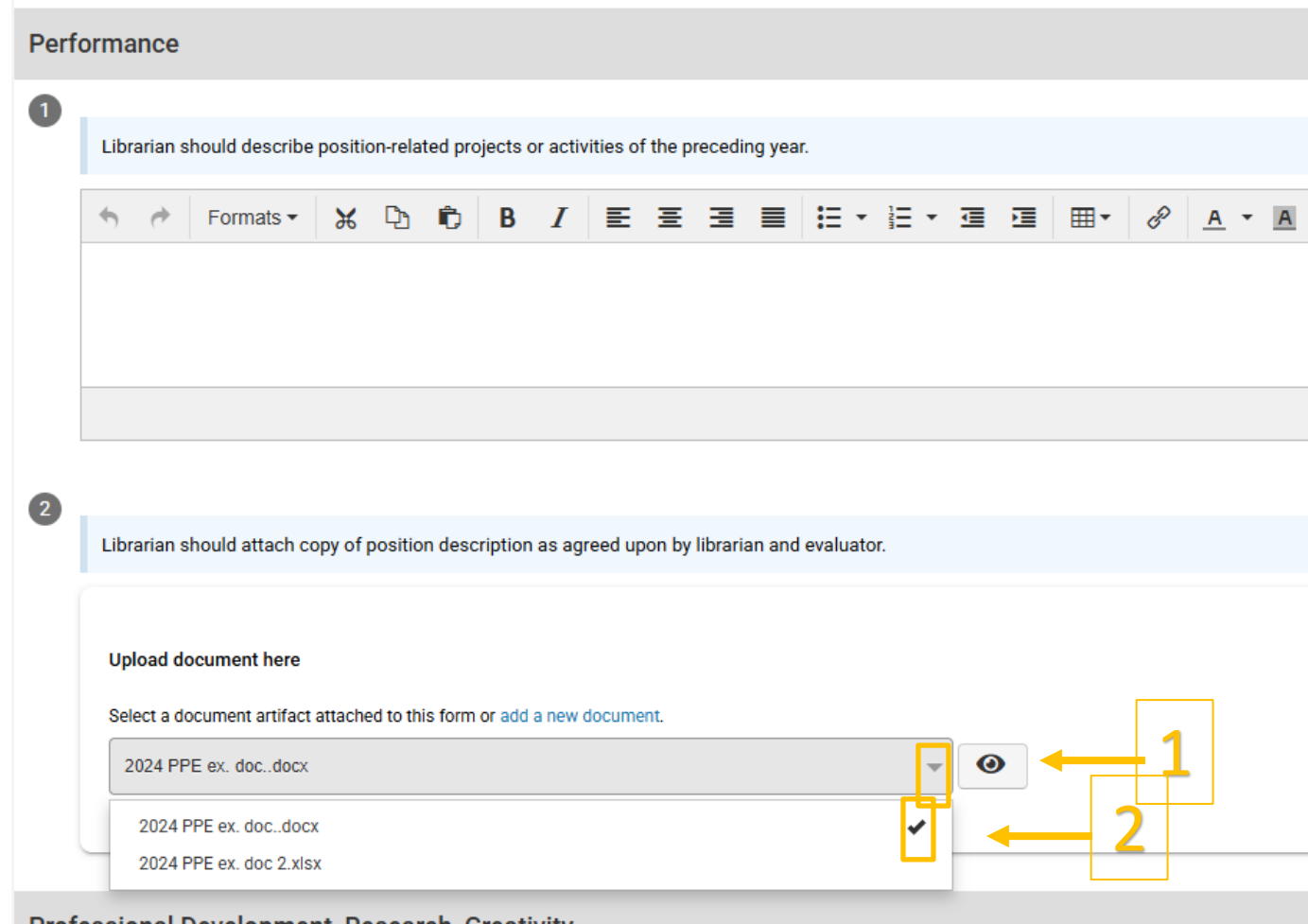
Select a document artifact attached to this form or [add a new document](#).

2024 PPE ex. doc..docx

2024 PPE ex. doc..docx

2024 PPE ex. doc 2.xlsx

Professional Development Research Creativity

The screenshot shows a web form for performance documentation. It has two main sections. The first section, labeled '1', contains a text area with a rich text editor toolbar. The second section, labeled '2', is titled 'Upload document here' and contains a list of document artifacts. The first artifact is '2024 PPE ex. doc..docx' with a dropdown arrow on its right. The second artifact is '2024 PPE ex. doc..docx' with a checkmark on its right. The third artifact is '2024 PPE ex. doc 2.xlsx'. A yellow box labeled '1' points to the dropdown arrow of the first artifact, and a yellow box labeled '2' points to the checkmark of the second artifact. There is also an eye icon to the right of the first artifact.

# Supporting Documentation Continued

You can view your documents by pressing the eye image.

Performance

1 Librarian should describe position-related projects or activities of the preceding year.

2 Librarian should attach copy of position description as agreed upon by librarian and evaluator.

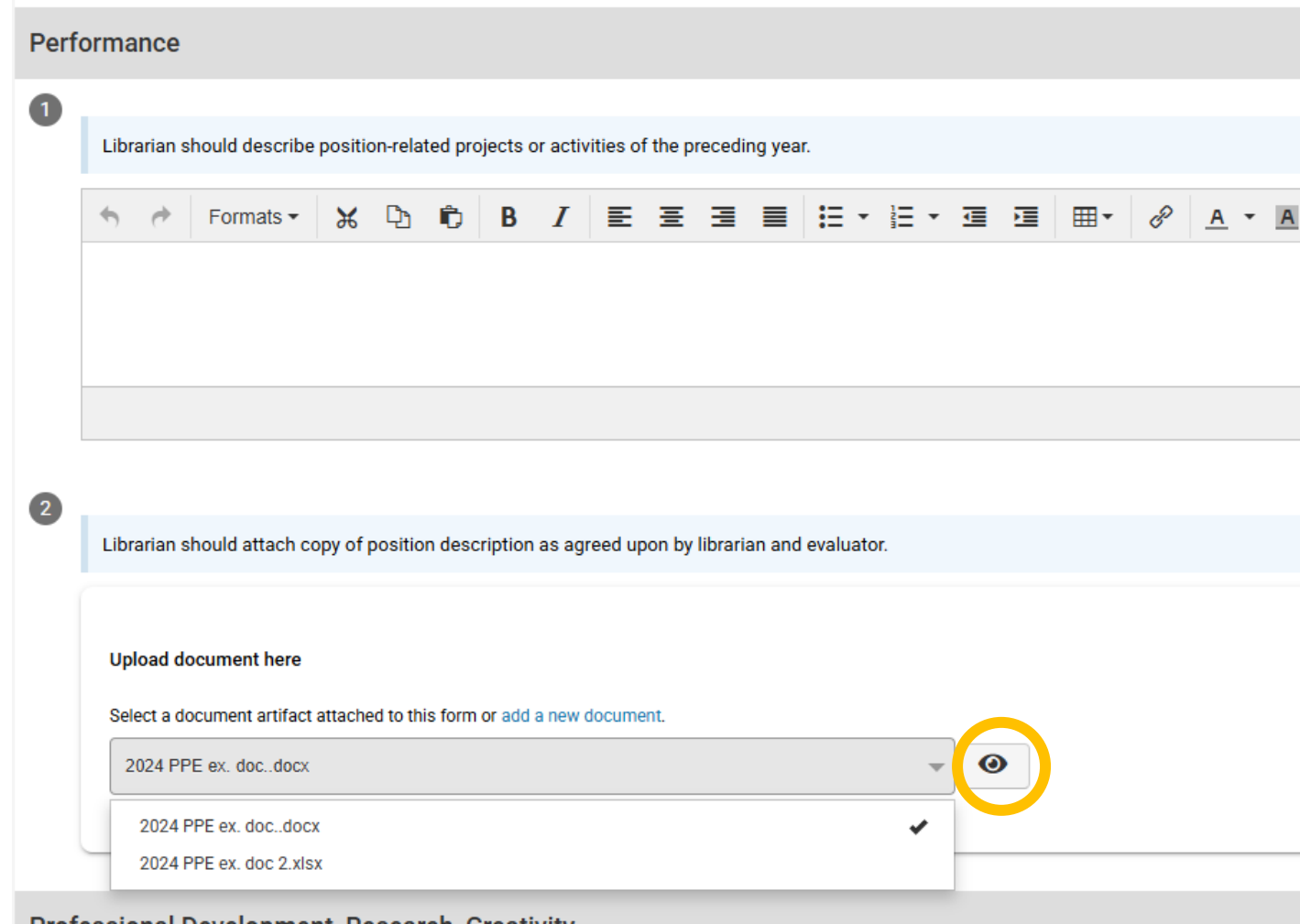
Upload document here

Select a document artifact attached to this form or [add a new document](#).

2024 PPE ex. doc..docx

2024 PPE ex. doc..docx ✓

2024 PPE ex. doc 2.xlsx







# Service

- Once complete with the “Professional Development, Research, Creativity” section, move onward to the “Service” section.

2024 TAMIU PPE - Library

Select a document artifact attached to this form or [add a new document](#).

2024 PPE ex. doc 2.xlsx

Service

1 Librarian describes activities related to service.

Formats

2 Librarian should attach any supporting documentation.

Upload document here

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts

CONTINUE LATER

SUBMIT THE FORM



# Service

Select a document artifact attached to this form or [add a new document](#).

2024 PPE ex. doc 2.xlsx



## Service

1

Librarian describes activities related to service.

Rich text editor toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, text color, background color, and source code.

Enter your responses in text box.

2

Librarian should attach any supporting documentation.

Upload document here

Select a document artifact attached to this form or [add a new document](#)

Add supporting Documents

Select Document Artifacts

CONTINUE LATER

SUBMIT THE FORM

# Submit The Form

- Once complete with the “Service” section, you can submit the PPE form to move on to the next step.

2024 TAMIU PPE - Library

Select a document artifact attached to this form or [add a new document](#).

2024 PPE ex. doc 2.xlsx

Service

1 Librarian describes activities related to service.

2 Librarian should attach any supporting documentation.

Upload document here

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts

Save Changes and return later

Submit form to Library Dean.

CONTINUE LATER

SUBMIT THE FORM

# Submit The Form

Select a document artifact attached to this form or add a new document.

2024 PPE ex. doc 2.xlsx

## Service

1 Librarian describes activities related to service.

Formats ✂ 📄 📁 **B** *I* [List Icons] [Table Icon] [Link Icon] **A** **A** <>

Yes, Submit the Form Confirmation

Once submitted, this form will move to **2. Department Dean Review** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM

CANCEL

2 Librarian should attach any supporting documentation.

Upload document here

Select a document artifact attached to this form or add a new document.

Select Document Artifacts

↑  
click

CONTINUE LATER

SUBMIT THE FORM




# Extra AEFIS PPE Tips

# Locating Your Submitted PPE Form



☰ My Data Collection Forms ↻ ⋮




**No Forms**

We could not find any forms to complete

☰ My Assignments ↻ ⋮


☰ My Course Sections & Syllabi ↻ ⋮



**No Course Sections**

You have no course sections assigned to you for the current active term(s).

My Course Evaluations ↻ ⋮



**Congratulations!**




You have completed all your course evaluations


Go to your AEFIS Dashboard




# Locating Your Submitted PPE Form


Locate the widget entitled  
"My Data Collection Forms"






 My Data Collection Forms  

  
**No Forms**  
We could not find any forms to complete

 My Course Sections & Syllabi  

  
**No Course Sections**  
You have no course sections assigned to you for the current active term(s).

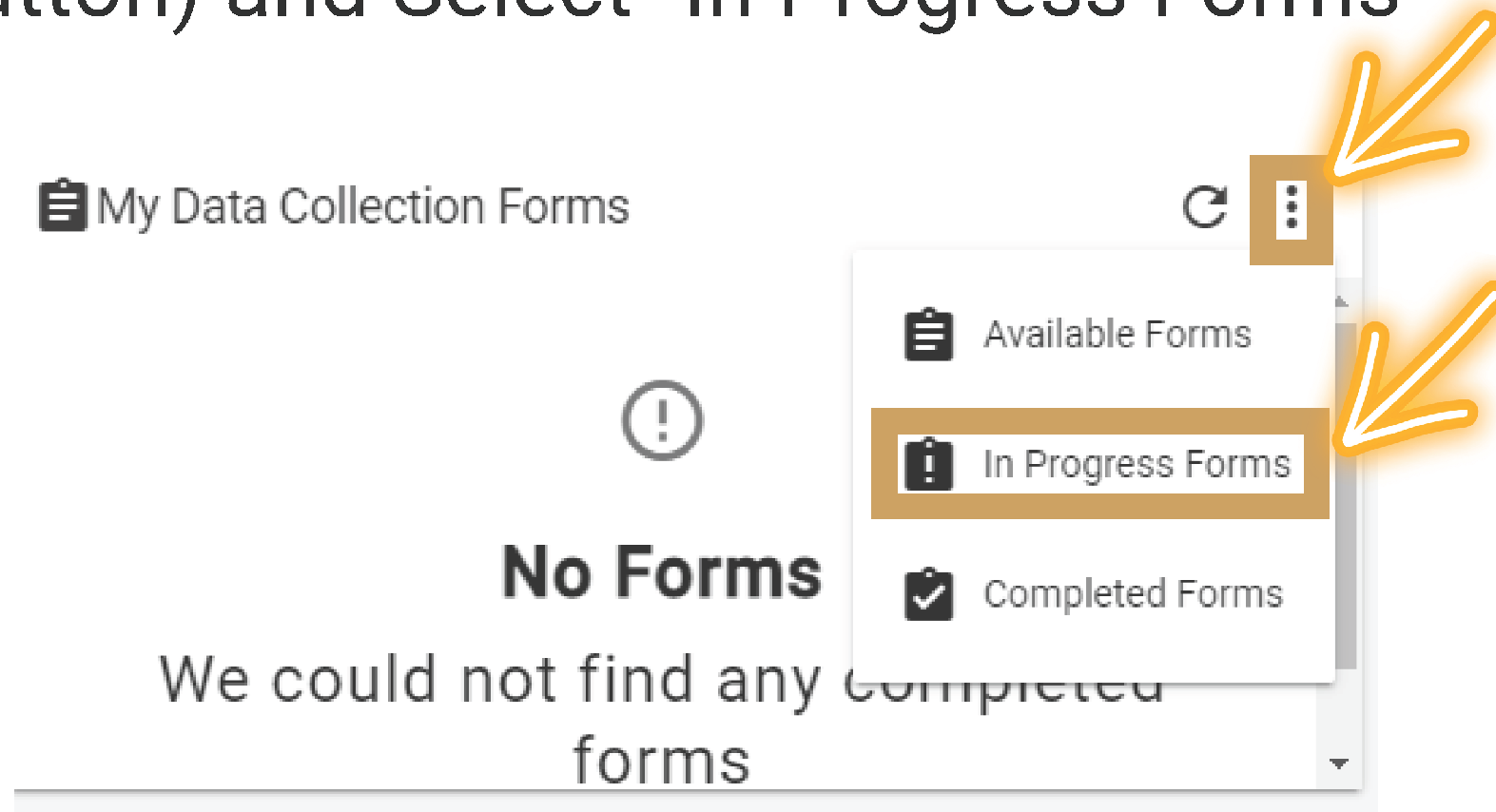
My Course Evaluations  

  
**Congratulations!**  
You have completed all your course evaluations

 My Assignments  

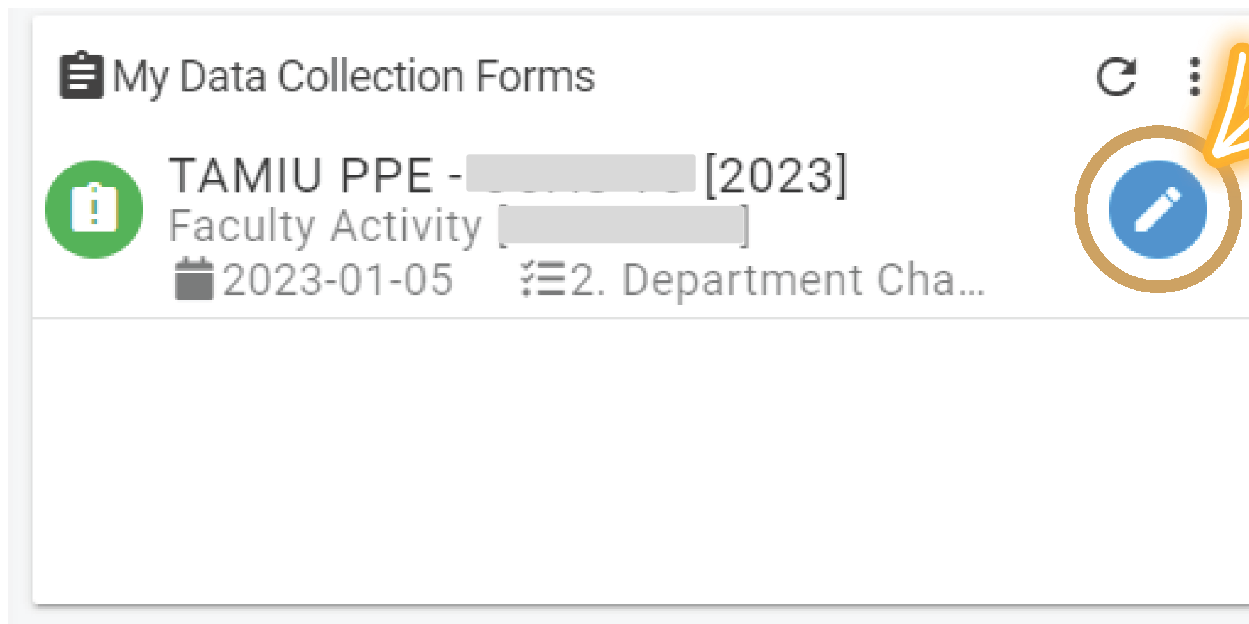
# Locating Your Submitted PPE Form

Click on the triple vertical dots (this is a menu button) and Select "In Progress Forms"



# Locating Your Submitted PPE Form

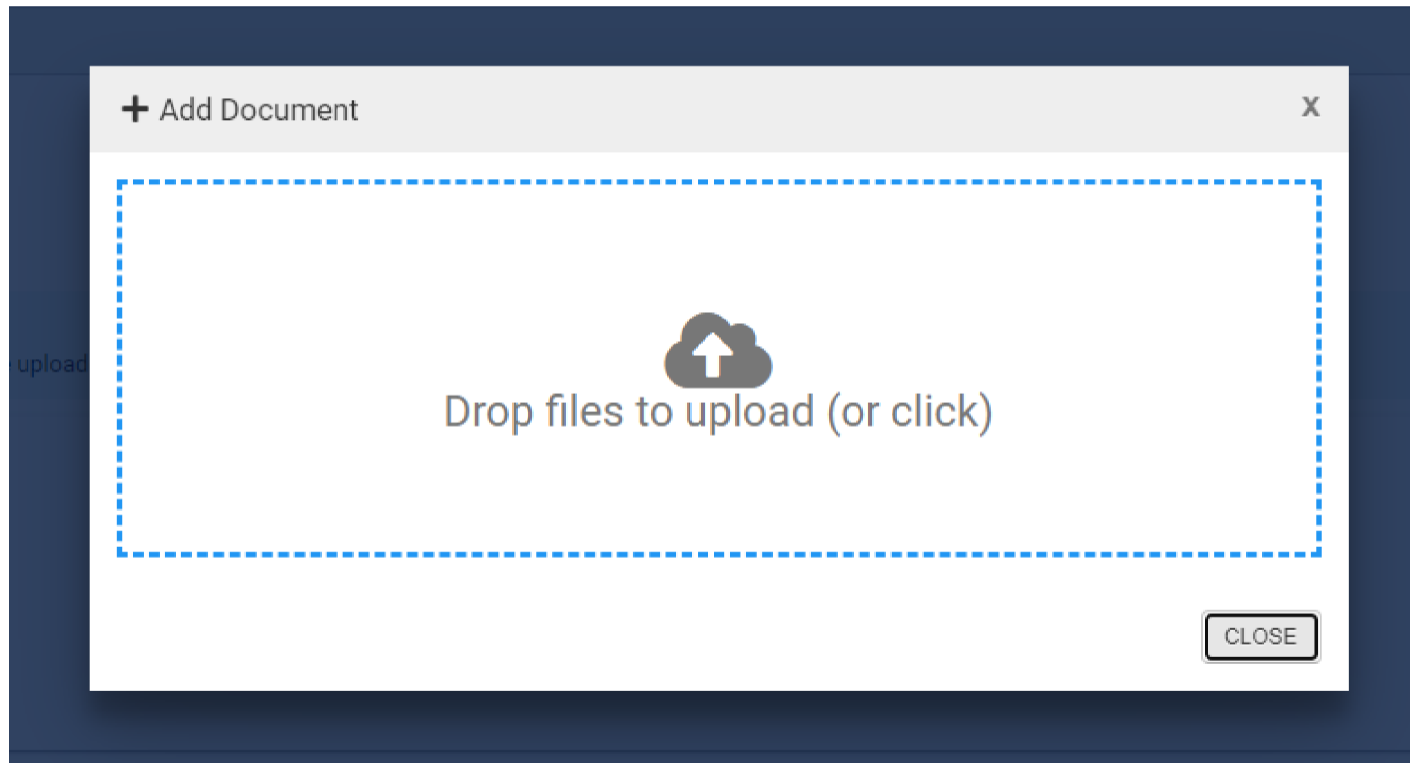
This will open up your recently submitted Document. You can enter it by clicking the pencil to print or save your responses.



**\*\*We suggest if you want to save or print your responses for your own archives that, you do so AFTER your submission by using this method.\*\***



# Uploading your Supporting Documentation




Drag your files or click to upload.

Max per each upload: 5 documents

No Max on the total amount of documents

# Uploading your Supporting Documentation

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts 


- Standard 10 (2).pdf
- Standard 10 Policy Requirements.pdf
- Standard 10 Resource Manual.pdf
- Standard 5.pdf

1. Once uploaded, please select the files needed within the dropdown menu.

2. The checkmarks mean you have selected the document to appear for your superiors

Supporting Documentation:

Select a document artifact attached to this form or [add a new document](#).

Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf 

- Standard 10 (2).pdf ✓
- Standard 10 Policy Requirements.pdf ✓
- Standard 10 Resource Manual.pdf
- Standard 5.pdf

# Uploading your Supporting Documentation

## Supporting Documentation:

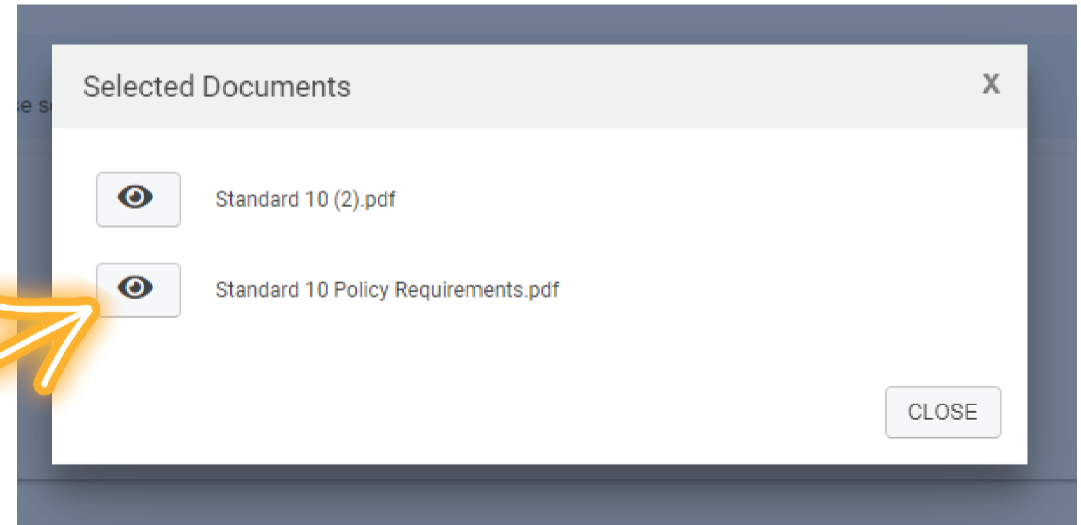
Select a document artifact attached to this form or [add a new document](#).

Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf



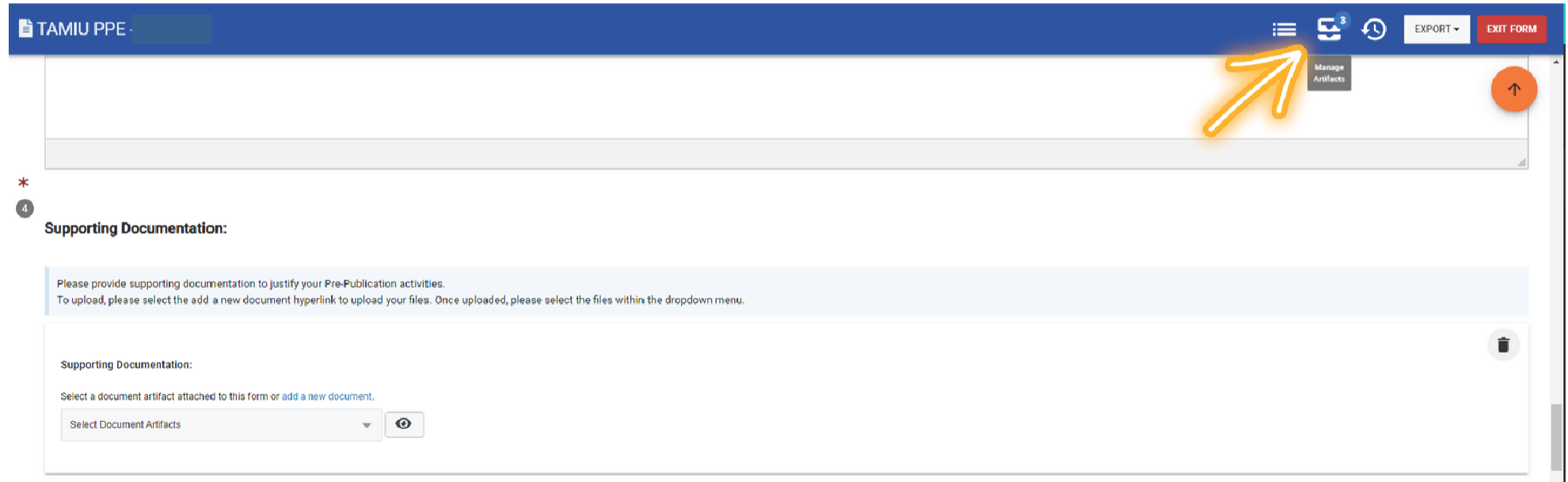
3. You can view your documents by pressing the eye image

4. Click the eye image of the document you want to see



# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMIU PPE

EXPORT EXIT FORM

Manage Artifacts

**Supporting Documentation:**

Please provide supporting documentation to justify your Pre-Publication activities.  
To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

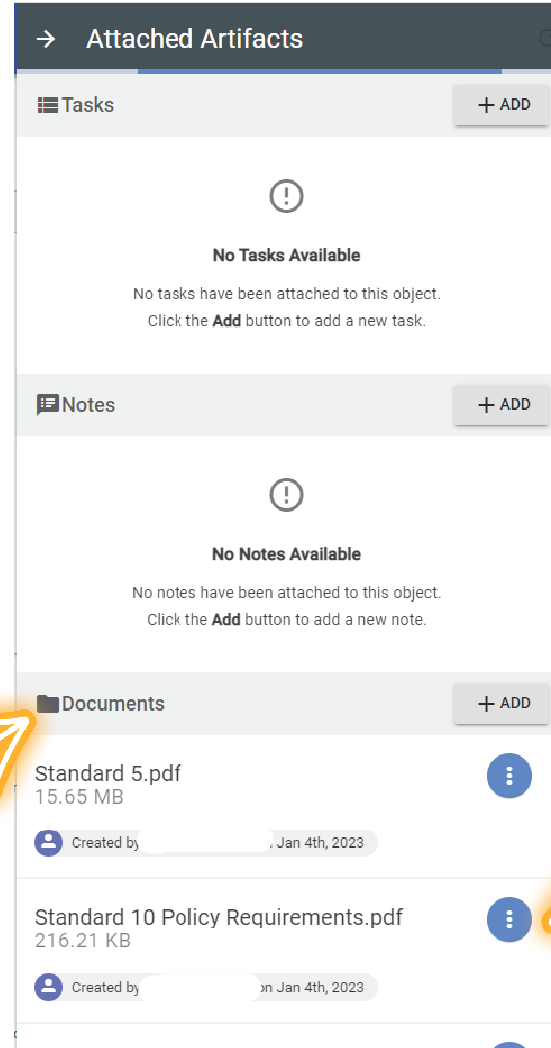
**Supporting Documentation:**

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts

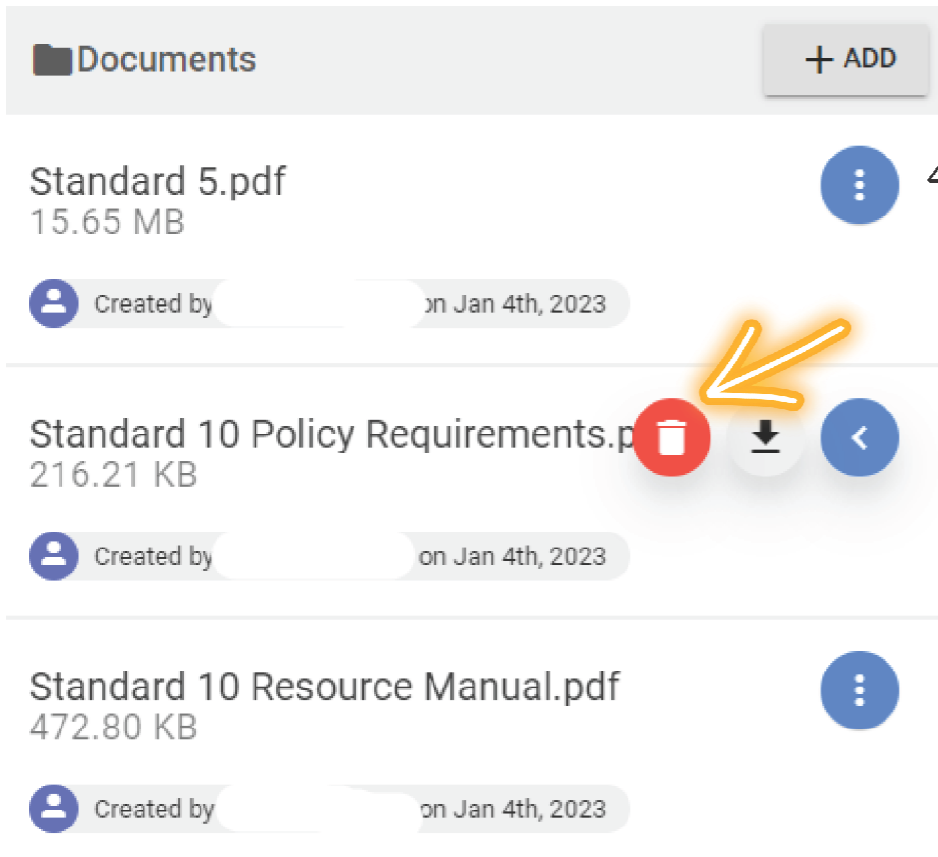
# Deleting your Supporting Documentation

2. Find the Documents Area



3. Locate the document you wish to delete, and hover your mouse over the blue button.

# Deleting your Supporting Documentation



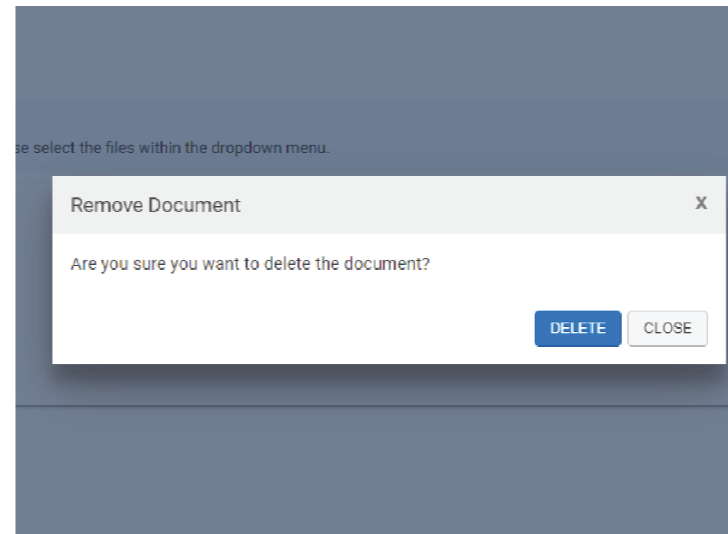
Documents + ADD

Standard 5.pdf  
15.65 MB  
Created by on Jan 4th, 2023

Standard 10 Policy Requirements.p  
216.21 KB  
Created by on Jan 4th, 2023

Standard 10 Resource Manual.pdf  
472.80 KB  
Created by on Jan 4th, 2023

4. Select the Red Trash Can to delete



5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete



Thank you!

