

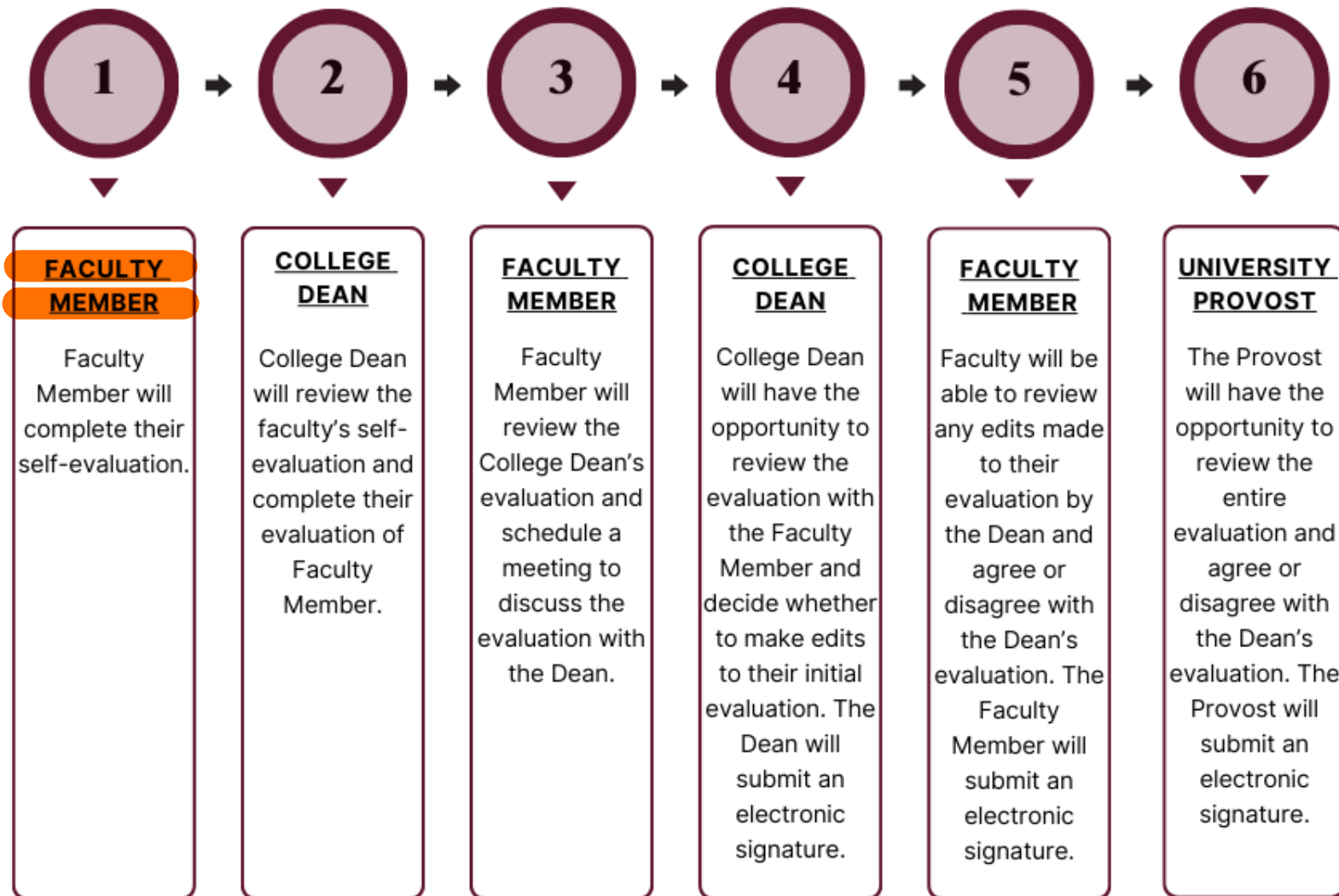


University College – PPE



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, or [chat](#).

Log in through Uconnect

The screenshot shows a user interface for 'My Apps' with a dark maroon header. The header contains the TIT logo on the left and the user name 'jessica.verastigui' on the right. Below the header is a grid of application tiles. A yellow arrow points from the 'Handshake Student Job Portal' tile to the 'AEFIS' tile, which is enclosed in a yellow rectangular box. The grid contains the following applications:

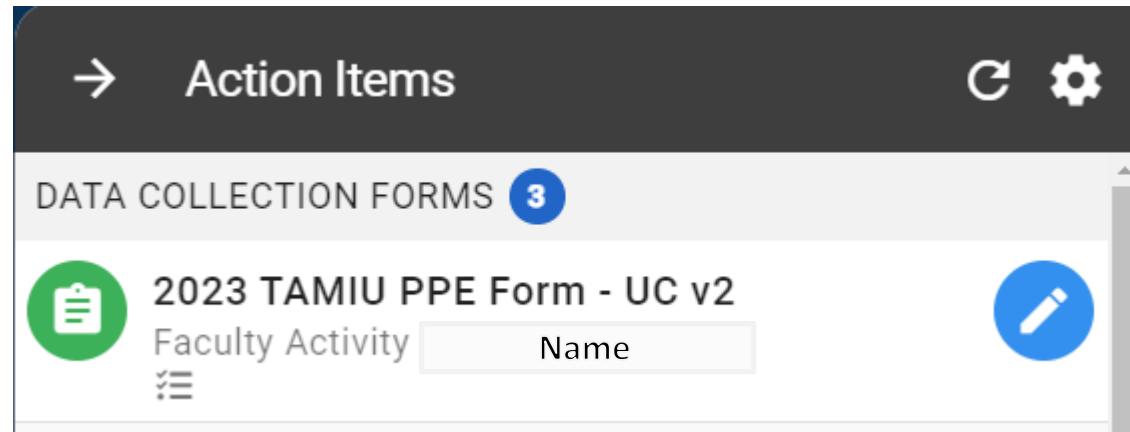
Application Name	Icon Description
eLearning (Blackboard)	Laptop icon
Email	Envelope icon
TAMUS SSO	Padlock icon
Employee Newsletter	IN logo
TAMU Calendar	Calendar icon
WebFocus 9.2.1 (NEW)	Grid icon
WebFocus 8207.28.06 (OLD)	Grid icon
Handshake Student Job Portal	Briefcase icon
AEFIS	AEFIS logo
Room Reservations (Ad Astra)	Calendar with checkmark icon
Make a Payment	Card icon
TAMU OneCard	Person with ID card icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports equipment icon
Voter Registration	Laptop with checkmark icon
Employee Resources	TIT logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



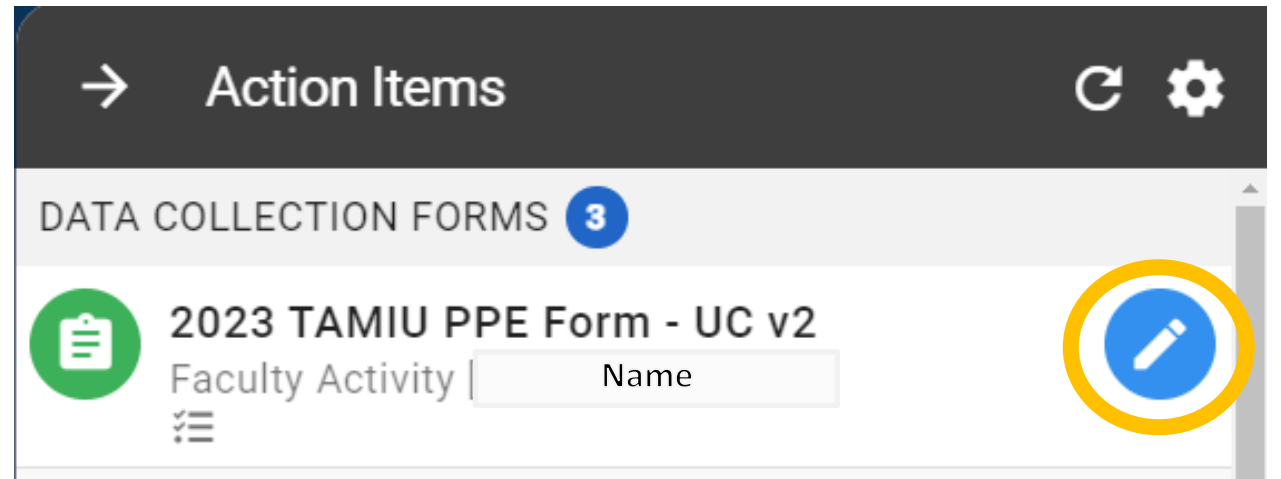
AEFIS Homepage

Faculty Self Evaluation – Step 1

Entering Your PPE Form



Click on the
Pencil





PPE Form Page

PPE Form Page

2023 TAMIU PPE Form - UC v2



EXPORT ▾

EXIT FORM

Name

Teaching Activity (70%)



Service Activities (20%)



CONTINUE LATER

SUBMIT THE FORM

PPE Form Page

- Select arrow for Teaching Activities.

2023 TAMIU PPE Form - UC v2



EXPORT

EXIT FORM

Name

Teaching Activity (70%)



Service Activities (20%)



CONTINUE LATER

SUBMIT THE FORM

Teaching Activity

- Fill out sections.

2023 TAMIU PPE Form - UC v2

EXPORT EXIT FORM

Teaching Activity (70%)

1

Teaching Narrative:

Please upload your Teaching Narrative below. Remember, the teaching narrative should only include activities that have occurred during the calendar year being reported. The following should be included in your narrative:

This year's teaching/SMART goals:

This year's key teaching accomplishments:

Next year's teaching/SMART goals:

← → Formats ✂ 📄 📁 **B** *I* ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

Enter your responses in text box.

2

Teaching Narrative:

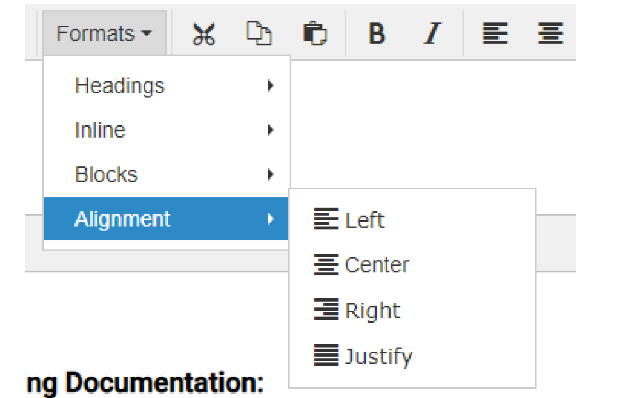
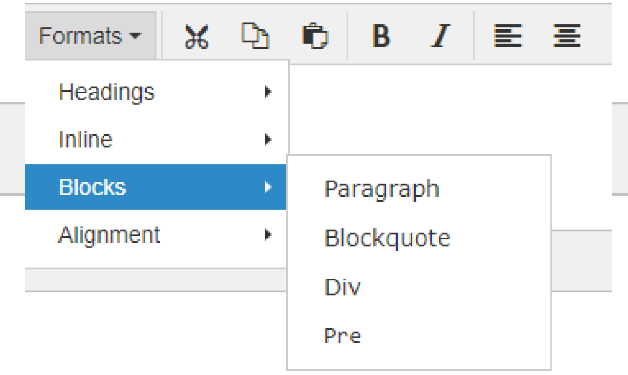
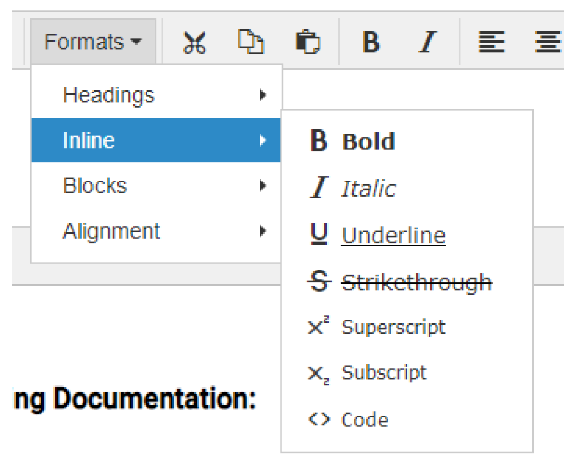
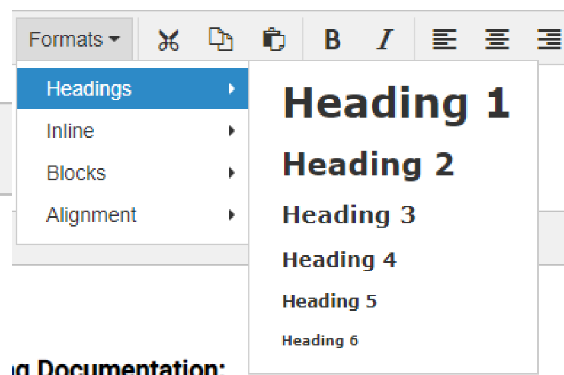
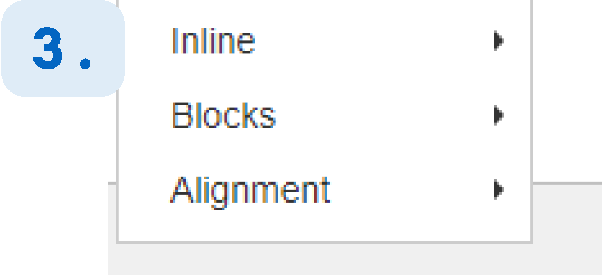
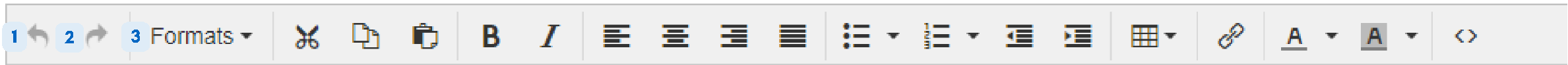
To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

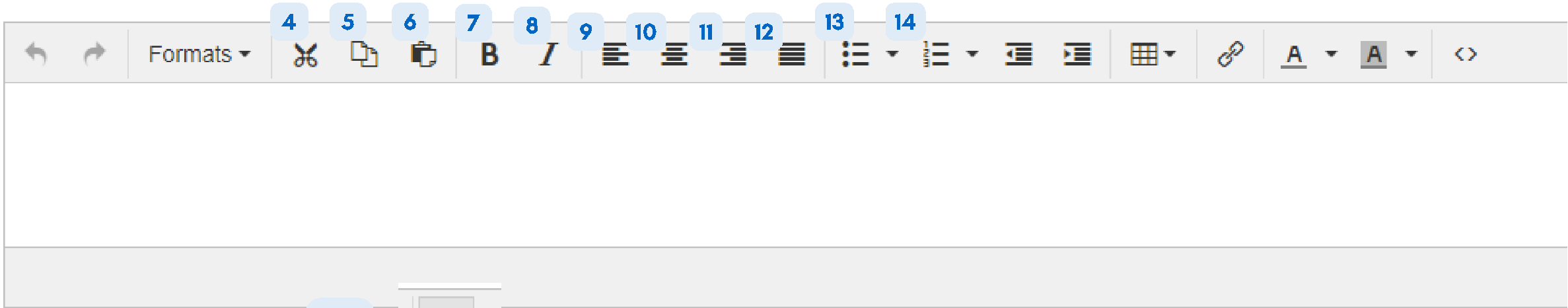
Select a document artifact attached to this form or [add a new document](#).



Text Box



Text Box



4, 5,
& 6

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

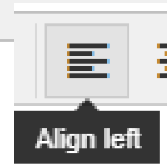
7.



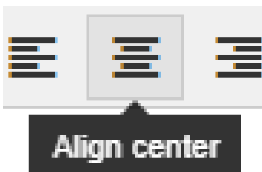
8.



9.



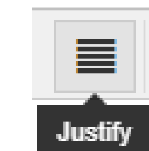
10.



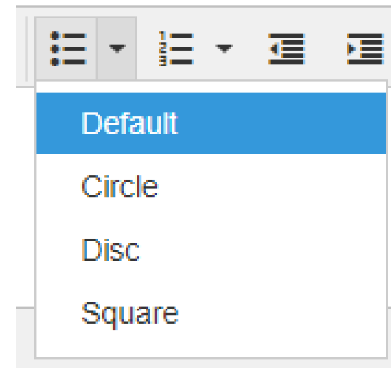
11.



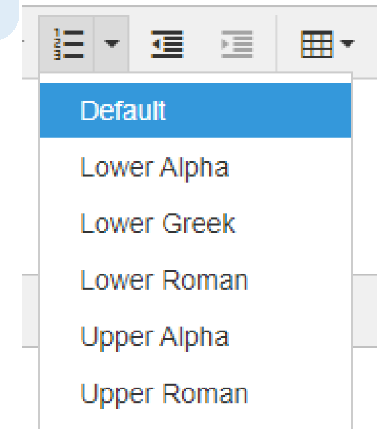
12.



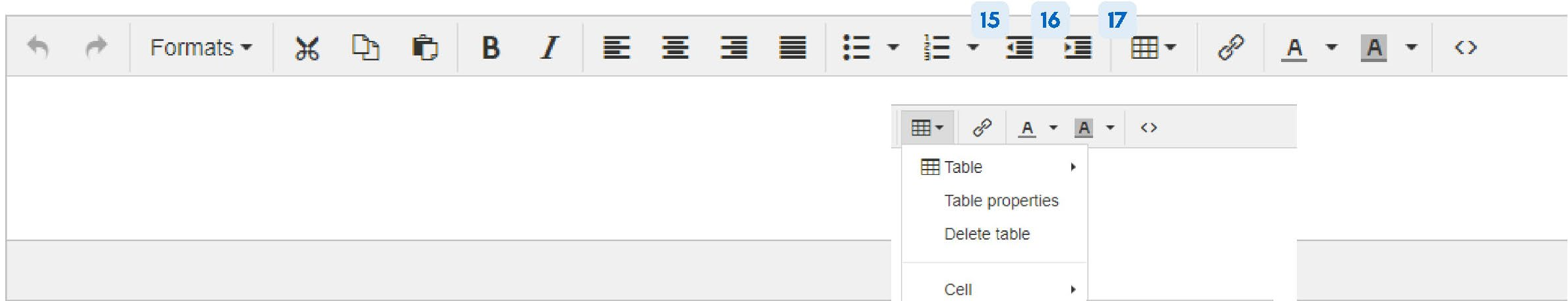
13.



14.



Text Box



15.



Decrease indent

17.

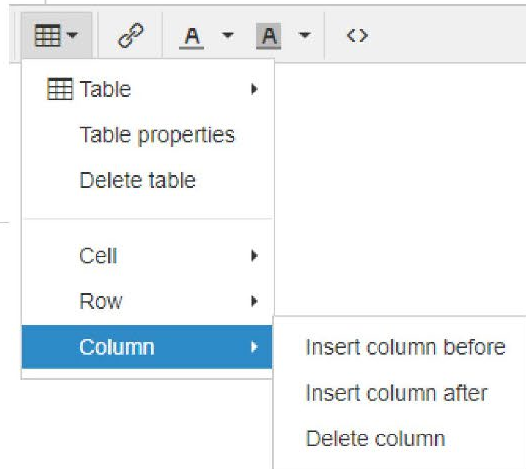
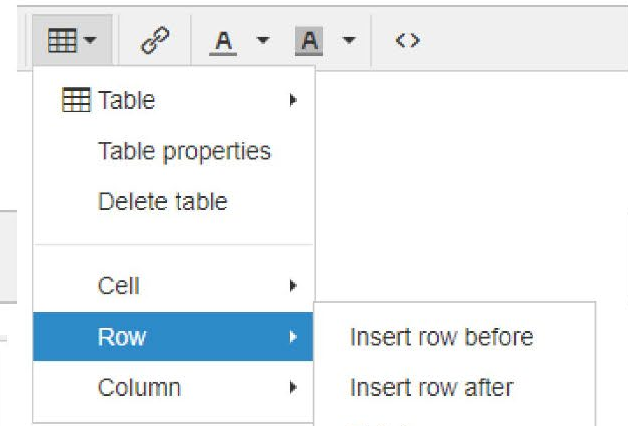
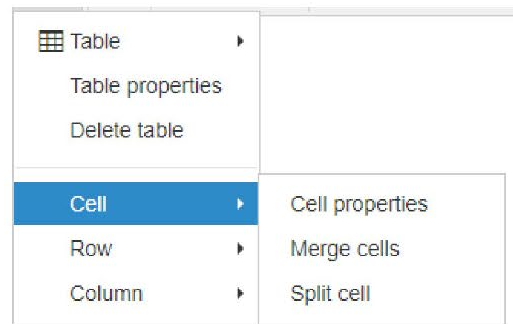
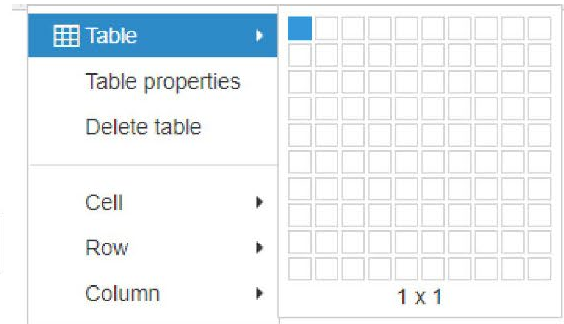


Table

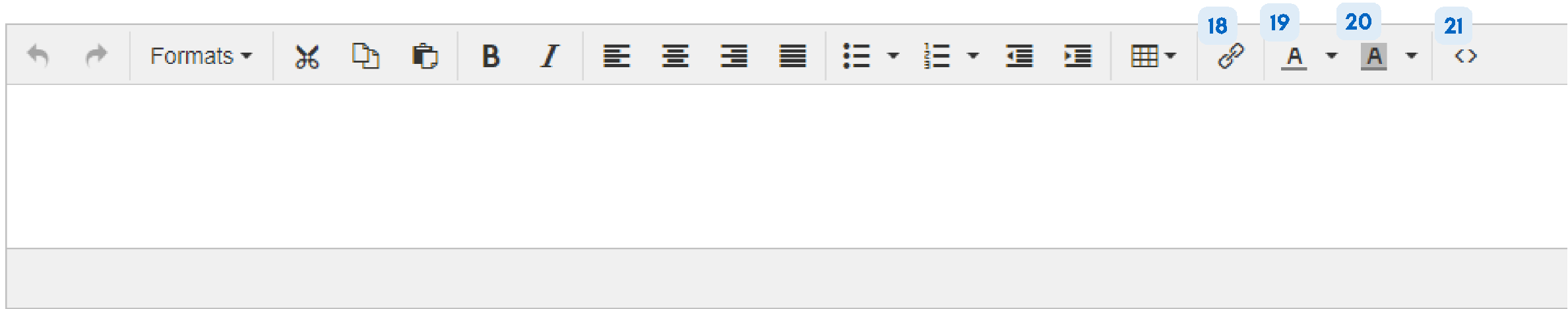
16.



Increase indent



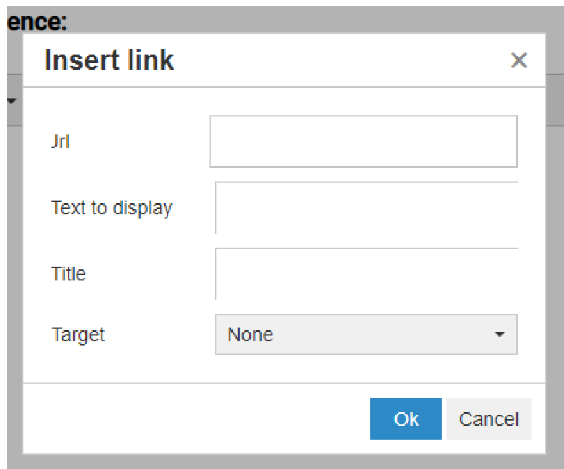
Text Box



18.



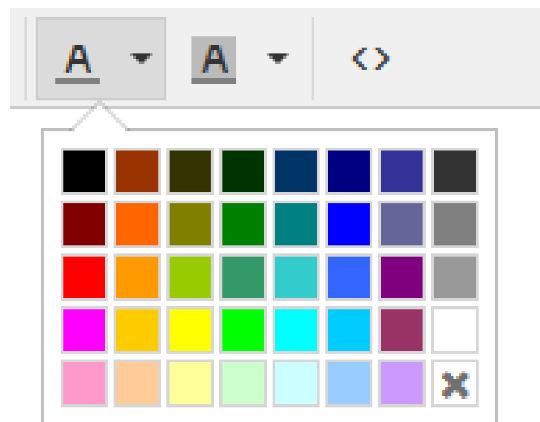
Insert/edit link



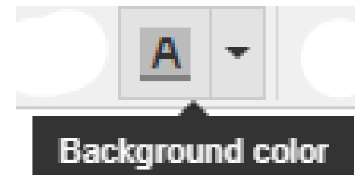
19.



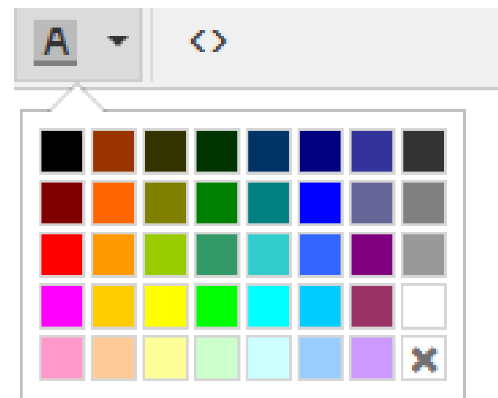
Text color



20.



Background color

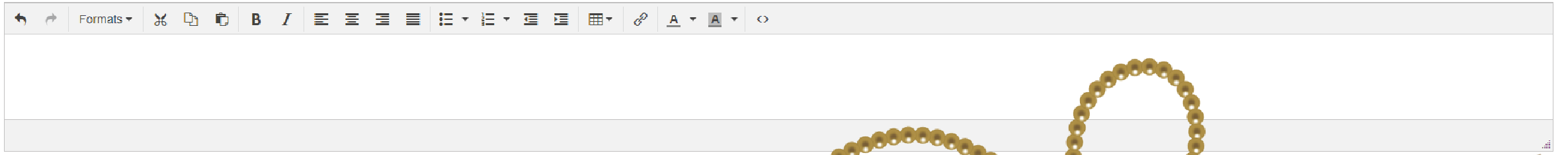


21.



Source code

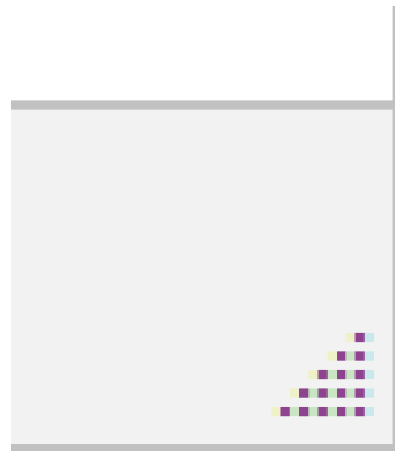
Text Box



*



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.

2023 TAMIU PPE Form - UC v2

EXPORT EXIT FORM

2

Teaching Narrative:

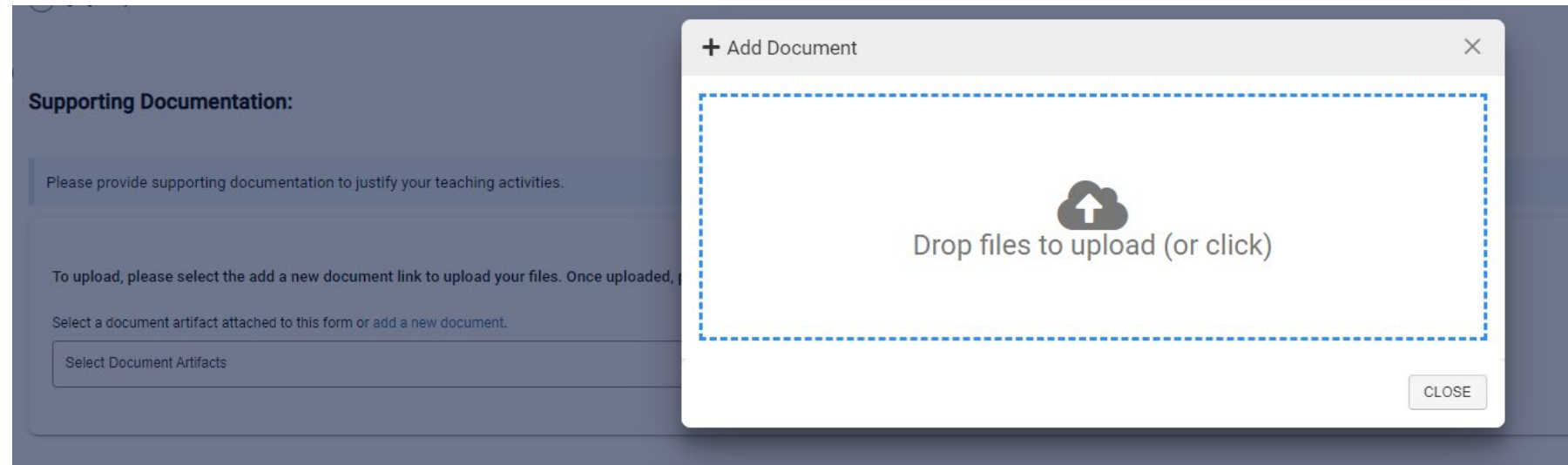
To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

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

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.

2023 TAMIU PPE Form - UC v2

2

Teaching Narrative:

To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

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

example PPE 1.docx, example PPE 2.docx

example PPE 1.docx

example PPE 2.docx



1

2

Supporting Documentation Continued

You can view your documents by pressing the eye image.

2023 TAMIU PPE Form - UC v2

2

Teaching Narrative:

To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

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

example PPE 1.docx, example PPE 2.docx



example PPE 1.docx



example PPE 2.docx



Service Activities

- Once complete with the “Teaching Activity”, move onward to the “Service Activities” section.

2023 TAMIU PPE Form - UC v2



EXPORT ▾

EXIT FORM

Name

Teaching Activity (70%)



Service Activities (20%)



CONTINUE LATER

SUBMIT THE FORM

Service Activities



EXPORT

EXIT FORM

Service Activities (20%)



1

Service Narrative:

Please type your Service Narrative below. Remember, the service narrative should only include activities that have occurred during the calendar year being reported. The following should be included in your narrative:

- This year's Service goals:
- This year's key Service accomplishments:
- Next Year's Service goals:



Enter your responses in text box.

2

To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu. Select a document artifact attached to this form or add a new document.

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

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

Select Document Artifacts



Submit The Form

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

The screenshot shows the top navigation bar with the title "2023 TAMIU PPE Form - UC v2" and utility icons for menu, notifications (2), refresh, export, and exit. The main content area is titled "Level 0 – Egregiously Deficient:" and contains a list item: "Did not participate in any service activities".

Step 7: A light blue instruction box says "Please select from the dropdown your Service Activity Level:". Below it is a dropdown menu with the text "Select an Option".

Step 8: A light blue instruction box says "Please feel free to comment below:". Below it is a rich text editor toolbar with icons for undo, redo, formats, cut, copy, paste, bold, italic, bulleted list, numbered list, link, unlink, text color, and background color.

Step 9: A yellow-bordered box contains the text "By hitting submit, you verify that this information is correct." Below this box are two yellow-bordered callout boxes: "Save Changes and return later" and "Submit form to College Dean.". Arrows from these callouts point to the "CONTINUE LATER" and "SUBMIT THE FORM" buttons respectively.

At the bottom of the form are two buttons: "CONTINUE LATER" (light gray) and "SUBMIT THE FORM" (dark blue).

Submit The Form

Level 0 – Egregiously Deficient:

- Did not participate in any service activities








7

Please select from the dropdown your Service Activity Level:

Select an Option ▾

8

Please feel free to comment below:

← → Formats ▾    **B** *I*  

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



click

9

By hitting submit, you verify that this information is correct.

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  



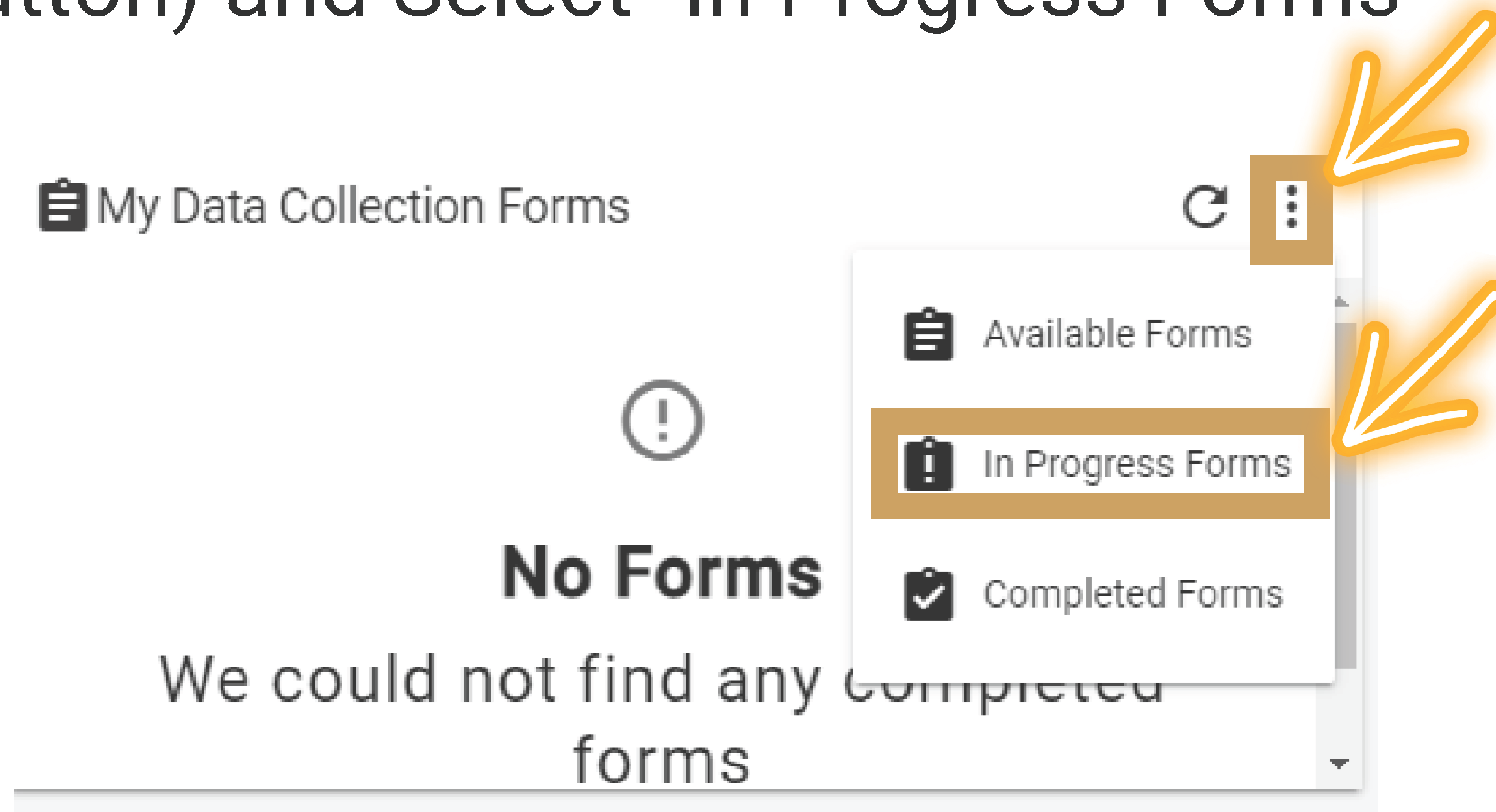
Congratulations!

You have completed all your course evaluations

 My Assignments  

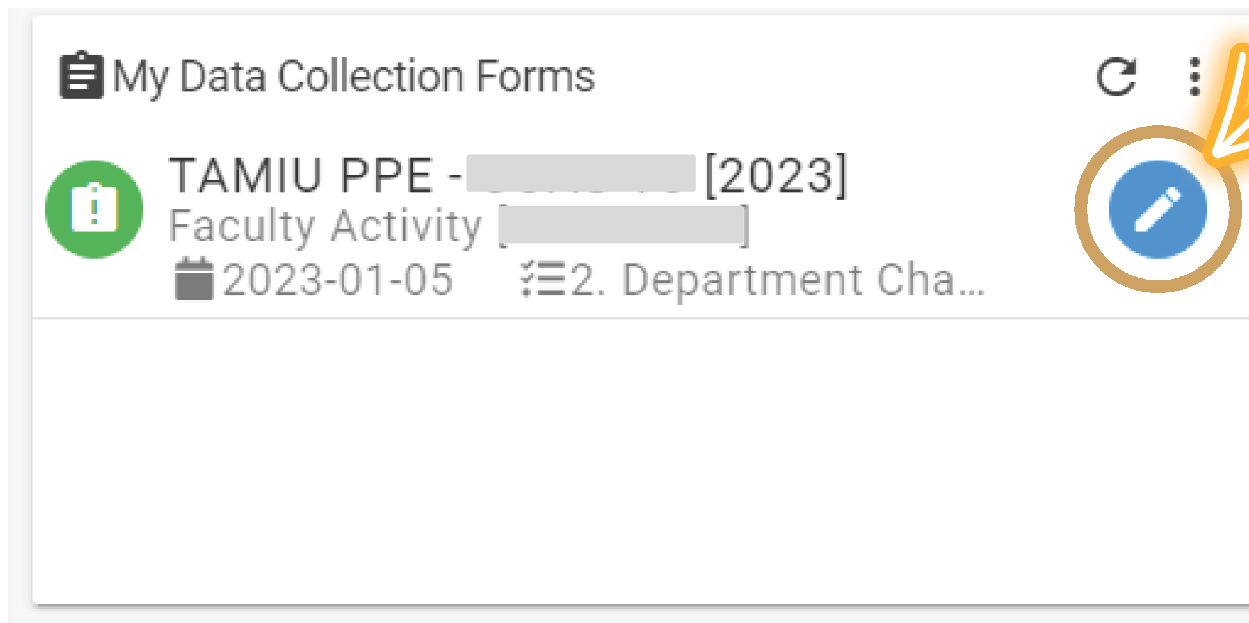
Locating Your Submitted PPE Form

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



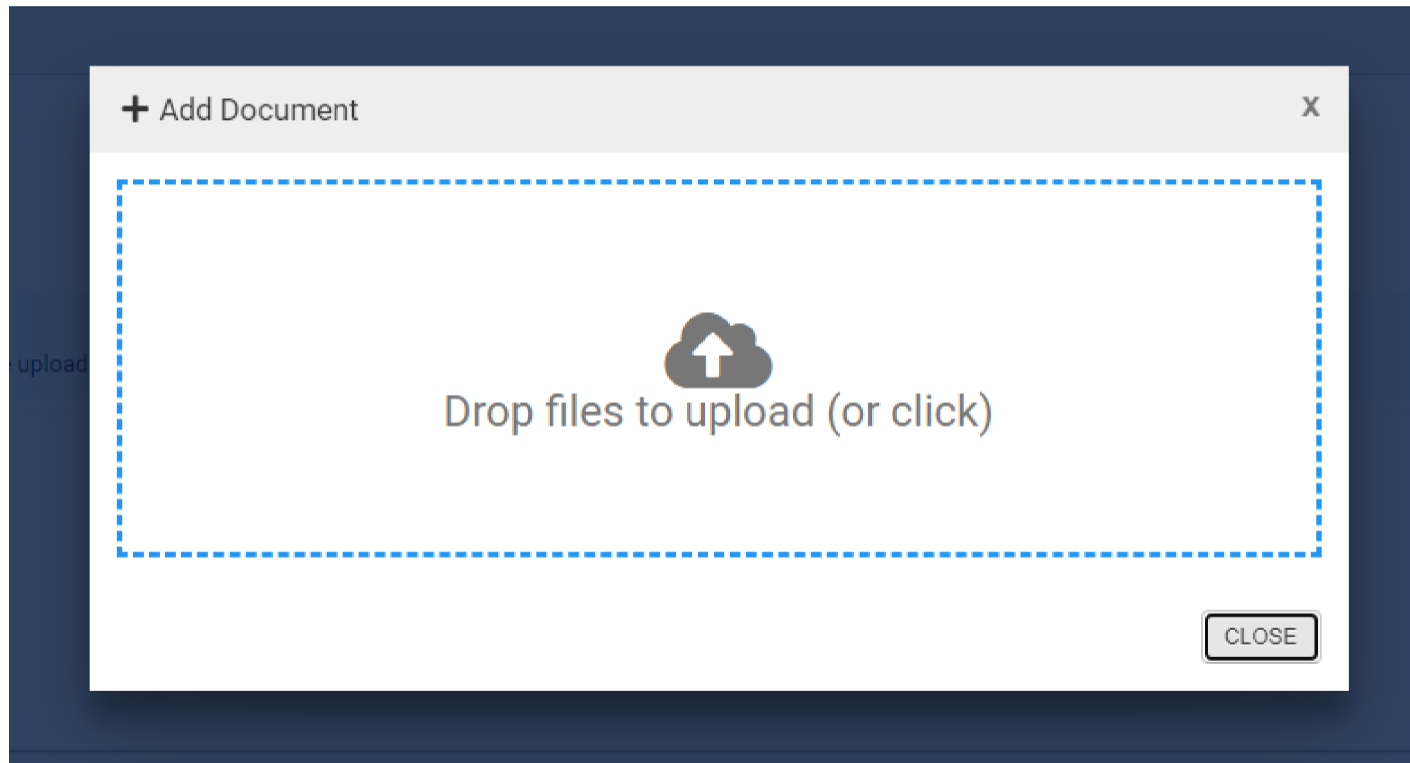
Locating Your Submitted PPE Form

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:

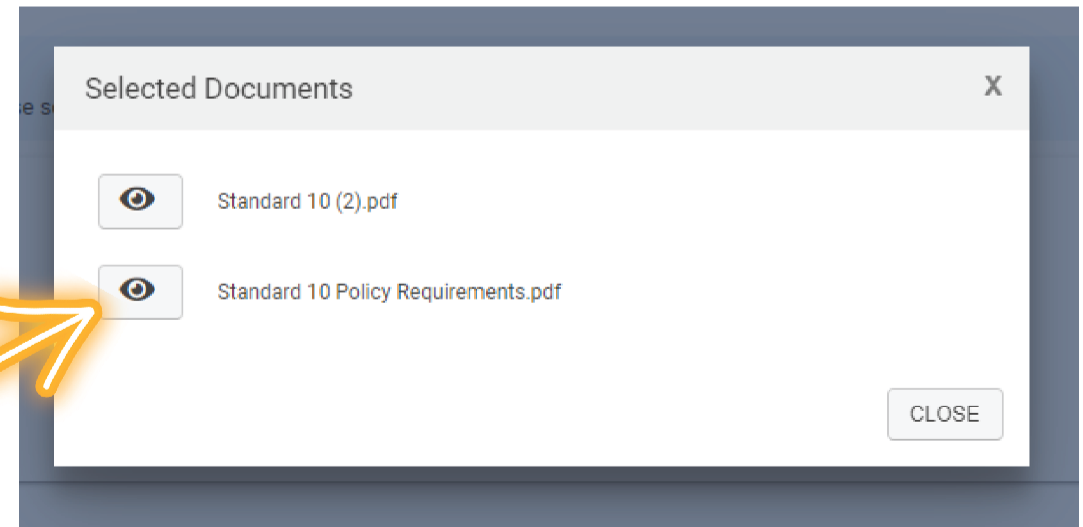
Select a document artifact attached to this form or [add a new document](#).

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



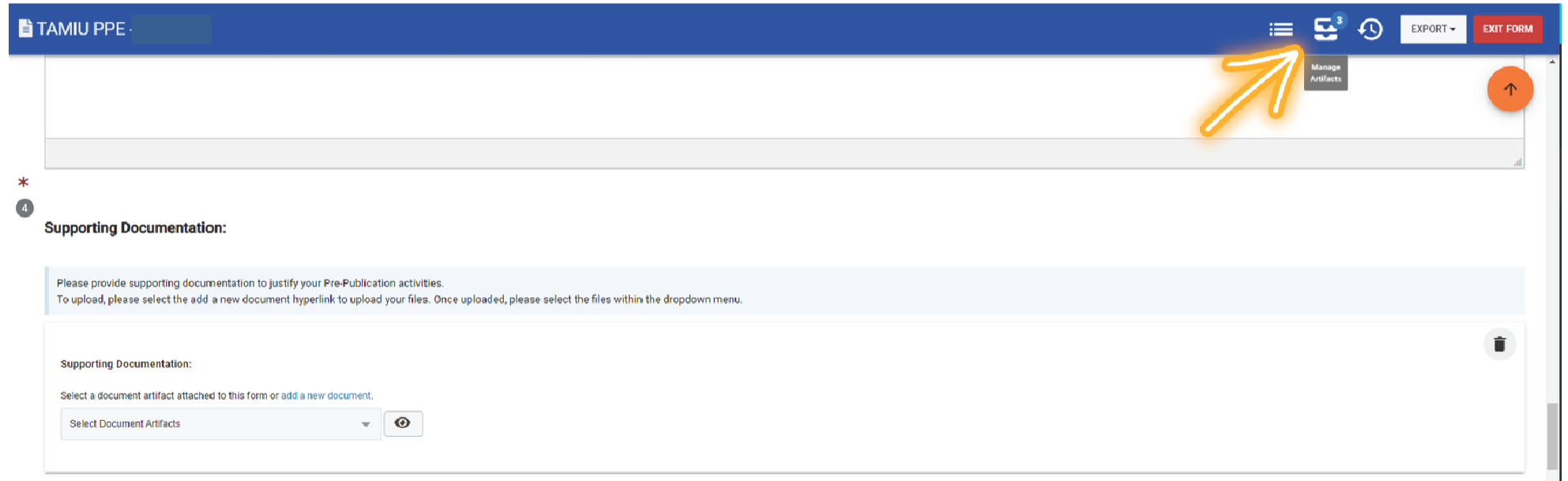
3. You can view your documents by pressing the eye image

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.

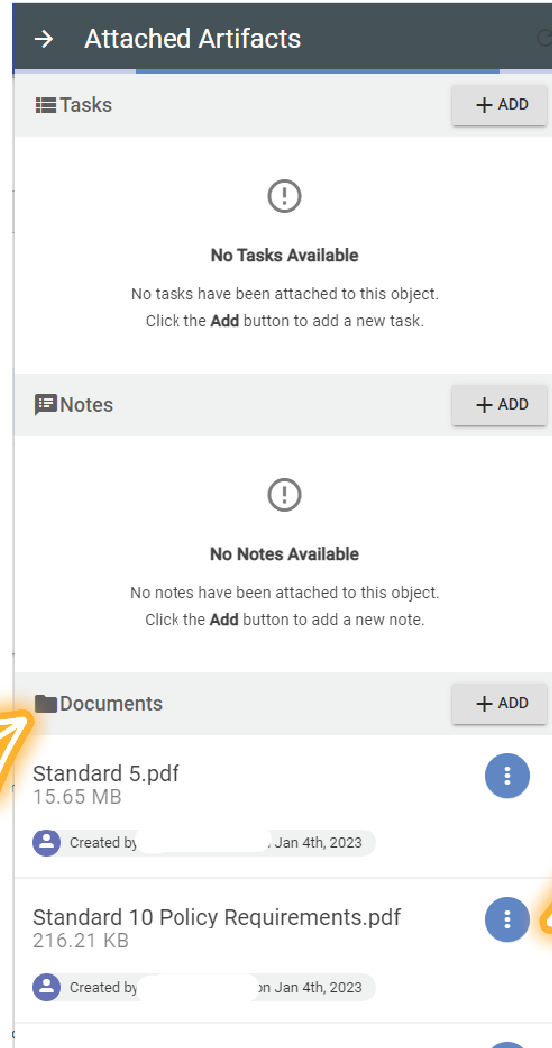
Supporting Documentation:

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

Select Document Artifacts

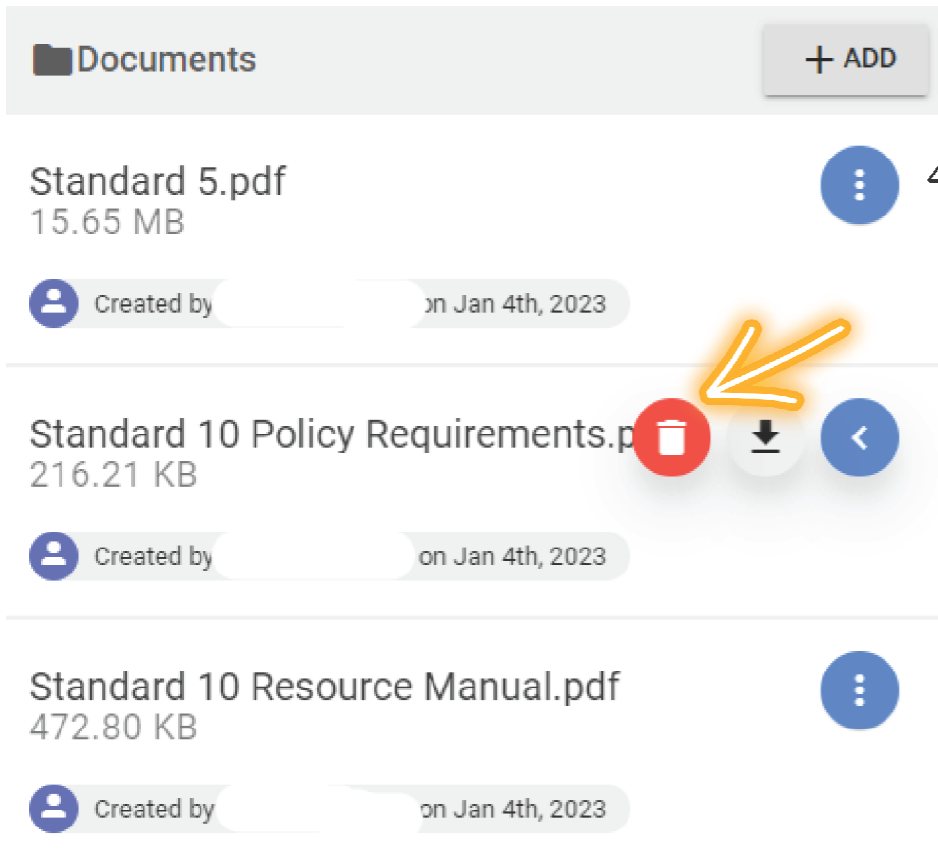
Deleting your Supporting Documentation

2. Find the Documents Area

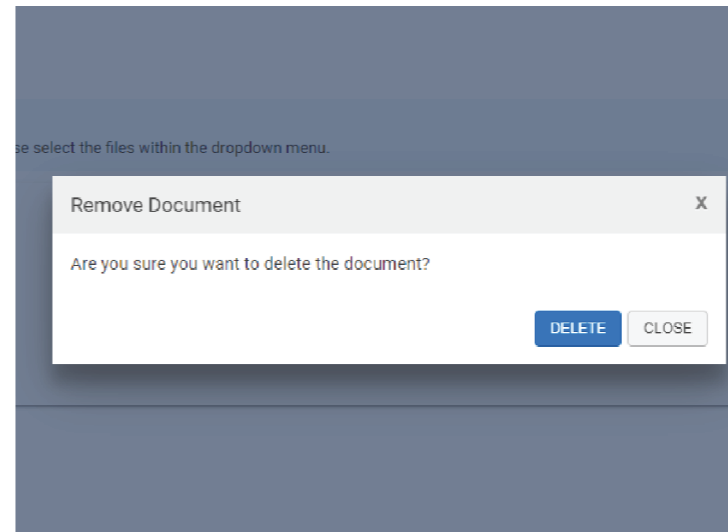


3. Locate the document you wish to delete, and hover your mouse over the blue button.

Deleting your Supporting Documentation



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!

