My Actions FAR Notification

My Actions

Users will receive My Actions notifications 7 days after the system opens for any unapproved Faculty Activity Reports that require approval. The goal of the My Actions notification is to allow users to easily access and approve all assigned faculty activity reports.

A My Actions notification will populate for any unapproved FARs assigned to the user. Each notification will contain a link that will take the user directly to the unapproved FAR. Once the FAR is approved the notification will clear from the user's My Actions queue.

Certain faculty activity reports require department chair approval. Once a user approves a FAR that requires chair approval, a My Actions notification will appear for the department chair that contains a direct link to the report. Once the department chair approves the FAR the notification will clear from the chair's My Actions queue.

Instructions on how to access and utilize the My Actions feature is below.

My Actions – FAR Faculty Review

1. Login into myWings using your UNF ID and password.

2. Click on the "My Actions" tile.
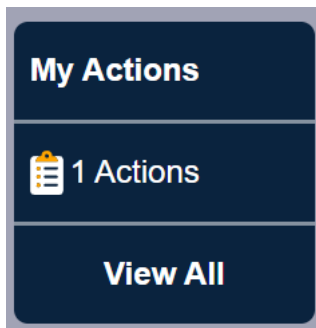
3. Click on the Review notification to go directly to that FAR.

4. Review the FAR and make any necessary updates. Click 'Update' at the bottom of the page to process the changes. Click 'Approve' at the bottom of the page to submit the FAR. The notification for the FAR will no longer be in your My Actions queue.

My Actions – FAR Chair Review

1. Login into myWings using your UNF ID and password.

2. Click on the "My Actions" tile.
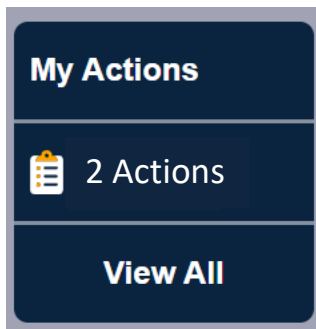
3. Click on a Review notification to go directly to that FAR.

4. Click 'Approve' at the bottom of the page. The notification for the FAR will no longer be in your My Actions queue.