



FIDO 4.0

Faculty Internet Document Organizer

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Questions? Comments? Contact:

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**To ensure prompt response, be sure to copy Academic Affairs
(academicaffairs@jjay.cuny.edu) on all correspondence pertaining to FIDO.*

FIDO Faculty Internet Document Organizer (FIDO) is a user-friendly document upload system that provides you and your reviewers with digital access to key components of your personnel file, without the need for intensive data entry. You'll upload key documents pertaining to your 2022-2023 personnel action(s); your reviewers will access them during the course of your personnel review. FIDO is housed on an internal John Jay server under the auspices of DOIT and conforms to all CUNY IT security protocols.

Welcome to FIDO 4.0!

FIDO 4.0 includes features and protocols requested by faculty, reviewers and administration. Current features include but are not limited to:

- Additional security measures and protocols to preserve confidentiality.
- Improved interface and functionality for all users

In this Quick Guide, you'll find detailed instructions on how to upload and organize your documents so that your reviewers have the most up-to-date and complete information for consideration of your personnel action(s).

Key documents to upload to FIDO for this year's review include:

- Your current Form C
- Your most recent CV (required for tenure, promotion candidates; recommended for all).
- Scholarly Works, completed and in progress
- Documentation of Grants submitted and received (where they exist)
- Documentation of Awards of Distinction/Letters of Commendation (where they exist)
- Letters recognizing Service and Administrative Duties (where they exist)

Your Chairs and Faculty Services/Office of the Provost will be adding other key documents to support consideration your personnel action review. The more you upload, the more your reviewers will know about you and what you've accomplished since your last review.

We welcome your questions and your feedback, as you work through the FIDO 4.0 experience. If you have specific questions regarding how FIDO supports the faculty personnel process, please contact Kyeanna Bailey; for technical assistance, please contact Jennifer Dobbins or Natalie Plaza. *To ensure prompt response be sure to copy Academic Affairs (academicaffairs@jjay.cuny.edu) on all correspondence pertaining to FIDO.*

BEFORE YOU BEGIN...

- **Review the Memos of Guidance** and all related documents pertaining to the personnel action review cycle.
- **To access FIDO off campus, be sure your *Cisco AnyConnect* VPN (Virtual Private Network) access is enabled.** As a security feature, FIDO 4.0 can only be accessed through VPN when off campus.
 - ***Cisco AnyConnect*** is the only authorized VPN for use with FIDO 4.0. If you don't have VPN installed, contact the DoIT Help Desk (helpdesk@jjay.cuny.edu) for assistance.
 - VPN is not required for FIDO access when working from a JJ campus computer.
- **After you log into FIDO 4.0 for the first time, double check your FIDO faculty profile and previously uploaded documents for accuracy.**
 - If you see anything missing or incorrect on your Faculty Profile, contact Faculty Services and we'll fix it for you.
 - If you previously uploaded documents to an earlier version of FIDO, they'll appear in FIDO 4.0, but may have shifted position. Refer to *Managing Your Uploaded Files* (page 7) for instructions on moving and reordering your files as needed.
- **Organize your documents before and after you upload them to FIDO.**
 - Label each document clearly.
 - Documents should appear in reverse chronological order within each category.
- **If you experience technical difficulties working with FIDO 4.0:**
 - Refer to *Appendix A: Troubleshooting Tips* (p. 8) for simple solutions to simple problems.
 - If you need further assistance, e-mail any member of the Faculty Services team* with as much info as you can provide:
 - The operating system and browser you are using to access FIDO 4.0.
 - The kind of task you're trying to perform: access website, log in, navigation, uploading documents, viewing uploaded documents, etc.
 - Any special error messages or screens received while attempting the task.

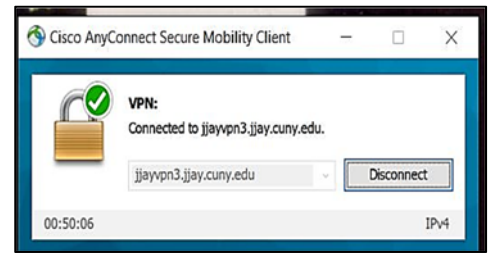
****Faculty Services Team***

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**FIDO 4.0 can only be accessed via
Cisco AnyConnect VPN
when off campus!**



STEP 1: Log into FIDO 4.0 at <https://fido4.jjay.cuny.edu/>

A screenshot of the FIDO 4.0 login page. The page has the "JOHN JAY" logo and "FIDO 4.0" text. Below the logo is a "Sign In To FIDO" button. There are two input fields: "Username" with the text "jsmith" and "Password" with masked characters ".....". A blue "Login" button is at the bottom. A blue callout box points to the username field with the text: "Your log in info: Username: The prefix to your JJ e-mail address (you don't need the jjay@cuny.edu!) Password: Your current JJ e-mail password".

Enter your log in information, click the **Log In** button, and you will be taken directly* to your personalized **Faculty Profile** page.

* The Faculty page is usually the default page after log in. However, if you have ever used FIDO as a Reviewer (P&B, FPC or FPAC) reviewer, you may be taken directly to a **Reviewer** page instead. To access your Faculty profile page, go to the orange **Role** icon at the top of the page and select **Faculty**:



STEP 2: Navigating your Faculty page

Here's what you'll see when you access your Faculty page:

Faculty Profile: A snapshot of your current status and action(s) under review.

Upload Document panel: Used to add your documents to FIDO

The screenshot shows the FIDO 4.0 Faculty page interface. At the top left is the 'JOHN JAY FIDO 4.0' logo. At the top right is the user name 'Jamie Smith'. The main content is divided into several sections:

- Faculty Profile:** A table with the following data:

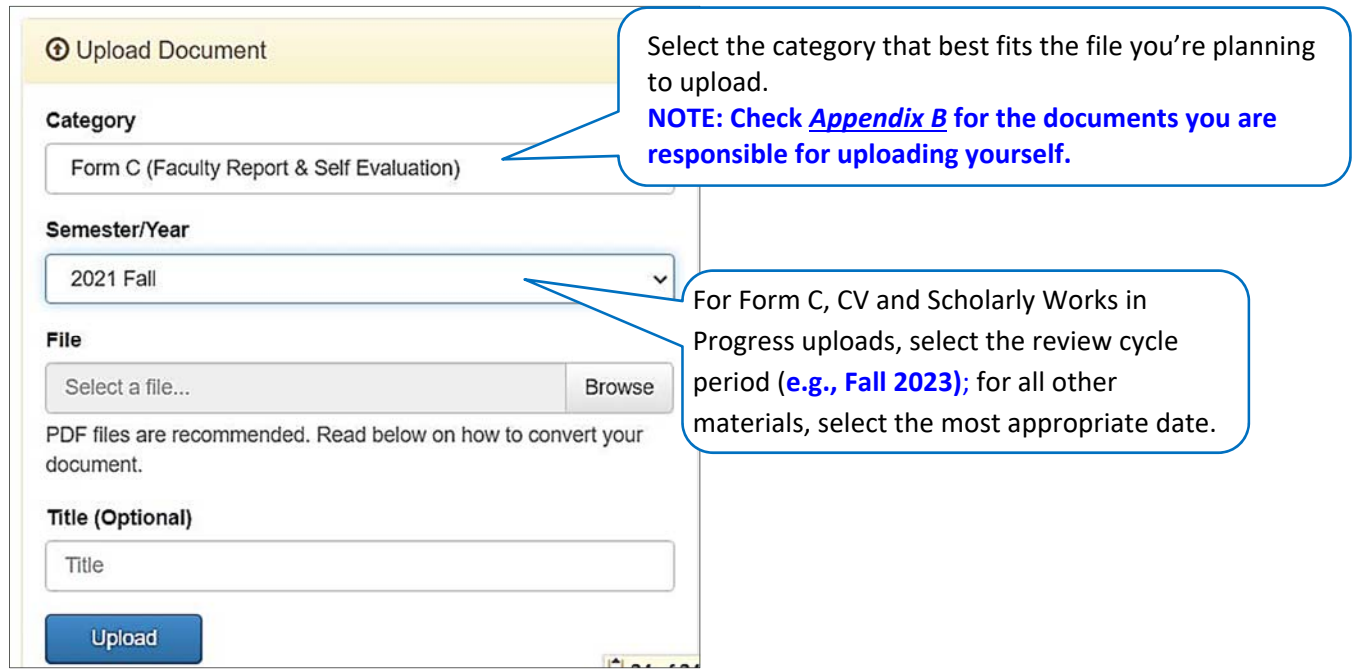
Name	Jamie Smith
Email	jsmith@jjay.cuny.edu
Initial Appointment Date	08/2012
Current Title	Associate Professor
Effective Date	09/2016
Department	Philosophy
Actions	6th Reappointment
- Upload Document:** A form with fields for 'Category' (Form C (Faculty Report & Self Evaluation)), 'Semester/Year' (2013 Fall), and 'File' (with a 'Browse' button). It includes an 'Upload' button and a note: 'PDF files are recommended. Read below on how to convert your document.' Below the form is a 'Resources' section with a 'Go to Resource' button.
- Faculty Documents:** A section titled 'Faculty Documents' with a 'Jump to category...' dropdown. It shows a list of documents under the category 'Form C (Faculty Report & Self Evaluation)'. The list includes a document 'Smith, J_Form C, Fall 2021.pdf' with a 'View' button and a 'Manage' button.

Callout boxes provide additional information:

- Resources:** Includes reference materials pertaining to the personnel file review process.
- Jump to Category:** Takes you directly to a specific category to view what's been uploaded.
- Manage:** Allows you to edit properties of the documents you've uploaded.

STEP 3: Uploading Your Files

Select the document category and date appropriate to the files(s) you want to upload from the **Category** and **Semester/Year** dropdown menus:

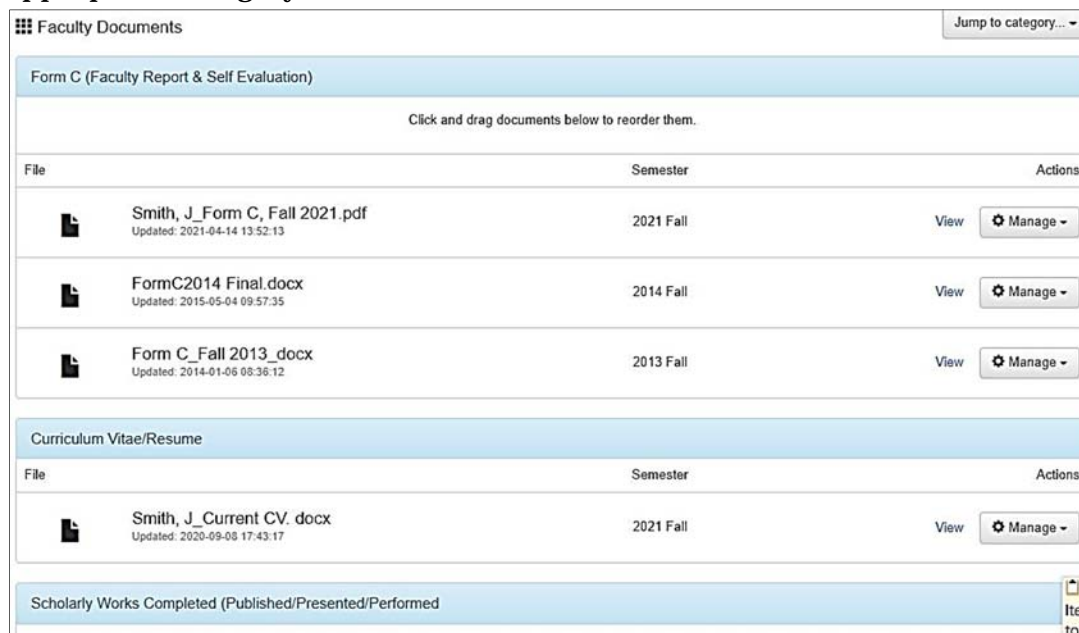


The screenshot shows the 'Upload Document' form with the following fields and callouts:

- Category:** Form C (Faculty Report & Self Evaluation). Callout: "Select the category that best fits the file you're planning to upload. **NOTE: Check [Appendix B](#) for the documents you are responsible for uploading yourself.**"
- Semester/Year:** 2021 Fall. Callout: "For Form C, CV and Scholarly Works in Progress uploads, select the review cycle period (e.g., **Fall 2023**); for all other materials, select the most appropriate date."
- File:** Select a file... (with a Browse button). Below it, text reads: "PDF files are recommended. Read below on how to convert your document."
- Title (Optional):** Title
- Upload:** A blue button at the bottom.

Click the **Choose File** to select the document you want to upload, and click the **Upload** button. FIDO will accept almost any file format, but you'll want to convert your Word documents to pdf.

When the upload is completed, you'll see it listed under **Faculty Documents** in the appropriate category:



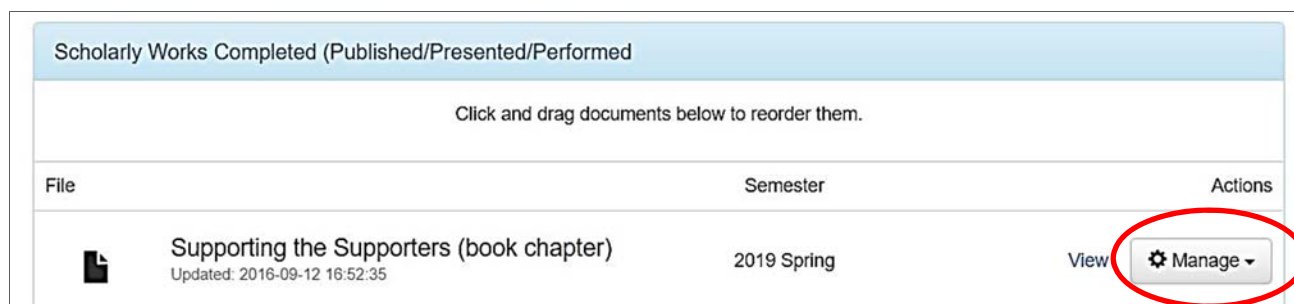
The screenshot shows the 'Faculty Documents' interface with a 'Jump to category...' dropdown. It lists documents under three categories:

File	Semester	Actions
Form C (Faculty Report & Self Evaluation)		
Click and drag documents below to reorder them.		
Smith, J_Form C, Fall 2021.pdf <small>Updated: 2021-04-14 13:52:13</small>	2021 Fall	View Manage
FormC2014 Final.docx <small>Updated: 2015-05-04 09:57:35</small>	2014 Fall	View Manage
Form C_Fall 2013.docx <small>Updated: 2014-01-06 08:36:12</small>	2013 Fall	View Manage
Curriculum Vitae/Resume		
Smith, J_Current CV.docx <small>Updated: 2020-09-08 17:43:17</small>	2021 Fall	View Manage
Scholarly Works Completed (Published/Presented/Performed)		

Repeat **Step 3** until you've added everything that you want to add.



Managing Your Uploaded Files

To the right of every uploaded document, you'll find the **Manage** icon:



Scholarly Works Completed (Published/Presented/Performed)

Click and drag documents below to reorder them.

File	Semester	Actions
 Supporting the Supporters (book chapter) <small>Updated: 2016-09-12 16:52:35</small>	2019 Spring	View  Manage ▾

- The **Edit** feature can be used to change the category, the semester and/or the title of your uploaded document.
- The **Replace** feature can be used to replace the currently uploaded document with an updated version with the same name.
- The **Remove** feature can be used to delete the uploaded document from your FIDO page.
- **To reorder your documents within a given category**, just click to select the document and drag and drop into place.

Please note that

- You cannot directly edit the actual documents you've uploaded to FIDO.
- The **Edit** feature will not be enabled for documents uploaded by Chairs or Faculty Services. See [*Appendix B: FIDO Document Reference Table*](#) for details.

Appendix A: Troubleshooting Checklist

This table outlines quick solutions to simple technical issues. Please try the suggested checks first; contact Faculty Services you need further assistance.

What's your problem?	Try This:
Can't access the FIDO log in page	<p>Check that your Cisco AnyConnect VPN is connected (if working off-campus).</p> <p>Check that you are trying to access FIDO 4.0 (and not an older version).</p> <p>Make sure the browser you're using is up to date.</p> <p>Try a different browser.</p>
Don't have VPN	<p>Contact the DoIt Help Desk for assistance with the following information:</p> <ul style="list-style-type: none"> ○ Confirmation that you require VPN access specifically for the purposes of using FIDO 4.0. ○ The OS (operating system) of the computer used to access FIDO while off campus. ○ Your direct contact information.
Log In info doesn't work	<p>Check that you are trying to log into FIDO 4.0 (not an older version).</p> <p>Check that you are using your JJ e-mail user name and current password.</p>
Log in doesn't take you to your Faculty page	<p>Check that you are accessing the Faculty role.</p> <p>Look for the Role icon at the top of the page; click to ensure Faculty role is selected</p>
Faculty Profile box is empty or incorrect	<p>If you have more than one JJ e-mail account, try the other one.</p> <p>Contact Faculty Services/Jennifer Dobbins (jedobbins@jjay.cuny.edu)</p>
Documents won't upload	<p>Check Appendix B to make sure you are authorized to upload the document.</p> <p>Check that the file you've selected for upload is reflected in the File box.</p> <p>Check that you are clicking the Upload button after you've selected your file for upload.</p>
Need further assistance	<p>Contact the Faculty Services team* with the following information:</p> <ul style="list-style-type: none"> ○ The operating system and browser you're using access FIDO 4.0. ○ The task you're trying to perform: access website, log in, navigation, uploading documents viewing uploaded documents, etc. ○ Any special error messages or screens received while attempting the task. <p>*For quickest response, be sure to also copy Academic Affairs (academicaffairs@jjay.cuny.edu).</p>

Appendix B: FIDO Document Reference Table

This table outlines who is responsible for uploading documents to a given category, and who will be able to view those documents when uploaded.

<i>Document Uploaded to FIDO</i>	<i>Uploaded by</i>	<i>Viewable by</i>
Form C (Faculty Report & Self Evaluation)	Faculty	Faculty; all Reviewers*
Curriculum Vitae/Resume	Faculty	Faculty; all Reviewers*
Chair's Annual Evaluation	Dept Chair	Faculty; all Reviewers*
Pre-Tenure Review letter	Faculty Services	Faculty; all Reviewers*
Peer Observation of Teaching/Post Observation Response	Dept. Chair	Faculty; all Reviewers*
Student Evaluations (Statistical Summary Sheets)	Faculty	Faculty; all Reviewers*
Scholarly Works Completed (Published/Presented/Performed)	Faculty	Faculty; all Reviewers*
Scholarly Works in Progress	Faculty	Faculty; all Reviewers*
Grants Awarded	Faculty	Faculty; all Reviewers*
Grants Submitted/Under Review	Faculty	Faculty; all Reviewers*
Letters of Service	Faculty	Faculty; all Reviewers*
Letters of Commendation/Thanks	Faculty	Faculty; all Reviewers*
Supplemental Materials	Faculty	Faculty; all Reviewers*
Archived Personnel File materials	Faculty Services	Faculty; all Reviewers*
Appeal Materials	Faculty Services	Faculty; all Reviewers*
CONFIDENTIAL: External Letters of Evaluation	Faculty Services	all Reviewers
CONFIDENTIAL: Vote History	Faculty Services	all Reviewers

Notes:

- Faculty have View access to their files at all times.
- Faculty and their Department Chairs only have Upload access during the authorized personnel file update period.
- Reviewers only have View access to relevant faculty files during authorized periods of the review cycle.
- All Reviewers* include Departmental P&B Committees, FPC Review Committees, Faculty Personnel Appeal Committees (if/when applicable).