

FAR Department Chair User Guide

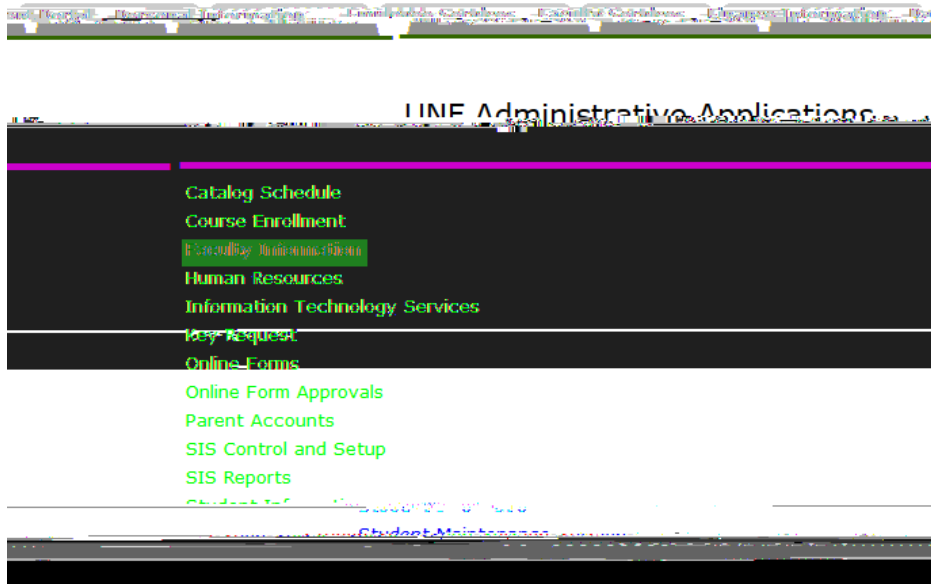
Accessing Chair Approval Form

1. Login into MyWings using your UNF ID and password.
2. Click "Employee" under My Resources.

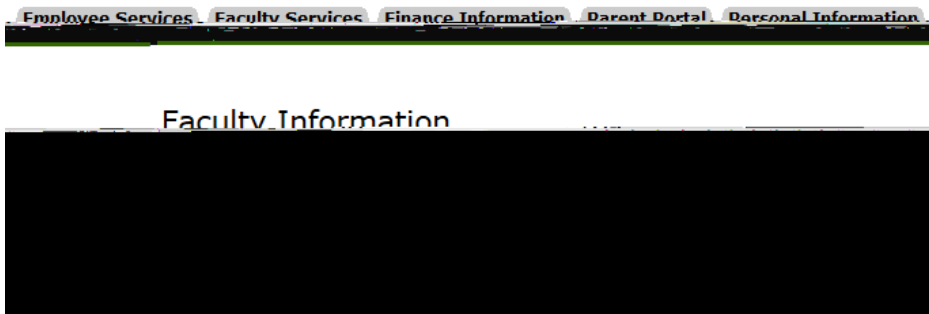


3. Click on the "Banner Serv

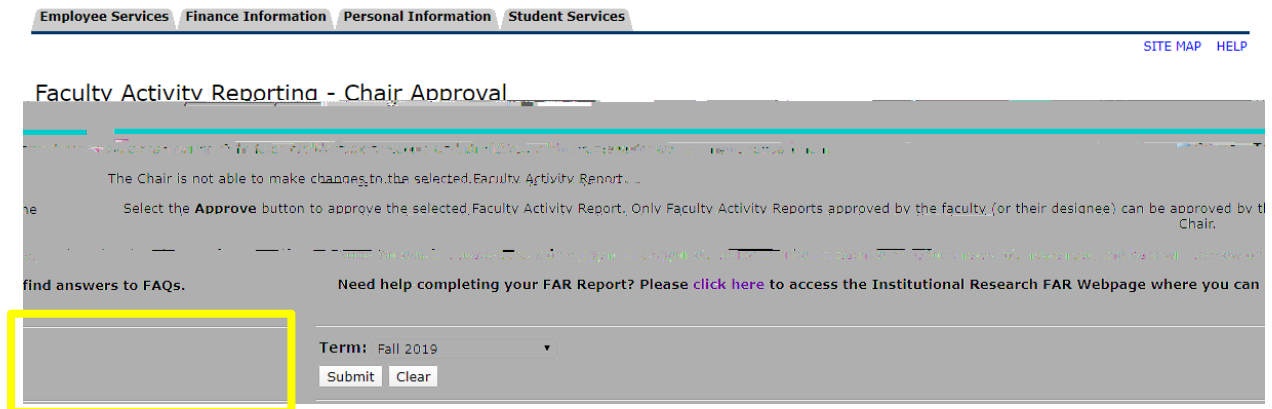
5. Click on "Faculty Information".



6. Click on "Faculty Activity Reporting Chair Approval".



7. Select the Term you would like to view/approve from the dropdown menu and click 'Submit'



Viewing & Approving FARs

Once a Term is selected, a list of faculty will be displayed. Only faculty approved FARs can be approved by the Chair. A faculty approved FAR is indicated by 'Y' in the Faculty Approved column. A FAR that is not approved