# $Q$UICK GUIDE for FACULTY

# FIDO 4.0
## Faculty Internet Document Organizer

***Questions? Comments? Contact:***
Jennifer Dobbins ([jedobbins@jjay.cuny.edu](mailto:jedobbins@jjay.cuny.edu))
Kyeanna Bailey ([kbailey@jjay.cuny.edu](mailto:kbailey@jjay.cuny.edu))

> *To ensure prompt response, be sure to copy Faculty Services ([facultyservices@jjay.cuny.edu](mailto:facultyservices@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 2025-2026 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. *To ensure prompt response be sure to copy Faculty Services ([facultyservices@jjay.cuny.edu](mailto:facultyservices@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. To request VPN access from the JJ Help Desk, complete and submit a VPN Request Form (also found on the ***Inside JJ/Resource Center*** web page).
  - 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 Fil*es (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: facultyservices@jjay.cuny.edu***

Jennifer Dobbins (jedobbins@jjay.cuny.edu)

Kyeanna Bailey (kbailey@jjay.cuny.edu)

**FIDO 4.0 can only be accessed via**
***Cisco AnyConnect* VPN**
**when off campus!**
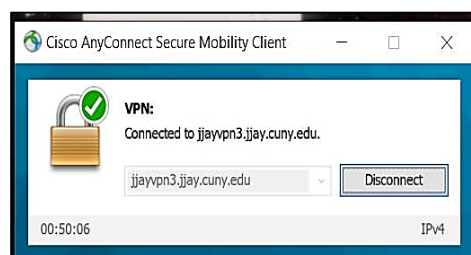
# STEP 1: Log into FIDO 4.0 at https://fido4.jjay.cuny.edu/



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 (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

FIDO 4.0 — Jamie Smith

**Faculty Profile:**

| 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**

Category
Form C (Faculty Report & Self Evaluation)

Semester/Year
2013 Fall

File
Select a file...   Browse

PDF files are recommended. Read below on how to convert your document.

Title (Optional)
Title

Upload

ⓘ PDFs are viewable in the browser and do not require an immediate download when under review. We highly recommend converting all files to PDF before upload. Learn how to convert your document 🔗

**Resources**: Includes reference materials pertaining to the personnel file review process.

**Resources**

Select a resource...   Go to Resource

**Faculty Documents**: Uploaded documents will appear here by category.

**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.

**Faculty Documents**

Jump to category... ▾

Form C (Faculty Report & Self Evaluation)

Click and drag documents below to reorder them.

| File | Semester | |
|---|---|---|
| Smith, J_Form C, Fall 2021.pdf<br>Added: 2021-04-14 13:52:13 | 2021 Fall | View  ⚙ Manage ▾ |

# 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:



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.**

For Form C, CV and Scholarly Works in Progress uploads, select the review cycle period (**e.g., Fall 2025**); for all other materials, select the most appropriate date.

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:



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)<br>Updated: 2016-09-12 16:52:35 | 2019 Spring | View  ⚙ Manage ▾ |

- The **Edit f**eature 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*

- o You cannot directly edit the actual documents you've uploaded to FIDO.

- o 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 | Check that your Cisco AnyConnect VPN is connected (if working off-campus). <br><br> Check that you are trying to access FIDO 4.0 (and not an older version). <br><br> Make sure the browser you're using is up to date. <br><br> Try a different browser. |
| Don't have VPN | Complete the [DoIT VPN Request form](#). Someone from the JJ DoIT Help Desk will contact you. <br><br> The DoIT VPN Request form can also be found on the **Inside JJ/Resource Center** web page: http://inside.jjay.cuny.edu/resource.aspx |
| Log in doesn't work | Check that you are trying to log into FIDO 4.0 (not an older version). <br><br> Check that you are using your JJ e-mail user name and current password. |
| Log in doesn't take you to your **Faculty** page | Check that you are accessing the **Faculty** role. <br><br> Look for the **Role** icon at the top of the page; click to ensure Faculty role is selected |
| **Faculty Profile** box is empty or incorrect | If you have more than one JJ e-mail account, try the other one. <br><br> Contact Faculty Services/Jennifer Dobbins ([jedobbins@jjay.cuny.edu](mailto:jedobbins@jjay.cuny.edu)) |
| Documents won't upload | Check Appendix B to make sure you are authorized to upload the document. <br><br> Check that the file you've selected for upload is reflected in the **File** box. <br><br> Check that you are clicking the **Upload** button after you've selected your file for upload. |
| Need further assistance? | Contact the Faculty Services team* with the following information: <br><br> o The operating system and browser you're using  to access FIDO 4.0. <br><br> o Whether you are trying to access FIDO remotely or from on-campus. <br><br> o The task you're trying to perform: access website, log in, navigation, uploading documents viewing uploaded documents, etc. <br><br> o Any special error messages or screens received while attempting the task. <br><br> *For quickest response, be sure to also copy Faculty Services ([facultyservices@jjay.cuny.edu](mailto:facultyservices@jjay.cuny.edu)). |

# *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.

| *Document Uploaded to FIDO* | *Uploaded by* | *Viewable by* |
|---|---|---|
| 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/Pre-CCE 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).