

## Faculty Actions E-Routing System

### Submitting Faculty Actions paperwork electronically:

1. Log in with your Kerberos information at <https://casapps.bu.edu/>.
2. Click 'Submissions'.
3. Click 'New Submission'.
4. Select the 'Type' of paperwork you will be submitting.
5. Enter first and last names (in that order) of the faculty member or researcher.
6. Click 'Save'. After saving, you will be able to upload files.
7. Upload files by clicking 'Choose Files' (this may appear as 'Browse', depending on what browser you use). All materials need to be uploaded as individual PDFs. Please note you can select multiple PDFs at once when uploading.
8. Once all materials have been uploaded, ensure that all information is correct, then check the box next to 'Submitted' and click 'Save'.

### Helpful notes:

- For the required documents for each type of appointment, please see: <http://www.bu.edu/cas/faculty-staff/faculty-staff-handbook/faculty-personnel-matters/required-appointment-documents/>.
- Please ensure that all of the documents and forms are filled out completely and correctly.
- Please note you can also view the uploaded files by hitting the blue circle next to a file. You can also delete files by hitting the red x and following the on screen prompt.
- Visa paperwork should continue to be sent hardcopy to Faculty Actions.
- Board of Trustees Cover Pages should continue to be sent via email to the Director of Faculty Actions.
- If you have any changes to make after submitting paperwork or if technical issues arise, please contact Faculty Actions.