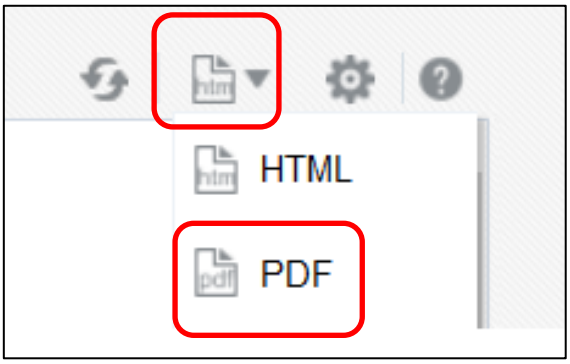
# Job Aid

***My Dashboard – My Information***
***Promotion & Tenure Details –***
***Employees with Promotion and Tenure Data***

This Job Aid walks through the steps to view **Promotion** and **Tenure** details in GUS HR.

Audience: **Employees with Promotion and Tenure Data**

| Step | Action |
|---|---|
| 1. | Click the **Home** icon at the top right of the screen to access the Gus Cloud Springboard.  |
| 2. | Click on the Others tab. |
| 3. | Click on the **My Dashboard** tile. This will open the Dashboard page. |
| 4. | Click to expand the **My GUS HR Information** line if not already expanded. Click on either the **Promotional Details** or the **Tenure Details** tab from within the **My GUS HR Information** window. |
| 5. | Click on either the **Promotional Details** or the **Tenure Details** tab from within the **My GUS HR Information** window. |
| 6. | Look for the **Print** icon on the right side of the tab. Click on the **Print** icon, then **PDF**.   This will load the page in the **GUS HR Information** window as a PDF at which point you will need to click on the download icon.  This will allow you to either save or open the PDF. |
| 7. | Your promotion or tenure details are found in the PDF.<br><br>Contact the Provost's Office (x. 4113) if you have questions about your data. |