

How to accept an Appointment in Laserfiche

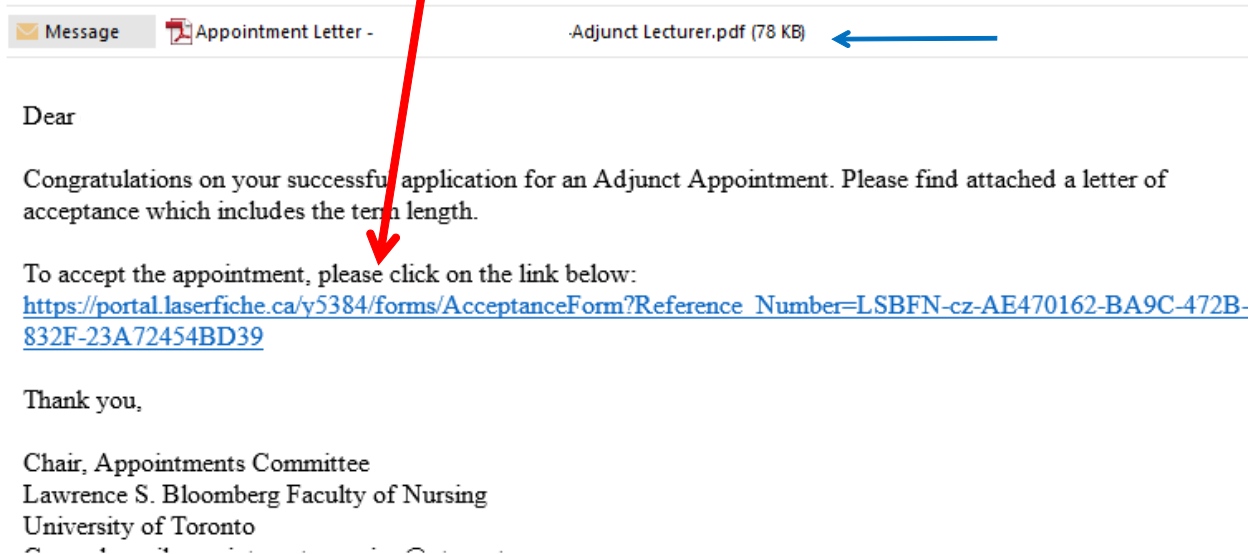
This guide is intended to assist appointees with the process of accepting letters of appointment to the Lawrence S. Bloomberg Faculty of Nursing using the Laserfiche system.

Supported browsers for the Laserfiche system are Chrome, Bing, and Internet Explorer.

Step-by-step instructions are provided starting on the next page. If you have any questions, you can contact us at appointments.nursing@utoronto.ca. We are in the office between the hours of 9 am to 5 pm Monday to Friday, excluding holidays. We aim to respond to your request within 1-3 business days.

Step 1: You will receive an email from the Laserfiche system, as per the example below. Click on the link provided. A copy of your appointment letter is attached to the email.

You must click the link to accept your appointment. If the link does not work, please copy and paste it into your browser window.



The screenshot shows an email header with a 'Message' tab, an 'Appointment Letter -' icon, and an attachment '-Adjunct Lecturer.pdf (78 KB)'. A blue arrow points to the attachment. The email body contains the following text:

Dear

Congratulations on your successful application for an Adjunct Appointment. Please find attached a letter of acceptance which includes the term length.

To accept the appointment, please click on the link below:
<https://portal.laserfiche.ca/y5384/forms/AcceptanceForm?Reference Number=LSBFN-cz-AE470162-BA9C-472B-832F-23A72454BD39>


Thank you,

Chair, Appointments Committee
Lawrence S. Bloomberg Faculty of Nursing
University of Toronto

A red arrow points from the top of the page down to the acceptance link.

Step 2: On the Appointment Acceptance form you will find your personal reference number, application status, and appointment term.

At the bottom of the screen, select “I ACCEPT the appointment” to accept your appointment or “I DECLINE the appointment” if you no longer wish to have an adjunct appointment.

 **BLOOMBERG**
LAWRENCE S. BLOOMBERG
FACULTY OF NURSING
UNIVERSITY OF TORONTO

Appointment Acceptance Form

Appointments for the Lawrence S. Bloomberg Faculty of Nursing - University of Toronto

Your application has been approved. Please indicate your acceptance of the appointment under the terms and conditions on your Letter of Appointment (LOA) by %Date

| | |
|-------------------------------|---|
| Application Reference Number: | LSBFN-cc-AE370124-1BF5-4295-8326-1D4B449F3932 |
| Applicant First Name: | cz |
| Applicant Last Name: | cz |
| Application Date: | 2022-02-09 |
| Approved Date: | 2022-02-09 |
| Status: | Approved |

| | |
|-------------------|------------|
| Application Date: | 2022-02-09 |
| Approved Date: | 2022-02-09 |
| Status: | Approved |
| Start Date: | 2022-02-09 |
| End Date: | 2025-02-08 |
| Employer: | |
| Referee: | |

I ACCEPT the appointment under the terms set out above
 I DECLINE the appointment under the terms set out above

Submit

Step 3: Click “Submit”.