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.

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:

Thank you,

Chair, Appointments Committee
Lawrence S. Bloomberg Faculty of Nursing
University of Toronto
Graduate Students' Centre
**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.

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**Step 3:** Click “Submit”.