

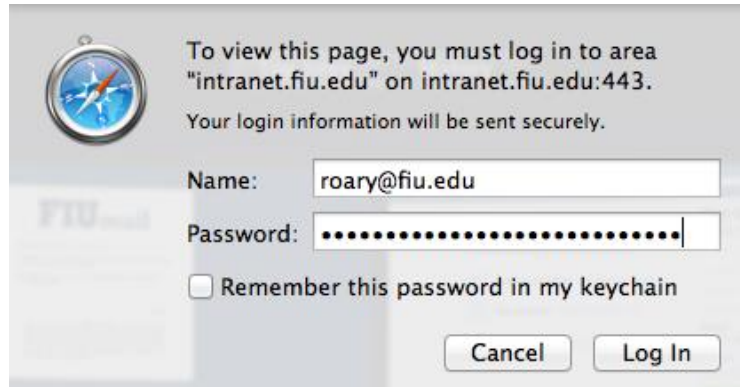
To access the Sabbatical secure website and upload documents:

Open a browser:

1. Type in <http://sabbatical.fiu.edu> in the address bar
2. If prompted for credentials please enter username and password as shown below:

Username: username@fiu.edu

Password: Your MyAccounts (FIU email) password



To view this page, you must log in to area "intranet.fiu.edu" on intranet.fiu.edu:443.
Your login information will be sent securely.

Name: roary@fiu.edu

Password:

Remember this password in my keychain

Cancel Log In

Note: If your machine is joined to the enterprise AD domain and you are using Internet Explorer then you may not be asked for credentials and will be logged into the site automatically. If you are logging on from outside of FIU's AD domain (e.g., from home) you will need to enter your credentials as detailed above.

3. You should then be logged into the site. The application process is self-explanatory –you will complete your application on the site, and upload your cv and any supporting materials.

Note: You may upload the following file types as attachments:

- HTML & Bitmap based formats (e.g. html, gif, jpg, png)
- Word Processing (e.g. Ms-Word, rtf, txt)
- Infopath forms
- Spreadsheets (e.g. Excel, CSV)
- Presentations (e.g. Powerpoint)
- Microsoft Publisher
- Vector based formats (e.g. Visio, SVG)
- CAD based formats (DXF and DWG)
- TIFF files
- MSG based emails

4. Once you have completed your submission, please remember to log out (see top right corner of site). You may log in repeatedly and change your documents until the official submission deadline.

For assistance, please e-mail us at sabbatical@fiu.edu.