These instructions are for department chairs and deans. Individuals should continue to submit their forms to their supervisor/department chair directly. The recommended method for individuals to submit to supervisor is Secure File Transfer.
## Contents

Accessing Annual Evaluation and COI folders ...........................................................................................................3
**Introduction** .............................................................................................................................................................3
Method 1 (PC) .............................................................................................................................................................3
Method 1 (Mac)...........................................................................................................................................................4
Mapping Drive ............................................................................................................................................................4
Method 1 (Mac) Continued ...................................................................................................................................5
Accessing Mapped Drive ........................................................................................................................................5
Method 2...................................................................................................................................................................5

File Naming & Storage................................................................................................................................................6
**Introduction** .............................................................................................................................................................6
Annual Evaluation .......................................................................................................................................................6
COI/Outside Compensated Activity ..........................................................................................................................6
Storage ....................................................................................................................................................................6

Troubleshooting........................................................................................................................................................7
ACE Account Activation .............................................................................................................................................7
Forgotten Username or Password..............................................................................................................................7
Missing or Incorrect Folder(s)......................................................................................................................................7
Digital Signatures.....................................................................................................................................................7

NOTE: Accessing the folders to save Annual Evaluations and Conflict of Interest/Outside Compensated Services Request Forms will require the use of your **ACE account**. Individuals who have not yet activated their ACE accounts will be notified by email with instructions for activating your account.
Accessing Annual Evaluation and COI folders

Introduction

You can access the Annual Evaluations and COI folders through the two methods below:
1. Logon to your University computer from campus and access the shared drive.
2. Logon to https://rebelfiles.unlv.edu from any web browser using your ACE account.

Method 1 (PC)

Method 1: University Computer, On-Campus (PC-Users)

1. Open your computer and you should see an X: Staff Group Drive. If you do not see this drive, please contact the IT Help Desk to ensure that your computer has been added to the Smart Computing program.

2. Open the Groups folder

3. Click on Annual Evaluations or Conflict of Interest (Note: you will only see the folders that you have permission to access, i.e. a dean will see all department folders and the college folder but a department chair will only see his/her department folder.)
Method 1 (Mac)

Method 1: University Computer, On-Campus (Mac-Users)
Macintosh users will need to map to the Groups drive before accessing the drive directly.

Mapping Drive
1. From the Finder menu bar select Go and Connect to Server

2. In the window that opens enter the Server Address: smb://ad.unlv.edu/staff and click Connect.

3. You will then be prompted for your ACE user name and password. If you have not activated your ACE account, or need assistance with your password, please contact the IT Help Desk at 702-895-0777. To reconnect automatically, please select the checkbox to “Remember this password in my keychain.”

4. You can close the windows that open and you will need to logout and log back on to your computer to access the folders.
Method 1 (Mac) Continued

Accessing Mapped Drive

1. Open your finder window and click on the mapped drive: ad.unlv.edu.

2. From there you should see the folders you can access. Here you will want to access Annual Evaluations or COI.

3. Then you will see the folder(s) that you have access to store files in. You will also be able to save files directly to this location from Adobe Reader or Adobe Acrobat.

Method 2

Method 2: Browser Access From Anywhere

1. Navigate to your browser of choice and go to https://rebelfiles.unlv.edu

2. Enter your ACE username and your ACE password. You can navigate to your unit folders by using the arrows (>) to expand the Staff Accounts, Groups and Annual Evaluations or COI folders. After expanded you will see your folder(s) and will be able to upload or view files.
# File Naming & Storage

## Introduction

Within the appropriately named folder, please save the annual evaluation or outside compensated activity request form for each faculty member using the naming conventions described.

## Annual Evaluation

**Annual Evaluation:**
- Pre-signed copy: `YEAR-EVAL-UNITCODE1-LASTNAME-FIRSTNAME.pdf` *(2013-EVAL-ACC-SMITH-JANE.pdf)*
- After being signed by the Provost, his initials will appear in the file name.

## COI/Outside Compensated Activity

**COI/Outside Compensated Activity Requests:**

## Storage

Files should remain in the department folders with the initials being added to each file as it passes through the levels of review. An email should be send to annualevaluations@unlv.edu when all evaluations within a college/school have been reviewed and signed by the dean. This will notify the executive vice president and provost that the evaluations are ready to be reviewed. Outside compensated activity request forms do not need to be escalated to be escalated unless there is a dispute or if the individual making the request is a federally funded investigator and the compensation is over $5,000. If the form does require escalation, an email should be sent to coi@unlv.edu with the file name of the request. This request ONLY will be then be made available to the Conflict of Interest Committee for review.

\[1\] Unit code can be found in the name of the unit folder (i.e. ACC instead of Accounting).
## Troubleshooting

<table>
<thead>
<tr>
<th>Issue</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>ACE Account Activation</strong></td>
<td>For assistance in activating your ACE account, please check your email for instructions that were sent out on January 7, 2014. Please visit <a href="http://ace.unlv.edu">http://ace.unlv.edu</a> or contact the IT Help Desk at 702-895-0777.</td>
</tr>
<tr>
<td><strong>Forgotten Username or Password</strong></td>
<td>If you have forgotten your ACE password, you can visit <a href="http://ace.unlv.edu">http://ace.unlv.edu</a> to answer your security questions and reset your password. If you have forgotten your username, please contact the IT Help Desk at 702-895-0777 for assistance.</td>
</tr>
<tr>
<td><strong>Missing or Incorrect Folder(s)</strong></td>
<td>If you are not seeing the folder(s) that you should have access to, please contact Wonda Riner, Faculty Support Coordinator (<a href="mailto:wonda.riner@unlv.edu">wonda.riner@unlv.edu</a> or 702-895-0730).</td>
</tr>
<tr>
<td><strong>Digital Signatures</strong></td>
<td>Help materials for the use of the Adobe Digital ID/Signature can be found at <a href="http://www.unlv.edu/provost/policies-forms/adobe-digital-id">http://www.unlv.edu/provost/policies-forms/adobe-digital-id</a>.</td>
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