

# Supplemental Information (Prof. Apps)

**Purpose:** *This guide shares information on the new Supplemental Information tool in the Proficiency Application. See more information below:*

## **Supplemental Information (Replaces former Personal Page)**

*Right before the Checklist menu option*

- ✓ AET users can attach SAE records as supplemental information to showcase SAEs selected in the award
- ✓ Only projects checkmarked on the "Choose AET Experiences" page will be included in this option
- ✓ There is an easy to click that easily brings the file over from the record book:
  - Click  to attach your SAE records (planning, records, and reflection).
- ✓ If changes are made in your records you will need to click the button "Load from AET" again to load the new updates

This new option allows you to include your SAE records from AET focusing on the planning, records and reflection!

### **SUPPLEMENTAL INFORMATION** *(replaces former Personal Page)*

- Attach a single document of supplemental information about the SAE project detailed in this application.
- The attachment must be in PDF format and less than 10 megabytes in size.
- To attach a document simply click the "Select" button and choose a file from your computer. When the file is uploaded a notice will appear in the "Current file:" box.

- AET users can attach SAE records as supplemental information to showcase SAEs in this Proficiency application.
- The report includes the projects checkmarked on the "Choose AET Experiences" page.
- Click  to attach your SAE records (planning, records, and reflection).
- If you make changes to your records, please come back to this screen to Load from AET again.

Current file:	None
Upload a file: (PDF only)	<input type="text"/> <input type="button" value="Select"/>

*\*You are able to attach a single document of supplemental information about your SAE project using the "Select" button to attach a PDF formatted document.*