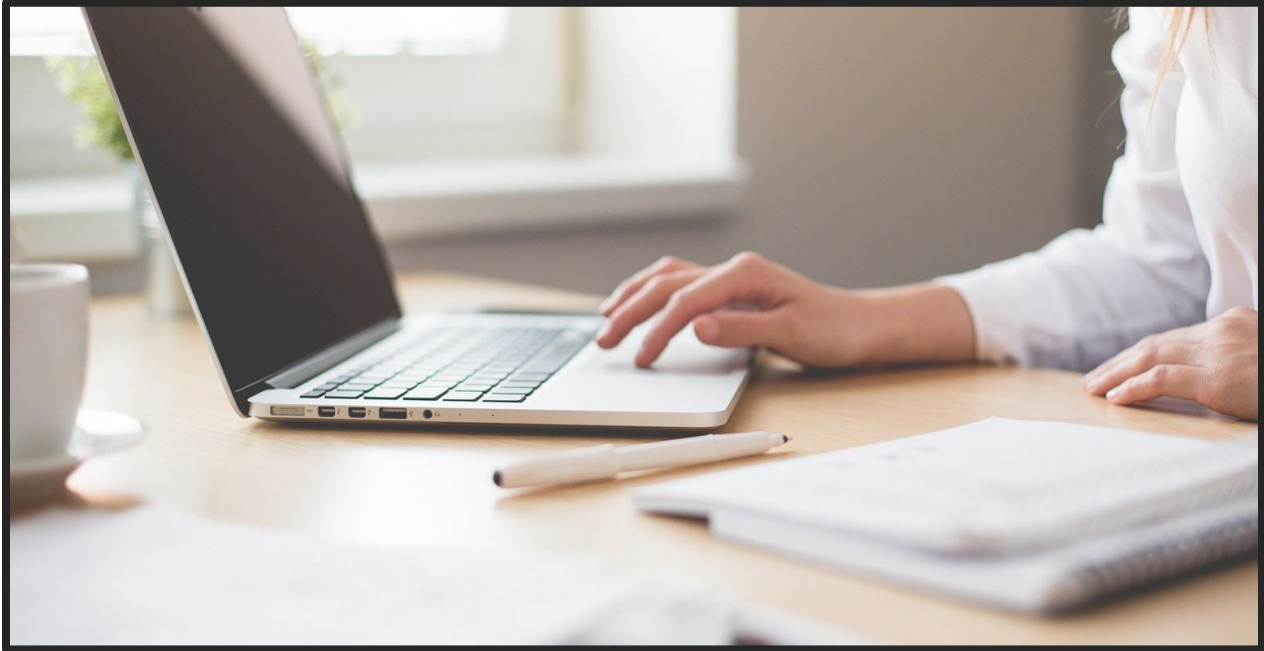


Uploading Documents to FIU Ready



1. Log in to the FIU Ready system by first navigating to the web address www.fiu.kuali.co. Use FIU email and FIU Ready credentials to access the system dashboard. It is important to note that FIU Ready credentials are not automatically updated along with single-sign-on passwords.

← → ↻ fiu.kuali.co/ready/users/sign_in

FIU FIU Ready
Emergency Management

Florida International University

Welcome to Florida International University. Please sign in or [create an account](#).

Sign In

Email

Password

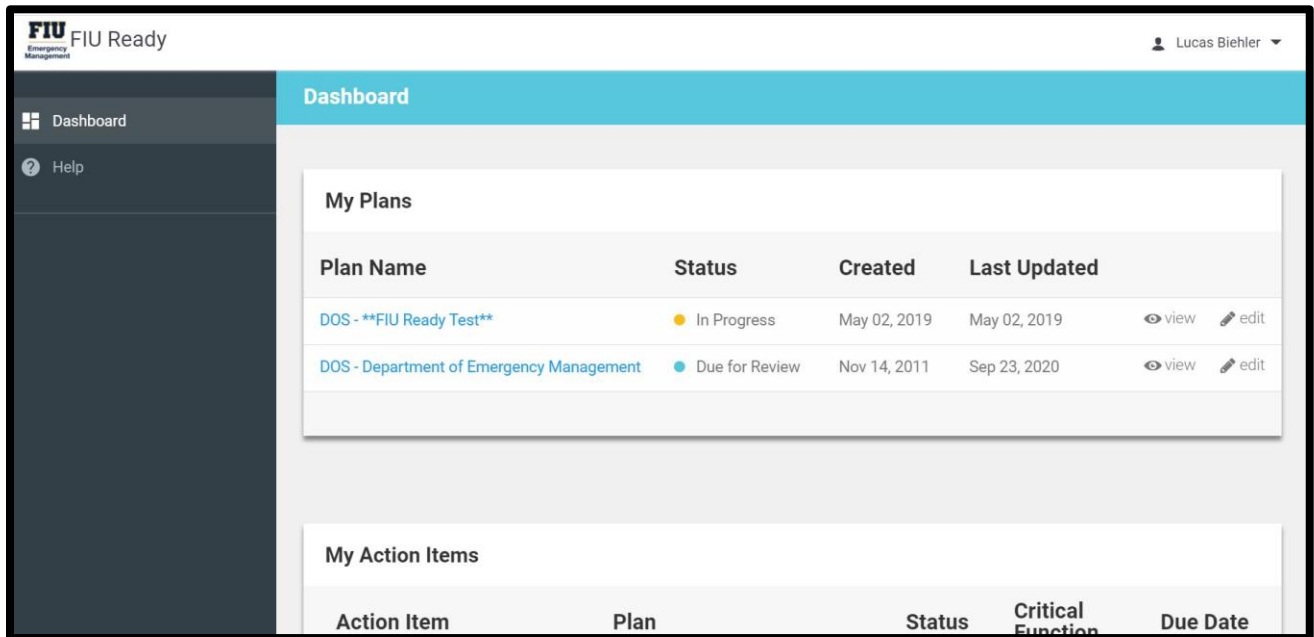
Remember me

[Forgot your password?](#)

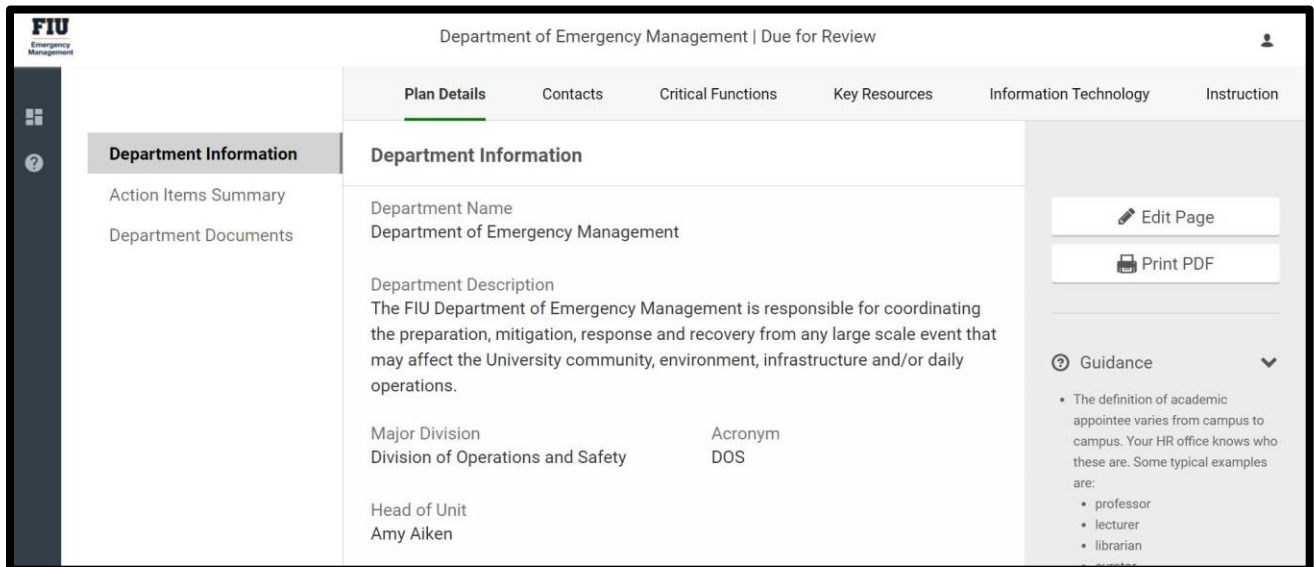
Don't have an account? [Request access](#).

Need more help? [Contact Us](#).

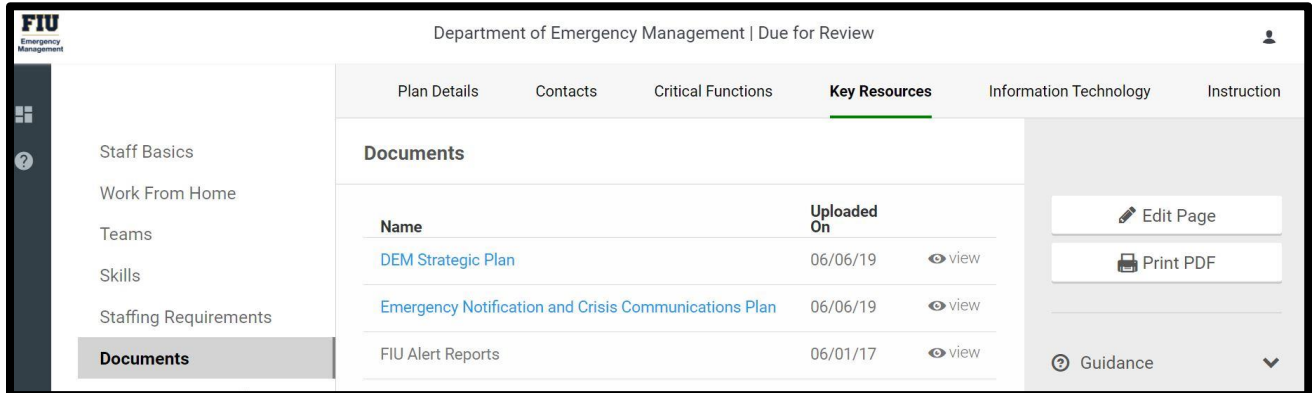
- After logging-in to the FIU Ready system, the dashboard is displayed, which shows different COOPs that users may access. Select the COOP were the appropriate document will be placed.



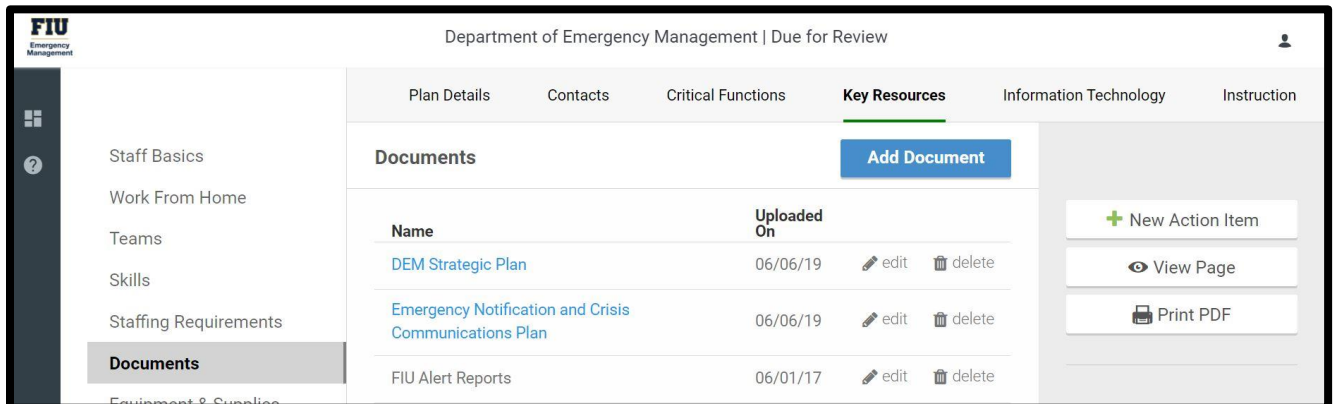
- Once the appropriate COOP has been selected, the first screen to display will show the department information page of the COOP.



4. Select the “Key Resources” section from the top panel of the dashboard. Then select “Documents” from the left-side panel. This will show the appropriate page to upload any document that should be included in a department COOP.



5. Select the “Edit Page” button from the right-side panel to enable changes to the COOP. Once “Edit Page” has been selected, a blue button will appear in the upper right-hand corner of the screen, labeled “Add Document”.



6. Once the “Add Document” button has been selected, the document upload window will be displayed. Fill in the appropriate information as prompted by the system.

New Document

* Name of Document or Record (YOUR DEPARTMENT) Repopulation Plan	Medium Electronic (computer) ▼
Owner (department) <input type="text"/>	Location Where Stored (Physical) Example: VP's Office
Description of Document (brief) The working repopulation plan for (YOUR DEPARTMENT)	Location Where Stored (URL) SharePoint Web Address
Backup or Loss-Prevention Measures (be specific) Examples: Physical copies, copies on SharePoint, copies on Teams, copies on USB.	Principal Contact Person(s) <input type="text"/>
Attachment Drag and drop a file or click to attach a file	Comment (if needed) <input type="text"/>

Guidance

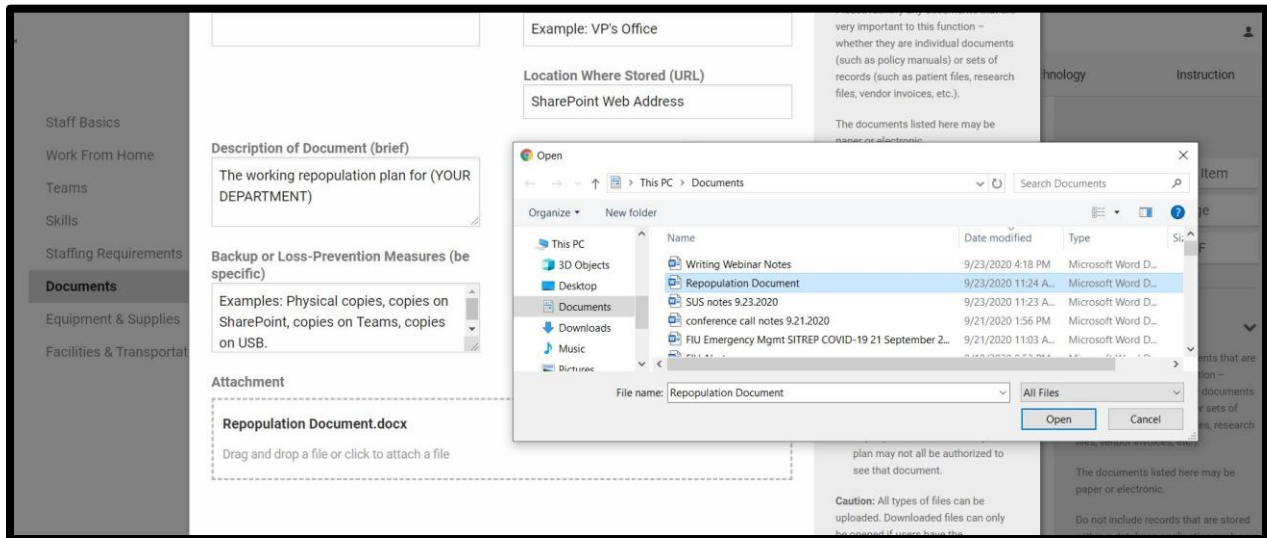
Please identify any documents that are very important to this function – whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).

The documents listed here may be paper or electronic.

Do not include records that are stored within a database application such as a financial system, an HR system, a medical records system, etc. These will be treated elsewhere.

- Documents uploaded via this screen are copied to a secure server, for access by authorized people only. They also remain in their current location on your own computer or server.
- If a document is confidential or sensitive, please describe it but do not upload it. Although your plan lives on a secure server, the group of people authorized to see your plan may not all be authorized to see that document.

7. To attach the document, click anywhere inside the box drawn in grey dotted line, located at the bottom of the document upload window. From there, the appropriate document may be found and selected.



8. Once the appropriate document has been selected and all information has been entered, click the “Save” button at the bottom of the document upload window. This completes the upload process.

