

UB Profile Instructions

Saving & Printing Annual Faculty Review

- 1.) Once logged into UB Profile, select **Reports** tab to access the report menu page.
- 2.) Select the calendar year of the report you wish to run, and then hit **view**:



- 3.) Open the document in word by selecting the **W** icon:



- 4.) When ready to save, update the filename using the format [ubit_afr_year] and select "Save".
(example: "smith_afr_2021.docx")

