

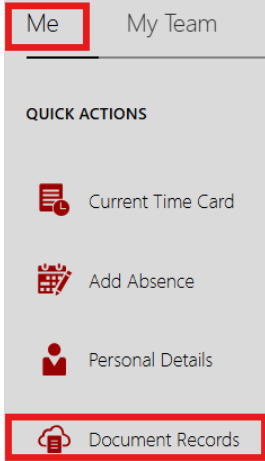
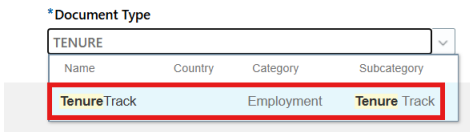
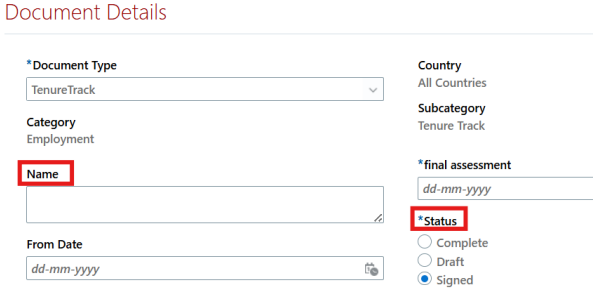
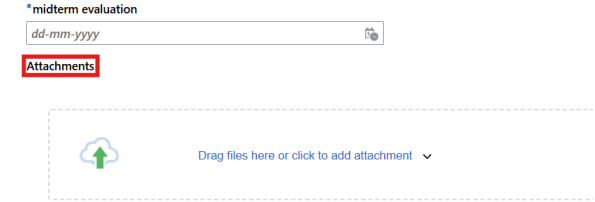
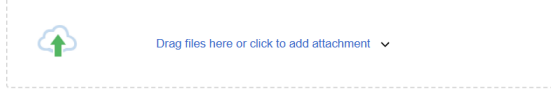



Category	DTU Fusion – Employee guideline	
Subject	M10 – Upload your Tenure Track career plan	
Responsible	Corporate HR	
Updated	November 2025	

You attach your DTU Tenure Track career plan by uploading it to your personnel folder in DTU Fusion.

Step	Explanation	Navigation
Open DTU Fusion	<p>Open DTU Fusion in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, click here.</p>	
Select Document Records	Click Me on the menu, and then click Document Records .	
Select Tenure Track	Click Add on the right side of the screen and select document type TenureTrack .	
Enter Document Details	In the Name field, enter your name and your institute.	
Change status	Change status from Draft to Signed .	
Attach the Tenure Track career plan	<p>Attach your Tenure Track career plan under Attachments. You may use the drag-and-drop function.</p> <p>Remember to name the document “TT Career Plan”.</p>	

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Select Submit	Click on Submit to finish.		
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