

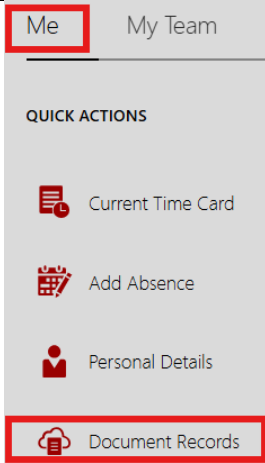
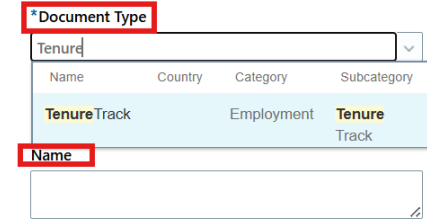
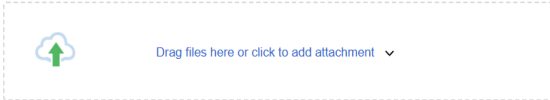



<b>Category</b>	DTU Fusion – Employee guideline	
<b>Subject</b>	M11 – Upload your Tenure Track documents	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	

You attach Tenure Track documents, such as annual and mid-term evaluations, by uploading them to your ‘Tenure Track’ personnel folder in DTU Fusion.

Step	Explanation	Navigation
Open DTU Fusion	<p>Open <a href="#">DTU Fusion</a> in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, <a href="#">click here</a>.</p>	
Select Document Records	Click <b>Me</b> on the menu, and then click <b>Document Records</b> .	
<p>Select Tenure Track</p> <p>Enter Document Details</p> <p>Attach the Tenure Track document(s)</p>	<p>Click <b>Add</b> on the right side of the screen and select document type <b>TenureTrack</b>.</p> <p>In the <b>Name</b> field, enter your name and your institute.</p> <p>Attach your Tenure Track document(s) under <b>Attachments</b>. You may use the <b>drag-and-drop</b> function.</p> <p><b>Note:</b> Remember to give each document a <b>unique name</b> to avoid overwriting documents previously uploaded to DTU Fusion.</p>	<p>Document Details</p>  <p>Attachments</p> 

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Select Submit	Click on <b>Submit</b> to finish.		
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