Login URL:  https://nolij.columbusstate.edu/NolijWeb/login/

Note: The URL above is case sensitive.

Username and password are the same as your Cougarnet login information

Note: This is not a comprehensive user guide and does not cover all features available. Also, users may have alternate views available based on their job roles.
Once you log into Nolij for the first time your screen will be collapsed, click to open the workflow

Once you log out of Nolij the first initial time it will recognize your settings.
Select the proper workflow you will be working in.
If the following popup screen appears asking to block JAVA click “No”
Reviewing Graduate Faculty Membership Nomination

1. Verify you are in the correct department role **Graduate Faculty Membership Role**. If not, click the drop down button and select the correct role. (i.e. Department Chair-Graduate Faculty Membership, Dean – Graduate Faculty Membership, etc.)

2. Click your **Inbox** to review the faculty nomination that requires a decision.
3. Once you open your **Inbox** you will be able to select a faculty member that requires review and a decision.
4. After selecting a faculty member, the various documents related to the faculty member will appear in the Folder Objects Panel.

5. Review the faculty member document by clicking the file in the Folder Objects Pane. Once you click the document you will be able to view it in the right pane.
a. Documents may have more than one page. To view the next page click the next page arrow.

b. In the **Form** section in NOLIJ you have the ability to make your Decision.
Making a Decision

1. Maximize Form Pane at the bottom of the page

2. To place your decision on the faculty, select your decision by clicking the drop down button in the **DECISION** section. You are able to add any additional comments in the **COMMENTS** section

3. Once you have selected your vote click the **Save Icon.**
4. After Clicking the **Save Icon** click the **Work Complete Icon**
   a. If your decision is **HOLD FOR REVIEW** or **NOT RECOMMENDED** do not click the **Work Complete Icon**

5. After placing your vote clear the Query Results by clicking the **Clear Button.**

**Process Complete**
Adding a file to a folder ---Department Chair Only

1. Click your **Inbox** to review the faculty nomination that requires additional documents.

2. Once you open your **Inbox** you will be able to select a faculty member that requires review and a decision.
3. Maximize the File Explorer Pane at the bottom of the page

4. Locate the file that needs to be added to the Faculty Member folder
5. Select the document and Drag it to the Folder Objects Panel.

6. Right click the document to give it the proper name. The name of the file will change to the name you selected. (i.e. Recommendation)