

## Instructions for E-Letter of Reappointment:

*\*If you do not see the CityTech logo double click to open the email and from the menu choose View and select HTML*

*\*If you see an X within black box please click the message "Groupwise has prevented images on this page from displaying. Click here to display images." If you do not click the message the reappointment letter will not print with the college letterhead.*

1. Print it out in a hard copy
2. Sign it (to accept or not accept)
3. After the letter is signed you have two choices for transmittal:
  - Scan the signed letter and email it to: EveningOfficeRL@CityTech.cuny.edu and cc your department secretary
  - Take it to your department and have them scan it and email it to EveningOfficeRL@CityTech.cuny.edu
4. The scanned pdf must be named in the following format:
5. LastName\_FirstName\_Department\_Semester
  - Ex. Smith\_Joe\_Biology\_Spring2016