Tips for Using the SOM Faculty Offer Letter Generator

Navigate to https://secure.web.emory.edu/med/prod/dean/

Fill in all appropriate information. Please note:
  o The Generator includes built-in logic that will expose additional questions based on your preceding answers in order to accurately customize your offer letter.
  o As you click the button to progress to each new step, there will be a check to assure all fields contain logically correct answers. Fields with issues will display in red and related messages will appear.
  o Dollar amounts will be inserted in the letter with correct commas, regardless of your data entry (e.g., 80000 will print as 80,000)

There are some additional tweaks needed before the letter is complete:
  o If you prefer a different view of the document, click “View” in the dropdown menu to select a preferred view (Print Layout is standard).
  o You may perform additional editing to the Word document using Word as needed

Because of Microsoft security setting limitations, the Generator performs best in Firefox, Safari or Chrome. If you prefer to use Internet Explorer, please read the directions for changing your settings when you first log on to the Generator using Internet Explorer

Questions about the letter content or ideas for Generator enhancements: Malik Smith
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Questions about technical issues for the Generator application: Greco Johnson
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