

These instructions will help you Duplicate and (Re)Submit a document in Kuali Build.

If you used your AD/email address to submit a previous Kuali Build document, you may duplicate it, update as needed and resubmit.

STEPS: Open the Previous Submission > Duplicate > Edit > Submit

INSTRUCTIONS:

- 1) Login to Kuali Build using AD/email to your “[My Documents](#)” page.



- 2) Select the “[Submitted](#)” tab to view a list of your submitted documents.

My Documents



- 3) Locate and click on the document to open, then click ‘**Duplicate**’ in the top right corner.



- 4) The duplicated draft document opens for you - **Edit** as necessary.

- 5) When edits are complete, click ‘**Submit**’ in the top right corner.

