Kuali Build - Duplicate a Document

These instructions will help you Duplicate and (Re)Submit.

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:

- Login to Kuali Build using AD/email to your "My Documents" page.

- Select the "Submitted" tab to view a list of your submitted documents.

- Locate and click on the document to open, then click 'Duplicate' in the top right corner.

- The duplicated draft document opens for you to Edit as necessary.
- Click 'Submit' in the top right corner.