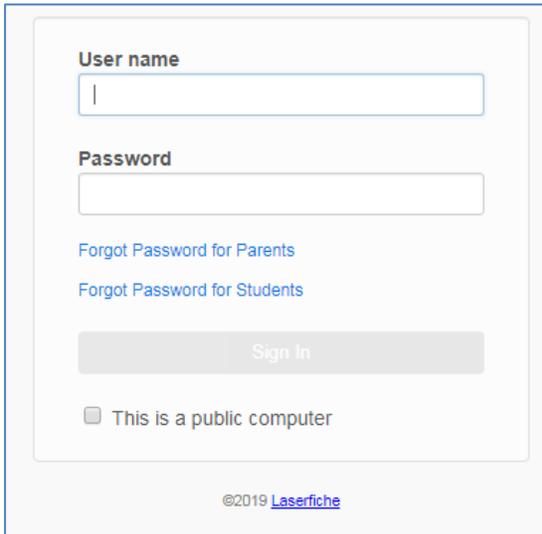


## TOPP I Application for Faculty

Step 1: Open a browser and click on <https://lf.bergen.edu/Forms/citl0001>

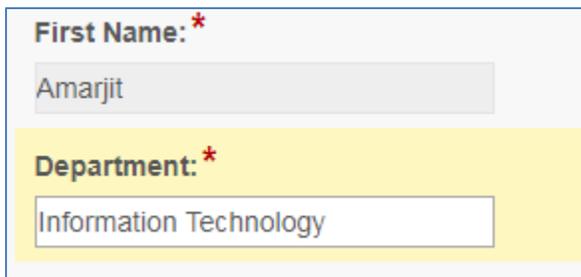
Step 2: Enter your Bergen Username and Password and click, "Sign In"



The screenshot shows a login form with the following elements:

- User name**: A text input field containing a single vertical bar character.
- Password**: A text input field.
- [Forgot Password for Parents](#)
- [Forgot Password for Students](#)
- Sign In**: A grey button.
- This is a public computer
- ©2019 [Laserfiche](#)

Step 3: Type all required information and select your Department.



The screenshot shows a form with the following elements:

- First Name: \***: A text input field containing the name "Amarjit".
- Department: \***: A text input field containing "Information Technology".

Step 4: Scroll down and sign your name electronically and click Submit.

Note: The Department Chair will receive an email that states: You are receiving this e-mail because (faculty member's name will appear here) has submitted a TOPP Level 1 Application and needs your approval. After the Department chair approves it the application will go to your Dean for approval.