eTenure – Submitting your Portfolio for review in OnBase

1. Navigate to My Tri-C Space
	1. Click the menu in the top left corner
	2. Choose “Discover”
	3. Navigate to the One Record / OnBase card



1. Navigate in OnBase to the Portfolio Submission
	1. Top left corner, change the WorkView drop down to New Form



* 1. Choose “FAC” Portfolio Submission



* 1. A new form will open up.
1. Form Submission
	1. The new form will capture your logged-in information. Please confirm all information is correct in the “Faculty Information” section.
	2. Enter your BrightSpace Tenure Course Site URL. This will be used by the system to provide access to the reviewers to your portfolio course site.
	3. Enter the email address of the Dean who will be reviewing the portfolio as the first step in the process. If a valid email address is entered, the S# for that individual will autofill.
	4. Check the box confirming you are ready to submit your portfolio course site for review. This will remove your access to the course site when submitted.

