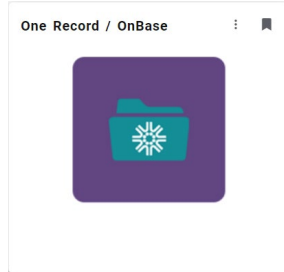
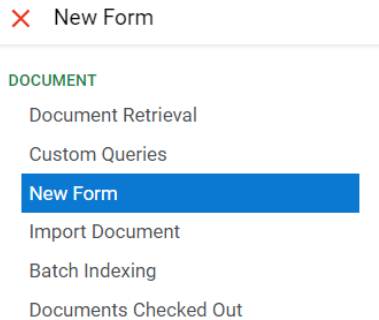


## eTenure – Submitting your Portfolio for review in OnBase

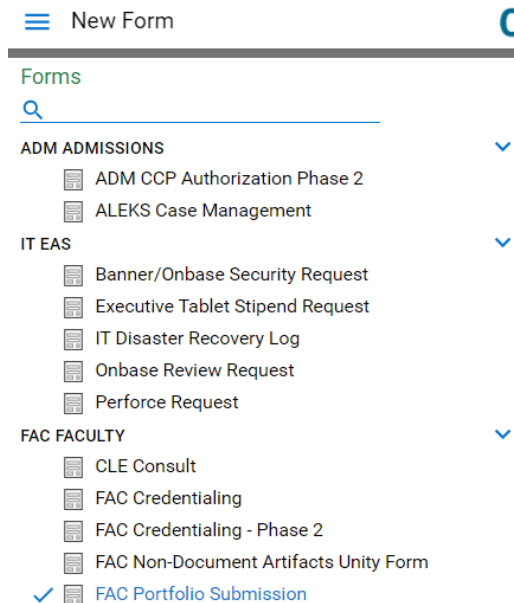
1. Navigate to My Tri-C Space
  - a. Click the menu in the top left corner
  - b. Choose “Discover”
  - c. Navigate to the One Record / OnBase card



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



- b. Choose “FAC” Portfolio Submission



- c. A new form will open up.

### 3. Form Submission

- a. The new form will capture your logged-in information. Please confirm all information is correct in the “Faculty Information” section.
- b. 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.
- c. 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.
- d. 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.

<b>BrightSpace Tenure Course Site</b>	
Please enter the URL of your Brightspace tenure course site below. The reviewers will use this URL to access the portfolio content.	
Tenure Course Site URL *	
<input type="text"/>	
<b>Dean Reviewer</b>	
Please enter the email address of the Dean that will review your portfolio as the first step in this process. If you have entered a valid email address, the S# of the individual will be populated automatically.	
Dean Reviewer Email	Dean Reviewer S#
<input type="text"/>	<input type="text"/>
<b>Submission Information</b>	
<input type="checkbox"/> By checking this box and submitting this form, I am declaring my portfolio is complete & ready for review. Once submitted, I will no longer be able to modify my portfolio. *	