Access current documents

Click the ***Current Documents*** link in the top right of the portal.

Document Access - click an item to open

Current Documents

Document Archive

A new tab will open with all of your uploaded documents. You can navigate through your materials using the headers in the top left:

OnBase

Folder Type: Folders Only

GEORGE WASHINGTON (1234501)
- Application Documents
- Annual Evals, SRIS, & Observations
- Supplemental Materials

Access current documents, cont.

Below the headers, you will have a document list with missing document highlighted in red.

Document List

DOCUMENT NAME
▽ Contains...

- 01: PROMOTION ONLY TeP Application for GEORGE WA
- 01: TENURE ONLY TeP Application for GEORGE WASHIN
- Missing President's Notice of Eligibility
- Missing Candidate's Response to Notice of Eligibility
- [1] 03: TeP Curriculum Vitae for GEORGE WASHINGTON PM
- 04: TeP Statement of Expectations for GEORGE WASHIN 12:06:21 PM
- 04: TeP Statement of Expectations for GEORGE WASHIN 8:10:21 AM
- 04: TeP Statement of Expectations for GEORGE WASHIN 8:27:24 AM

You can click any of the documents in the list to open it on the right side of your screen.

If you are searching for a specific document type, you can use the search bar:

Document List

DOCUMENT NAME
▽ narrative

- 06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 12:06:22 PM
- 06: TeP Narrative Summaries of Accomplishments: EFFECT WASHINGTON, 1234501 stored 1/23/2019 8:10:21 AM

NOTE: You may delete and upload new documents until your deadline. The day after your deadline, you will not be able to delete or add documents, but you can view documents or download them from your file.