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 × New Form

DOCUMENT	
	Document Retrieval
	Custom Queries
	New Form
	Import Document
	Batch Indexing
	Batch Indexing Documents Checked Out

b. Choose "FAC" Portfolio Submission



- 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.

BrightSpace Tenure Course Site
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*
Dava Badawa
Dean Keviewer
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#
Submission Information
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.*