Directions to upload Dossier/CV and Supporting Materials to the Sharepoint Drive for the Rank and Tenure Process

1. Go to : Sharepoint.scranton.edu



2. Log in using your University of Scranton credentials



3. Scroll to Shared sites on left hand side and click on Rank and Tenure/Annual Evaluation Process Folder



4. Click on the folder with your name.

Name \vee	Modified \vee	Modified By \smallsetminus	+ Add column \smallsetminus
Marx, David	September 3	Philip Erb (Admin)	

5. Click on the Rank and Tenure Folder

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	Annual Evaluation	Septen	nber 25 A	dministrator	
	Rank & Tenure	Septen	nber 25 A	dministrator	

6. Here you can click on the Dossier and CV folder or Supporting Material folder(s)

\square	Name \vee	Modified \vee	Modified By \checkmark + Add column \checkmark
	Addendum	September 25	Administrator
	Dossier and CV	September 25	Administrator
	Evaluation Letters	September 25	Administrator
	Supporting Material	September 25	Administrator

7. Now click the Upload button and select files or folder you want to add.

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Recycle bin	Template	Modified \vee	Modified By \smallsetminus	+ Add column \smallsetminus	



8. Browse for the file or folder that you want to upload.

9. Select the file or folder and click Open to upload.

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At this point, the file or folder should be uploaded to the SharePoint site. If you have issues with the upload process, please contact Richard Walsh at richard.walsh@scranton.edu.