Directions to upload to the Sharepoint Drive for the Rank and Tenure Process
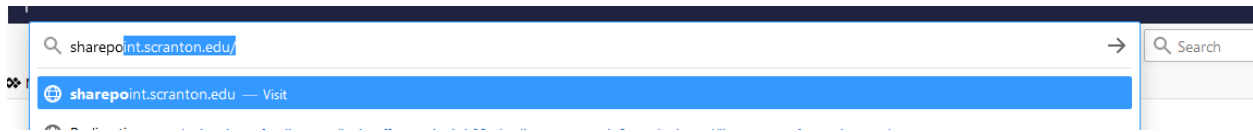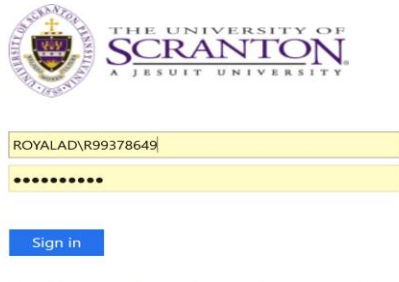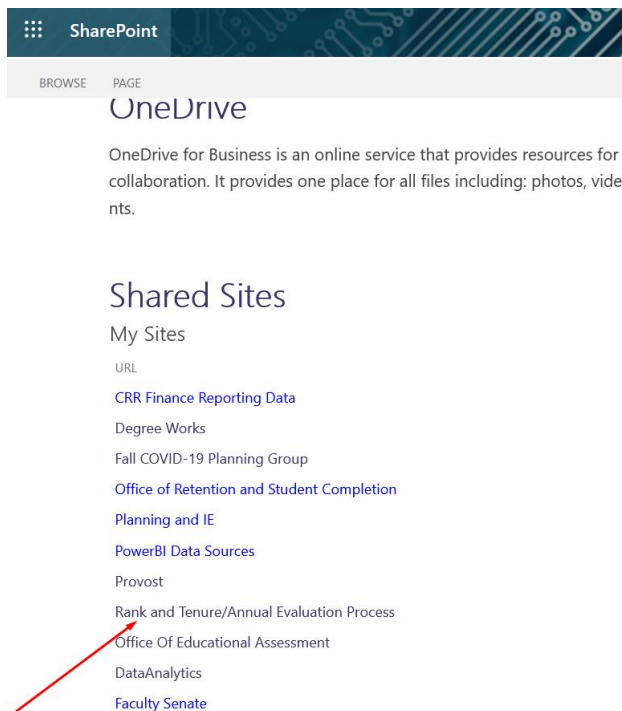
1. Go to : Sharepoint.scranton.edu

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 ∨	Modified ∨	Modified By ∨	+ Add column ∨
📁	Marx, David	September 3	Philip Erb (Admin)	

5. Click on the Rank and Tenure Folder

	Name ∨	Modified ∨	Modified By ∨	+ Add column ∨
📁	Annual Evaluation	September 25	Administrator	
📁	Rank & Tenure	September 25	Administrator	

6. Here you can click on the Evaluation Letters folder

	Name ∨	Modified ∨	Modified By ∨	+ Add column ∨
📁	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.

8. Browse for the file or folder that you want to upload.
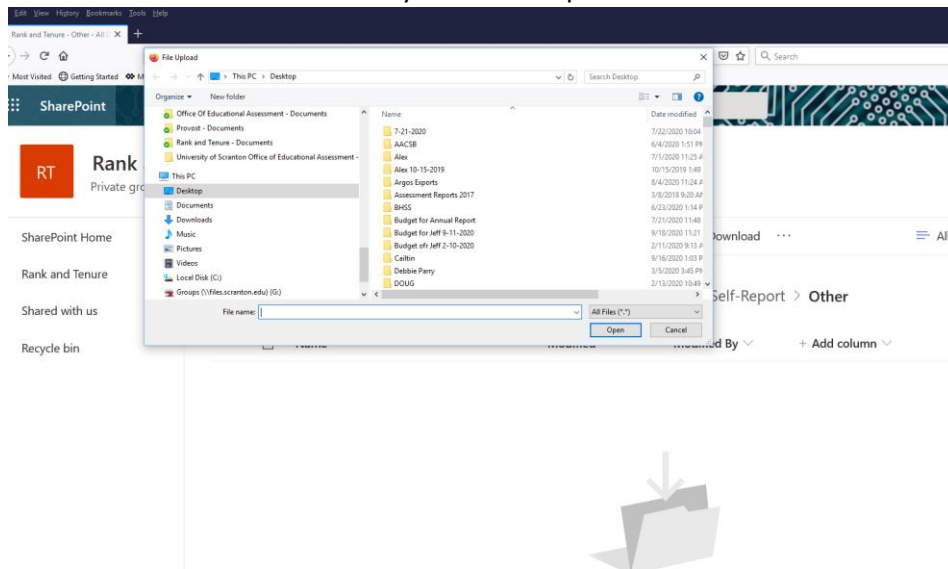
9. Select the file or folder and click Open to upload.
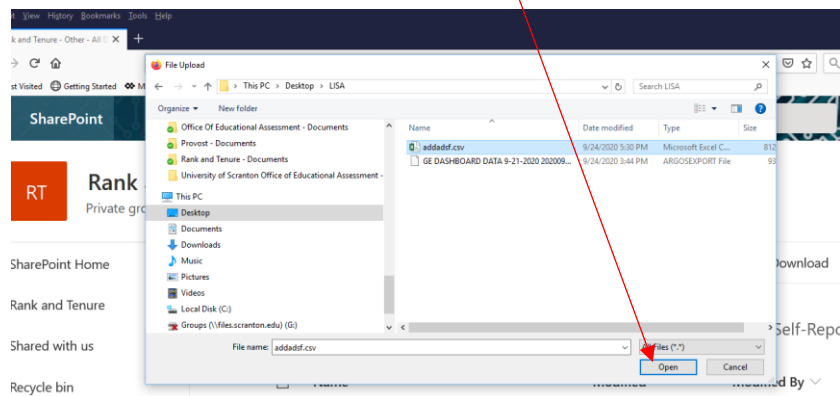
At this point, the file or folder should be uploaded to the SharePoint site. If you have issues with the upload process, please contact Richard Walsh at richard.walsh@scranton.edu.