How Do I…?

REQUEST FEEDBACK ON A FOLIO

1. From the main ‘MY PASS-PORT’ screen, click the gray ‘FOLIOS’ tab at the top of the screen.

2. On the ‘FOLIOS’ screen, click the folio’s name.
3. Click the light blue ‘Request Feedback’ button.

4. Choose the desired faculty member from the drop-down list and click the ‘Submit’ button.