How Do I…?

REQUEST EVALUATION OF 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 Evaluation’ button.

4. Proceed through the confirmation page by clicking the ‘Submit’ button.
5. Choose the desired faculty member from the drop-down list and click the ‘Submit’ button.