How Do I…?

CHECK MY FOLIO STATUS

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

2. On the ‘FOLIOS’ page, locate the specific folio and find its current status in the right column. For additional detail, click the folio name.
3. In the folio detail, scroll down to the ‘Requirements’ section. To the left of each requirement, you will find a green check (artifact submitted) or a red X (artifact not submitted). After an artifact has been submitted to satisfy a requirement, locate the status field.