WELCOME TO UHCL WORKFLOW – Post External Review Letters
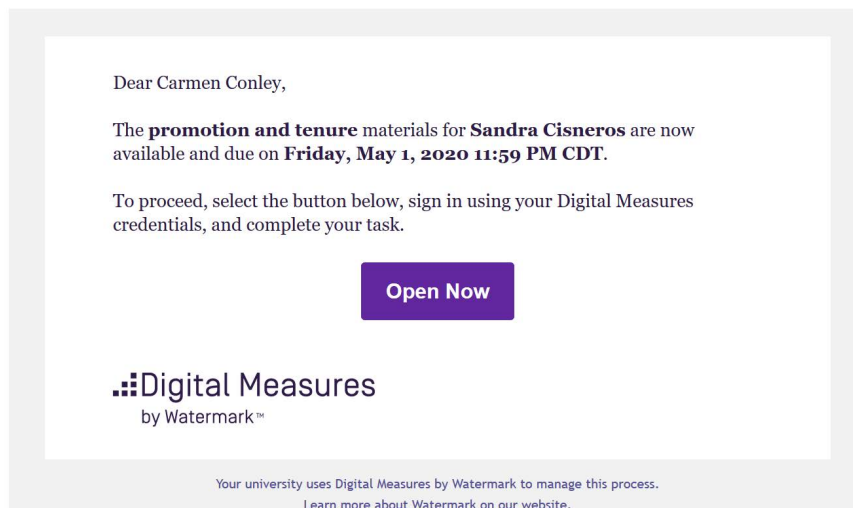***Updated 5/11/2023***

The following steps will guide you through Step 2 in the Promotion and Tenure process using the Workflow system.

Note: If you are using a MAC, please use the FIREFOX browser. If you are using a Windows-based computer, please use the CHROME browser.

For questions, please contact workflow@uhcl.edu

1. **Open Workflow System –** As the individual that is entering external letters, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials. Click the Open Now box to be taken to the Digital Measures sign in screen.

Dear Carmen Conley,

The **promotion and tenure** materials for **Sandra Cisneros** are now available and due on **Friday, May 1, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task.

Open Now

.::Digital Measures
by Watermark™

Your university uses Digital Measures by Watermark to manage this process.
Learn more about Watermark on our website.

2. **Sign In –** Sign in using your UHCL Credentials.

UHCL

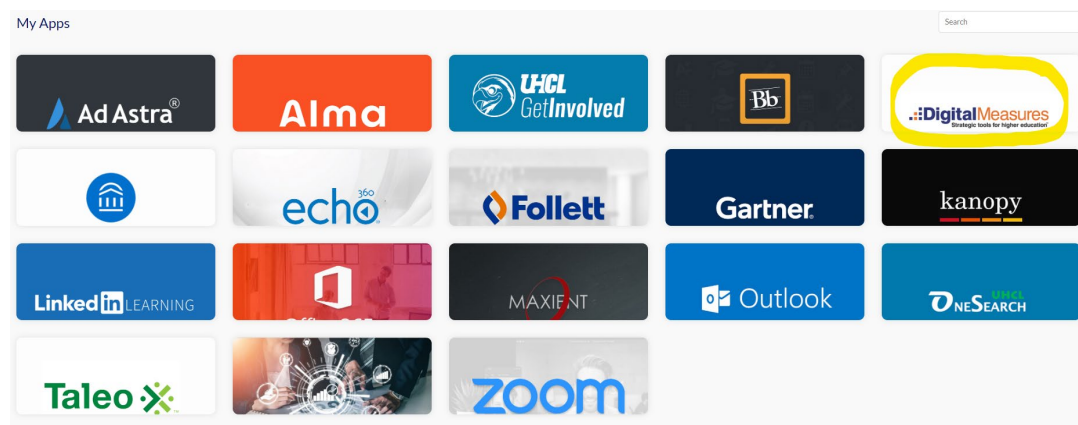Enter username (without @uhcl.edu)

Enter password

Sign in

First Time User | Forgot Password

Authenticate your credentials using DUO – Authenticate your credentials via text, phone call, or passcode (shown below)

Select the Digital Measures App (shown below)

OR Sign in directly through the Promotion and Tenure website, without using your email.

Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

3. **Open Application -** Once in Digital Measures, under the Workflow Tab, the below screen will appear with the applicant's name under Subject column. When you click on the P&T Schedule in the first column, you will be taken to the application form screen.

4. **External Reviewers Section:** The P&T faculty application form is displayed. Please scroll down to move to the Post External Reviewer Letters section **or** simply Click on the down arrow on Step1. Faculty Step as shown below, to jump to the external reviewer's section.

5. **Upload letters.** Please upload external review invitation letters, external review summary bios, and external review letters and any comments you have, as shown below. Before uploading, rename the files as per the file naming convention.

Note: PDF Portfolios aren't compatible with the Workflow system. The maximum file size is 1GB. You will receive an error message 'Unable to upload file.xxxxx' if the file is too large. You may simply click 'Delete File' to remove it.

6. **Save Draft.** If you have not uploaded all the files and would like to save the work done so far, you can use the save draft option**.** Click on the Action button on the top right corner and choose Save Draft, as shown below.

7. **Getting back to *Step 2- Post External Review Letters Step*.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the schedule with the applicant's name as the subject, to continue uploading.
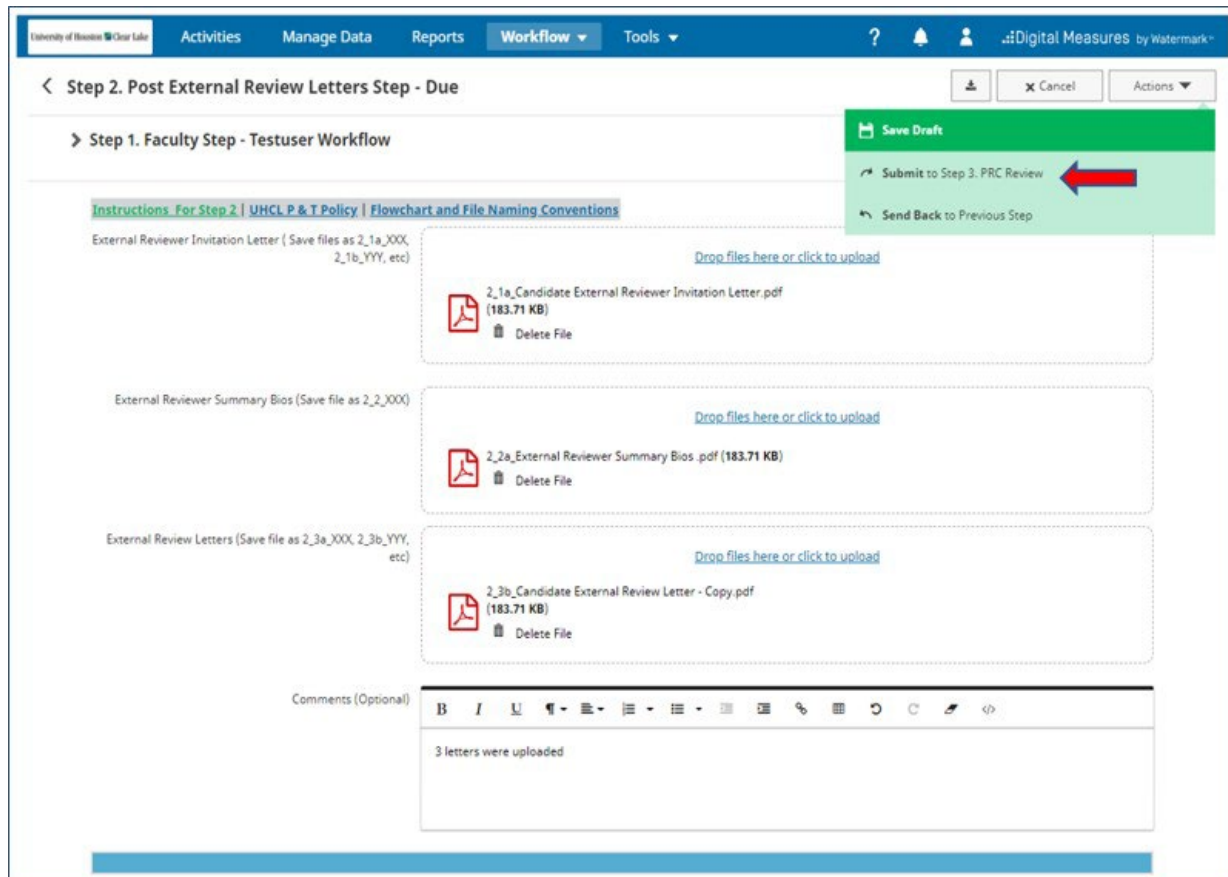

8. **Submit.** When you have completed the uploads and are ready to submit, click on the Action button located at the top right corner and select Submit to Step 3. PRC Review

9. **Submit Confirmation.** When you are asked to confirm your submittal, click Yes.

Are you sure you want to Submit to Step 3. PRC Review?

No   Yes

10. **History.** After confirmation, the candidate application will be shown under the History section of the Workflow Tasks.

Note: Please email workflow@uhcl.edu if you have submitted something in error prior to submission deadline and it will be determined if the materials are able to be returned to you.