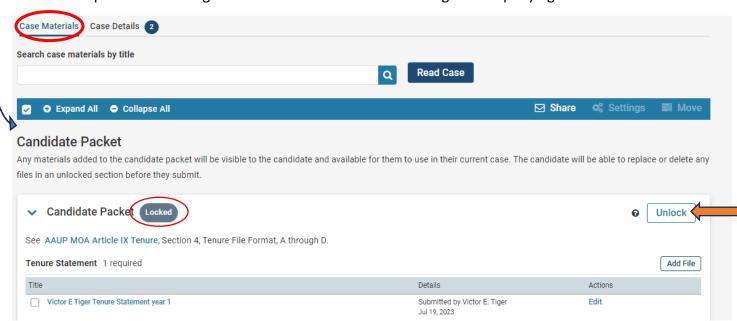
## A **department** committee manager will unlock / lock case if candidate edits are requested.

- College and University level reviewers **DISREGARD**. **Do not** unlock cases during college or university review.
- ONLY Department / Program / School level to allow edits.

## This packet is locked.

Click Unlock prior to informing candidate via initial letter or message accompanying the letter.



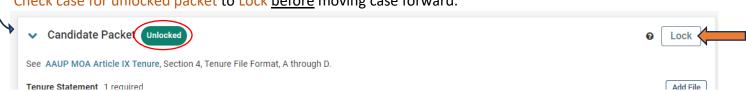
Packet will lock when candidate submits corrections.

(Edits are not viewable to reviewers until candidate selects "Submit.")

The committee manager must verify packet is locked before moving case forward.

This packet is unlocked. This may be an instance where the candidate elected not to submit corrections.

Check case for unlocked packet to Lock before moving case forward.



Resources: <a href="https://www.fhsu.edu/academic/provost/digital-portfolio-system">https://www.fhsu.edu/academic/provost/digital-portfolio-system</a> (guides, training, reviewer FAQ) 8/16/22 step-by-step instruction video <a href="https://app.vidgrid.com/view/IQtHj1WJQHEd">https://app.vidgrid.com/view/IQtHj1WJQHEd</a>.