

Unlock / Lock Candidate Packet *ONLY department level review*

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.

The screenshot shows a web interface for a candidate packet. At the top, there are tabs for 'Case Materials' (circled in red) and 'Case Details' with a '2' notification. Below is a search bar and a 'Read Case' button. A blue navigation bar contains 'Expand All', 'Collapse All', 'Share', 'Settings', and 'Move'. The main section is titled 'Candidate Packet' and includes a sub-header 'Candidate Packet' with a 'Locked' status (circled in red). Below this, there is a note about AAUP MOA Article IX Tenure, Section 4, and a table for 'Tenure Statement' (1 required). The table has columns for Title, Details, and Actions. One entry is visible: 'Victor E Tiger Tenure Statement year 1' with details 'Submitted by Victor E. Tiger Jul 19, 2023' and an 'Edit' action. An 'Add File' button is on the right. An orange arrow points to an 'Unlock' button in the top right corner.

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.

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Resources: <https://www.fhsu.edu/academic/provost/digital-portfolio-system> (guides, training, reviewer FAQ)
8/16/22 step-by-step instruction video <https://app.vidgrid.com/view/IQtHj1WJQHed>.