

## Access recommendation letters

Click the **Current Documents** link in the top right of the portal.

Document Access - click an item to open





Current Documents

Document Archive

A new tab will open with all of your uploaded documents. You can navigate through your materials using the headers in the top left:

OnBase® 

Folder Type: Folders Only






- ✓  GEORGE WASHINGTON (1234501)
  - >  Application Documents
  - >  Annual Evals, SRIS, & Observations
  - >  Supplemental Materials

## Access recommendation letters, cont.

After your deadline, your file will include a 4<sup>th</sup> header specifically for the recommendations from Department Chairs, Department Committee Chairs, and Deans if applicable.

OnBase® 

Folder Type: Folders Only

- ✓  GEORGE WASHINGTON (1234501)
  - >  Application Documents
  - >  Annual Evals, SRIS, & Observations
  - >  Supplemental Materials
  - >  Superior Review Letters

You can click the fourth header to view your review forms and your recommendation letters.

You will also receive a notification when a new recommendation letter is uploaded.

If you are searching for a specific review, you can use the search bar:

Document List

DOCUMENT NAME

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