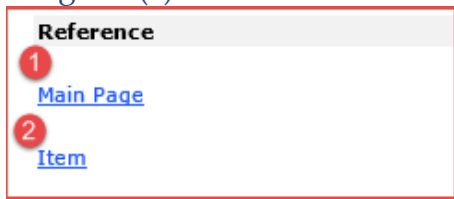


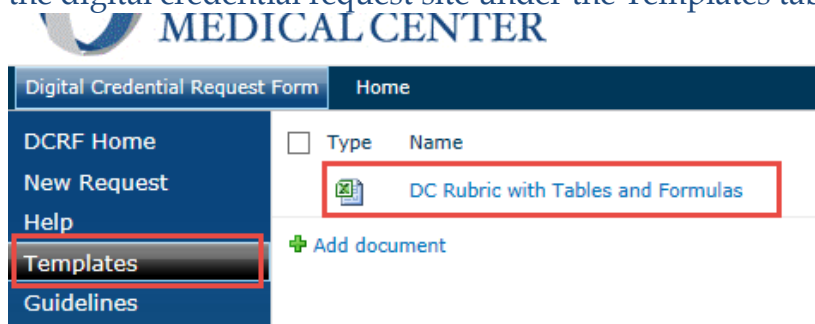
Once a task has been assigned, the Reviewer receives an email notification with a link to the Digital Credential Request Form main page (1) and a link to the specific item assigned (2).



A link to the main page is also available [here](#).

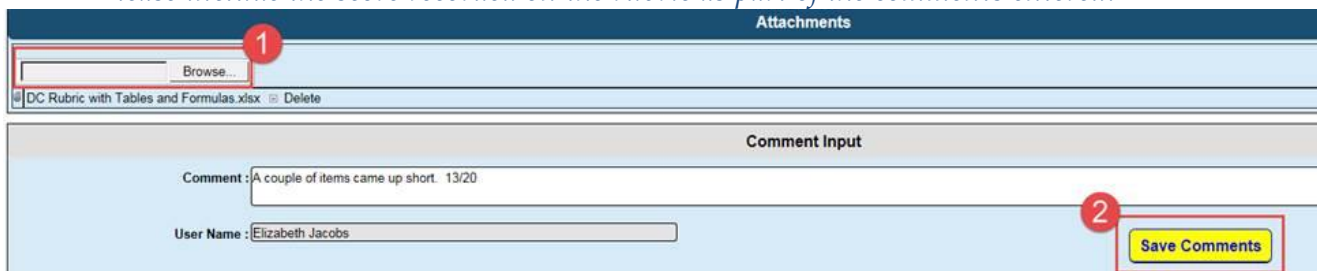
Once the digital credential request is accessed, Reviewers must follow the steps below to complete the assigned task.

1. Attach the completed rubric.
 - a. Begin each review with a blank rubric. The rubric template is available on the digital credential request site under the Templates tab.



- b. Review the credential request and enter the determined scores. Feel free to add any relevant comments in open cells.
 - c. Save the rubric. *It is encouraged that users create a folder specifically for review rubrics on a backed-up location, such as their U drive or UMMC OneDrive for Business.*
 - d. Attach the rubric as seen below (1).
2. Enter comments in the appropriate field and click the Save Comments button.

Please include the score recorded on the rubric as part of the comments entered.



- Click the **Continue** button at the very bottom of the form. If Save is selected, it **does not complete** the task. Save only keeps the user’s progress and makes it available upon return at a later time. Users must select **Continue** in order to complete the task.



Once Continue is selected, the assigned task is fulfilled and no longer listed on the user’s task list. The system does not send an email to notify you of a completed task. Users can open the specific form again and view the task noted as completed in the request process flow at the bottom, as pictured in the example below.

Digital Credential Request Process Flow					
Process: DCRF - DCRF000009	Task Name	Assigned Date	Completion Date	Status	Comments
Assignee	Prof Dev Reviewer	3/20/2018 12:50:19 PM		Assigned	
	Prof Dev Reviewer	3/20/2018 12:50:19 PM	3/22/2018 9:13:08 AM	Completed	
Missed M. Johnson	Prof Dev Reviewer	3/20/2018 12:50:19 PM		Assigned	
	Start	3/20/2018 12:50:18 PM	3/20/2018 12:50:18 PM	Completed	