

# INSTRUCTIONS FOR SUBMITTING/UPLOADING STEP PORTFOLIOS

**Note: Your portfolio and all supporting documents must be submitted as one PDF document (please see below).**

## Accessing the Site

Go to <http://web2.msue.msu.edu/step>

**IMPORTANT NOTE:** If clicking on this link results in an error message type the web address into your browser as web2.msue.msu.edu/step.

## Log In

In order to access this system, you will be required to enter your **MSU netID** and password.

### Login

In order to sign-on you need to enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the "@" of your MSU e-mail address.

**NOTE:** In order to use this application your browser must accept cookies.

**Login**

NetID:  @msu.edu

Password:

Authenticator:

For Authorized Use Only

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## Home Page

On the home page, you will see the schedule for the Step Portfolio Submissions and Reviews as well as a link to a free PDF download. **From the menu on the left, select [Portfolio Information Sheet Submit/Update](#).**

**MICHIGAN STATE UNIVERSITY EXTENSION** *Step II*

Home

Portfolio Information Sheet Submit/Update

Instructions for Review and Upload

Logout

Switch User/Access

### Timelines

Portfolio Submission:	01/01/2010 - 02/06/2010
Supervisor Reviews and Submits Feedback Form:	02/01/2010 - 03/01/2010
Regional Director/State Leader/Associate Representative Review and Submit Feedback Form:	03/01/2010 - 03/31/2010
Portfolios reviewed by other reviewers:	03/01/2010 - 04/09/2010

### Required PDF documents

Please note that uploaded Portfolios **MUST** be in PDF Format; this will be the only accepted format. If you do not have an application that will convert your document to a PDF you can download the free [PrimoPDF](#) PDF conversion program and create it with that.

## Portfolio Information Sheet

Fill in all of the information requested and then **Browse** to upload your portfolio. (If you prefer, you may complete the Information Sheet and come back later to upload your portfolio – as long as it is done before the deadline.) **Note: your email address will be your MSU email (i.e. smith123@msu.edu) not your ANR email.**

You must click **Submit** in order for your data to be stored.

Once you've uploaded your portfolio, be sure to click **Submit** in order to save everything.

You will be able to edit and/or change your upload until the submission deadline.

The screenshot shows a web form titled "Portfolio Information Sheet - Add". On the left is a navigation menu with links: Home, Portfolio Information Sheet Submit/Update, Instructions for Review and Upload, Logout, and Switch User/Access. The main form area contains the following fields and options:

- \* All fields are required**
- First Name: [text input]
- Last Name: [text input]
- Email: [text input]
- Region: [dropdown menu: -- Select Region --]
- Program Area: [dropdown menu: -- Select Program Area --]
- CED/Supervisor Name: [dropdown menu: -- Select Name --]
- RD/State Leader Name: [dropdown menu: -- Select Name --]
- Review Type**
  - Fixed Term: 3 Year Review
  - Continuing Employment: 3 Year Review
  - Fixed Term: 6 Year Review
  - Continuing Employment: 6 Year Review
- Upload Portfolio** (MUST be in PDF format)
  - Download the free [PrimoPDF](#) PDF conversion program if needed.
  - Currently uploaded file:
  - Select file to be uploaded: [text input]
  - You can upload your Portfolio at a later date if you'd like.

At the bottom of the form are two buttons:  and .

Once you've submitted your portfolio, you will see a message similar to the following:

Portfolio **STII-10-010** has been Add. Thank you for your submission.

Please retain this number for future access to your Portfolio Information Sheet and Portfolio.

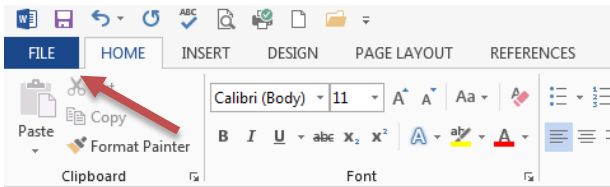
## Questions

Any questions may be directed to MSU Extension Human Resources ([msue.hr@msu.edu](mailto:msue.hr@msu.edu)) or (517) 353-9108.

## To create one PDF file

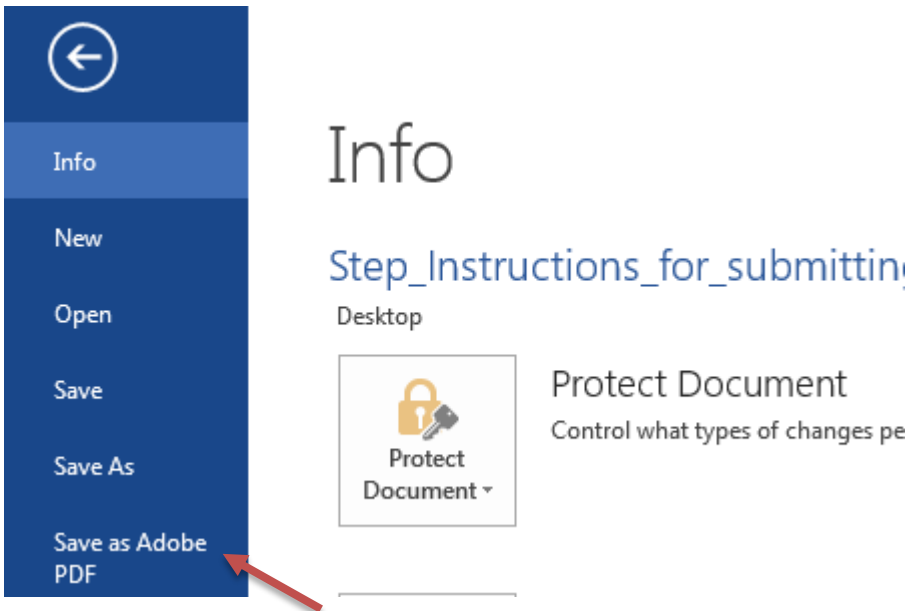
The final format for the MSUE Step II and III portfolio is **one** PDF file. In order to create a PDF file, you will need the appropriate software available to you. From a Word document you will be able to follow the steps below.

Go to File



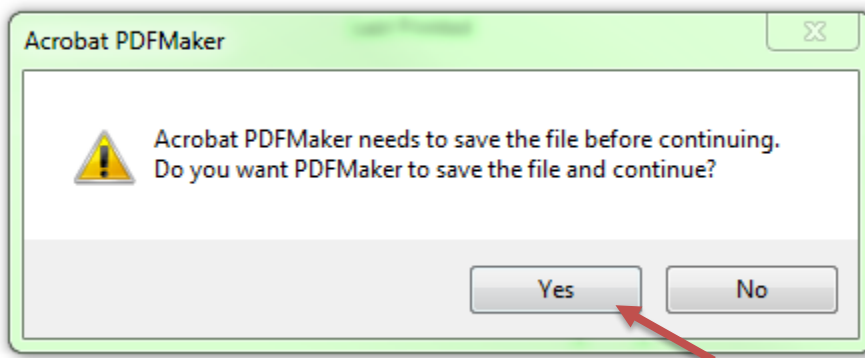
## To create one PDF file

Save as Adobe PDF



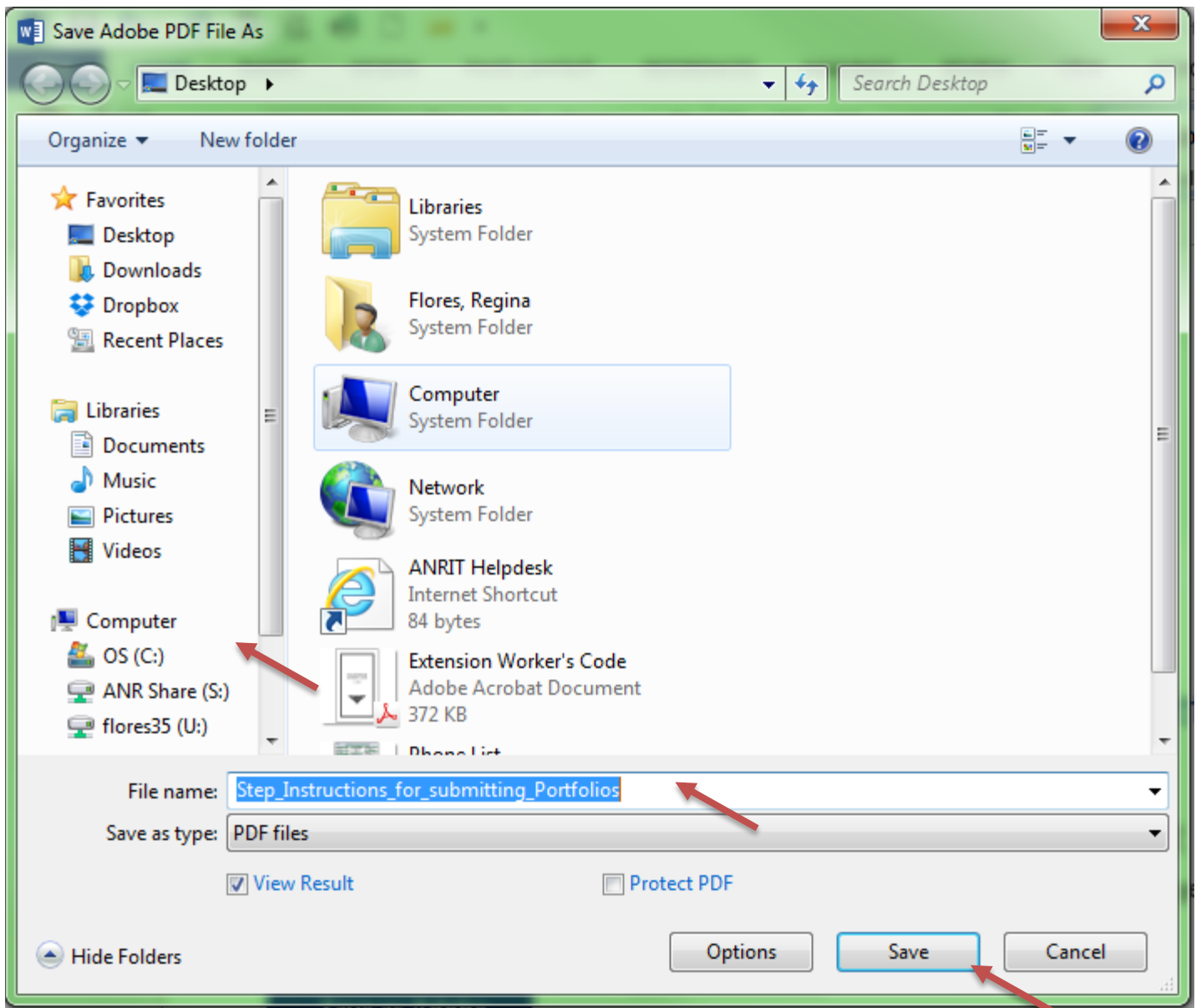
When prompted click "Yes"

Last Modified 10/8/2015 8:55 AM  
Created 10/7/2015 8:18 AM



Related Documents

Then choose the location you would like to save your PDF, name the file and click save



A PDF version of your document will pop up. You can create one Word document and convert it to PDF as a whole or you can create multiple PDF documents and merge them together at a later time.