INSTRUCTIONS FOR SUBMITTING/UPLOADING STEP PORTFOLIOS

Note: Your portfolio and all supporting documents must be submitted as <u>one</u> 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:	[_____] [Login]
Authenticator:	MSU Net ▾
	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.**

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 othe 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) <u>not</u> 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.

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

Questions
Any questions may be directed to MSU Extension Human Resources (msue.hr@msu.edu) or (517) 353-9108.
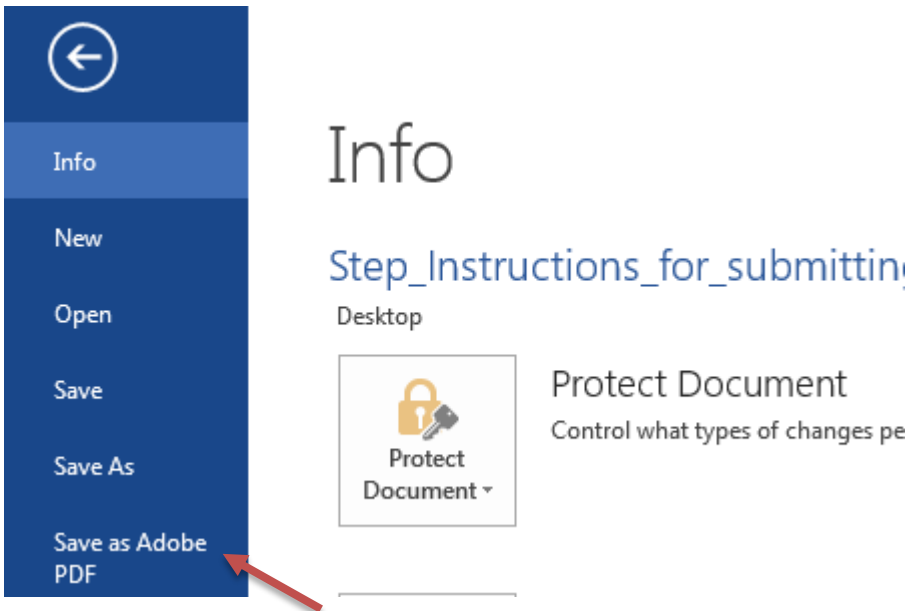
To create one PDF file

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.
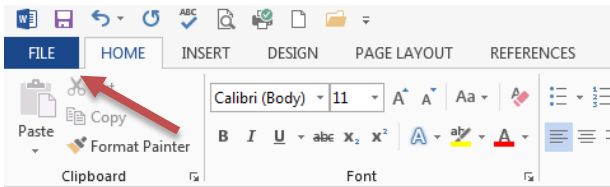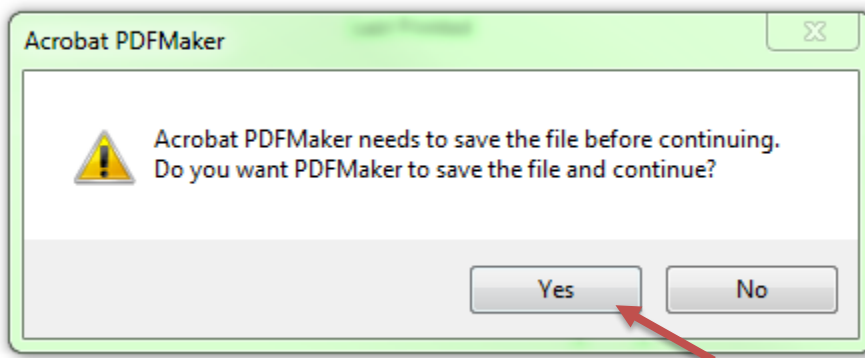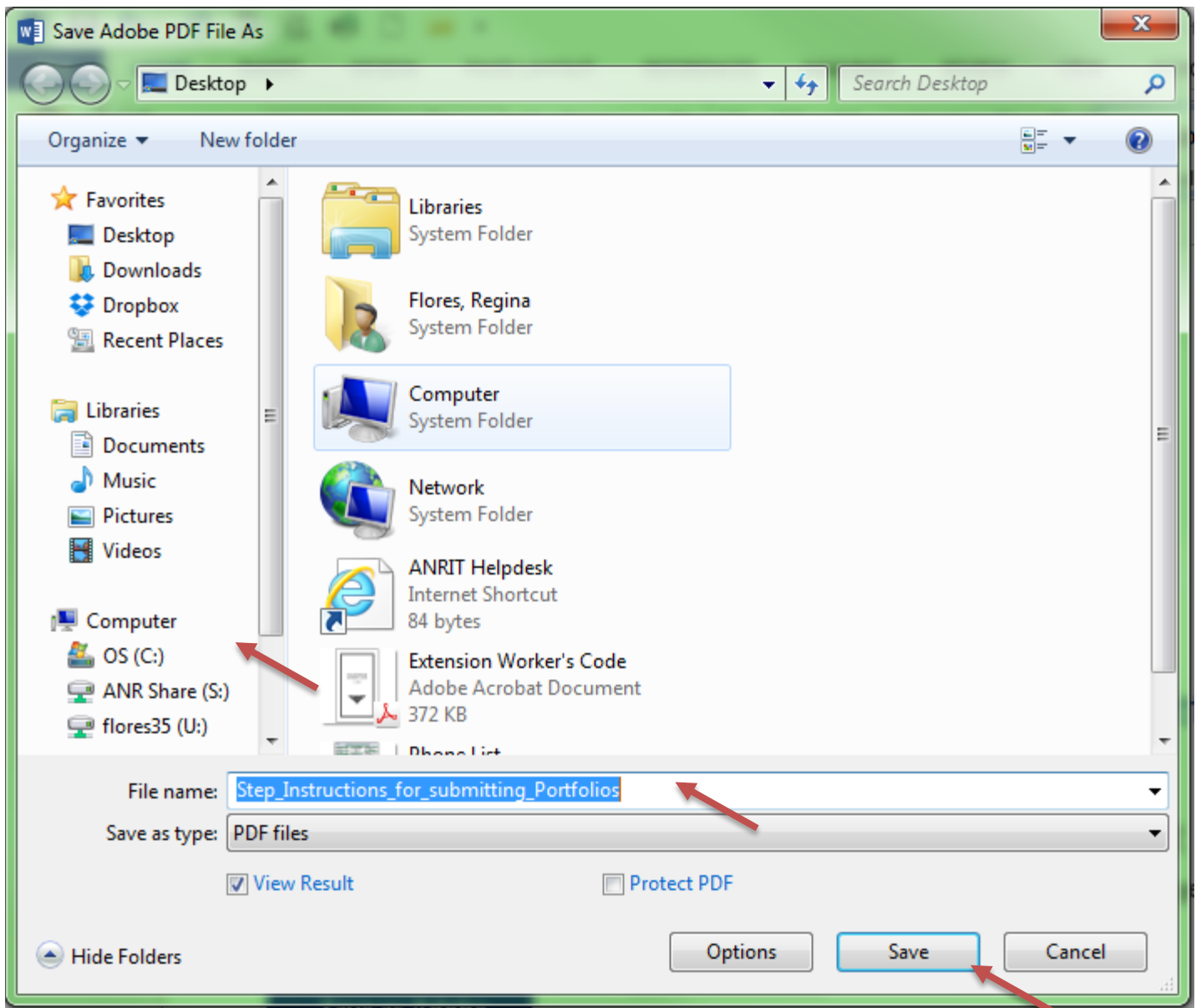
Go to File

Save as Adobe PDF

When prompted click "Yes"

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.