

## INSTRUCTIONS FOR SUBMITTING ADVANCED STATUS PORTFOLIOS

**Note: Your portfolio and all supporting documents must be submitted as one PDF document, file size limited to 100MB (instructions for creating a PDF are further down in this document).**

**Accessing the Qualtrics Submission Page (open from December 1<sup>st</sup> through 5pm EST on March 1<sup>st</sup>)**

Go to: [https://msu.co1.qualtrics.com/jfe/form/SV\\_bxfyTcgXPIP2tGm](https://msu.co1.qualtrics.com/jfe/form/SV_bxfyTcgXPIP2tGm)

### **Portfolio Information Sheet**

**Fill in all of the information requested and then upload your portfolio.**

#### **Advanced Status Portfolio Submission**

Submission Period is December 1 - March 1

Multiple submissions are allowed. Your last submission will be the portfolio that is evaluated.

\*First Name

\*Last Name

Your E-mail Address

\*District

\*Institute

- ☐ Agriculture and Agribusiness Institute
- ☐ Children and Youth Institute
- ☐ Community, Food, and Environment Institute

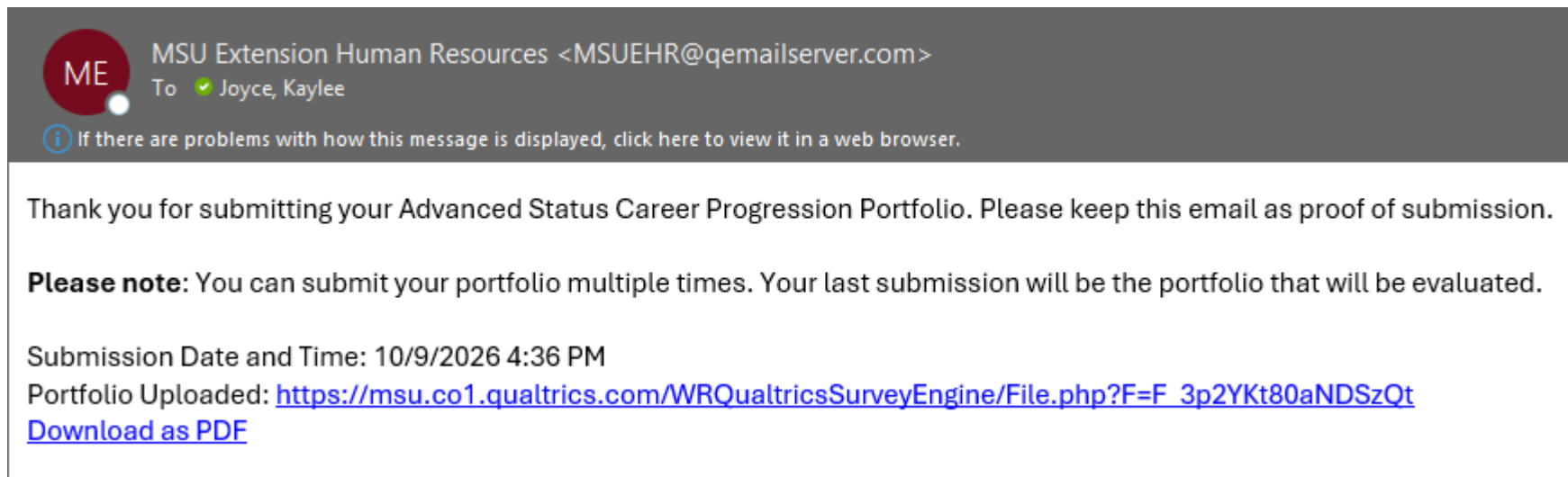
## Submit your portfolio.

Thank you for submitting your Advanced Status Career Progression Portfolio. To view a copy of the portfolio you submitted, copy and paste the link into a new browser: [Download copy of submission](#).

You will also receive an email confirming submission of your portfolio.

**Please note:** You can submit your portfolio multiple times. Your last submission will be the portfolio that will be evaluated.

You will receive an email confirmation of your submission – example below.



You can resubmit an updated portfolio up to 5pm EST on March 1<sup>st</sup>. The most recent portfolio submission will be the portfolio reviewed.

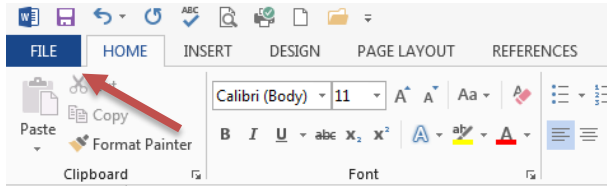
## Questions

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

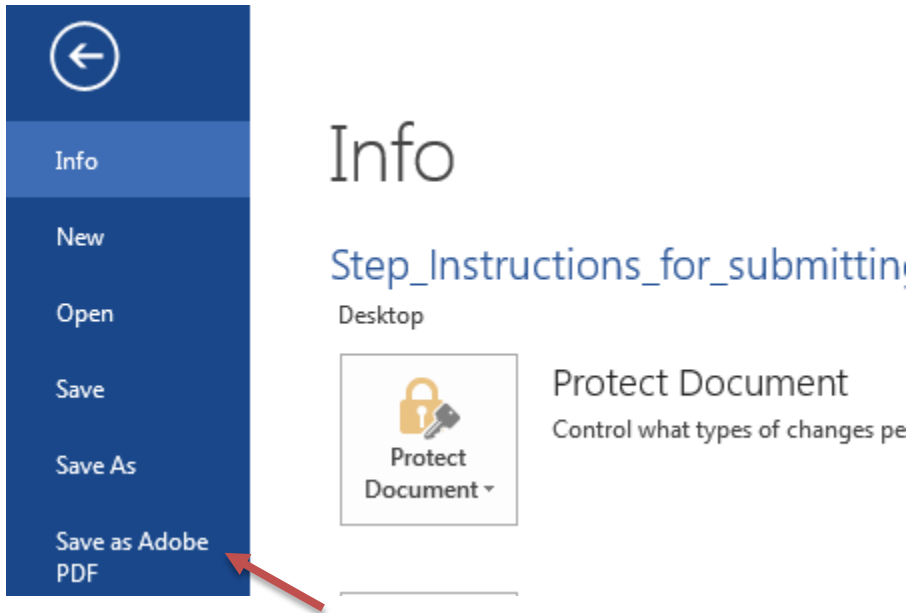
The final format for the MSUE Step II and III portfolios is one PDF file.

Open your file



## To create one PDF file

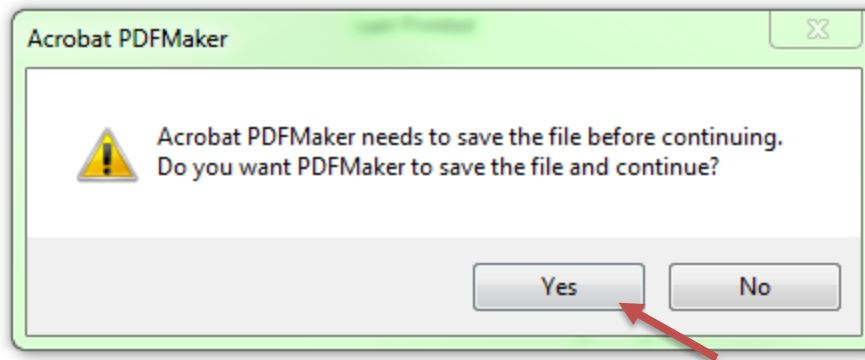
Save as Adobe PDF



When prompted click "Yes"

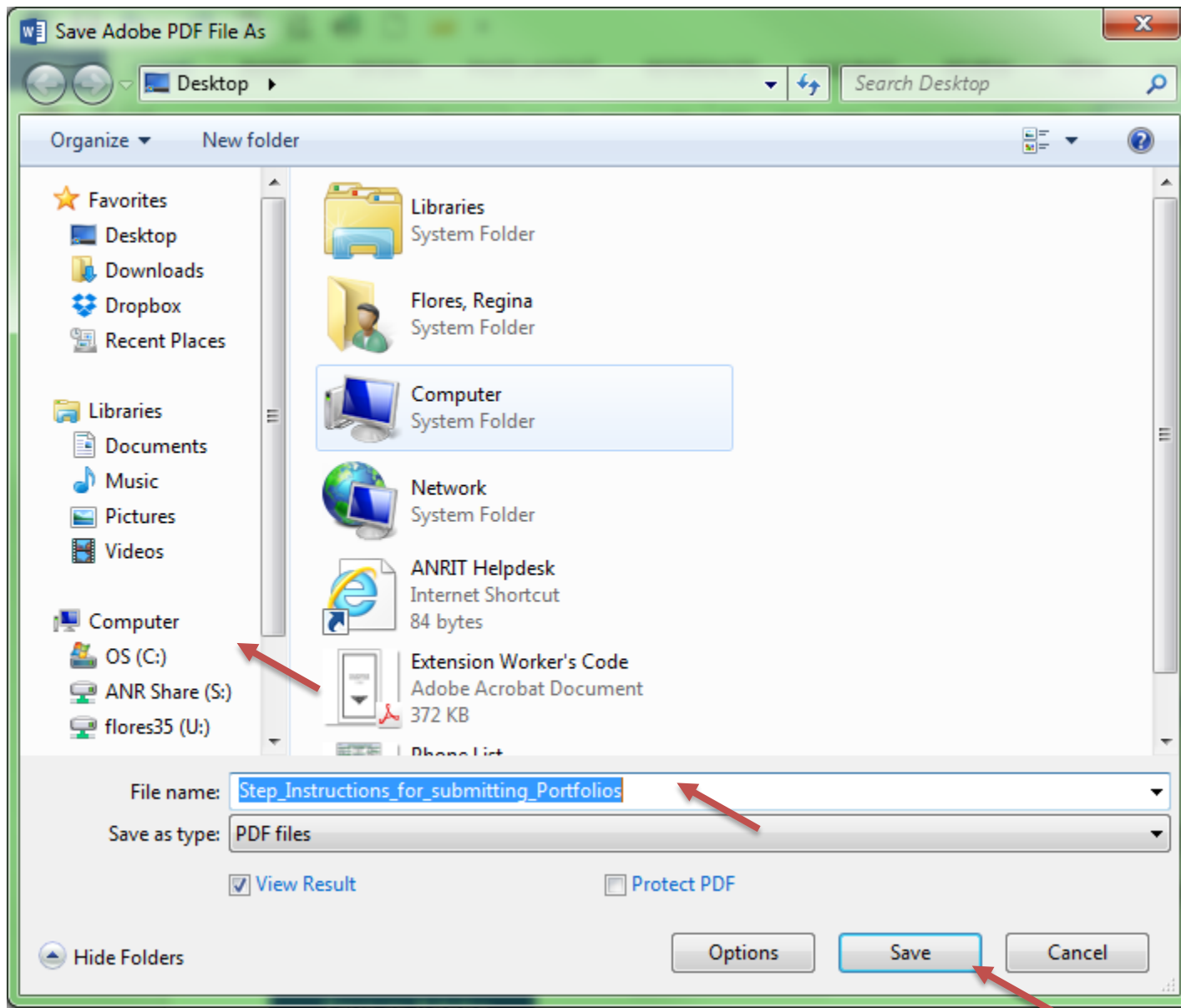
Last Modified 10/8/2015 8:55 AM

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.

In the rare instances Qualtrics disallows uploading a PDF because the size is too big, follow directions found here: [Compress PDFs & reduce file size online for free | Acrobat](#) to reduce the size.