How to View a Dossier

Logging In
To access the e-Dossier system, go to https://dossier.usu.edu/
Login with your university A# and password.

What you will see
A completed dossier will look something like this:

Viewing the Dossier
Upon logging in, you will see a dashboard with a list of the dossiers you have access to. Click on one to view it.

There are five components: (1) the dossier description, (2) the transmittal form showing the recommendations of prior reviewers, (3) the recommendation letters of prior reviewers, (4) the candidate’s attached materials, arranged in role statement categories, and (5) a link to the external review letters.
Candidates and guest viewers will not be able to see the transmittal form portion or the external peer reviews. Guest viewers will also not be able to see the recommendation letters.

**What to do next**

1. **View the dossier links.** Click on each link in the dossier to view the item associated with it.

2. **See the Moderation Progress.** Click the *Moderation Progress* link to see what stage of the review process the dossier is in. Completed stages will appear in green and the current stage will appear in red. (See the image on the right.)

   ![Dossier Progress Diagram]

   *For dossier reviewers*

3. **Provide a recommendation letter and vote.** After you have reviewed the dossier, if you are one who is making a recommendation for the candidate, provide your college dossier administrator with your recommendation vote and a recommendation letter. He or she will attach it to the dossier. If you are on a committee, the committee chair will perform this action.

4. **Check for accuracy and sign.** The college dossier admin will add your recommendation vote and letter to the dossier. You will be given a document to sign indicating that your recommendations have been entered accurately. If all looks well, sign the document.

**Access Duration**

*If you are a candidate* you will always be able to view your dossier.

*If you are a reviewer* you will be able to view a dossier for the duration of the review process and for most of the year following.

*If you are a guest viewer* you will be able to access the dossier for as long as the dossier system administrator permits.