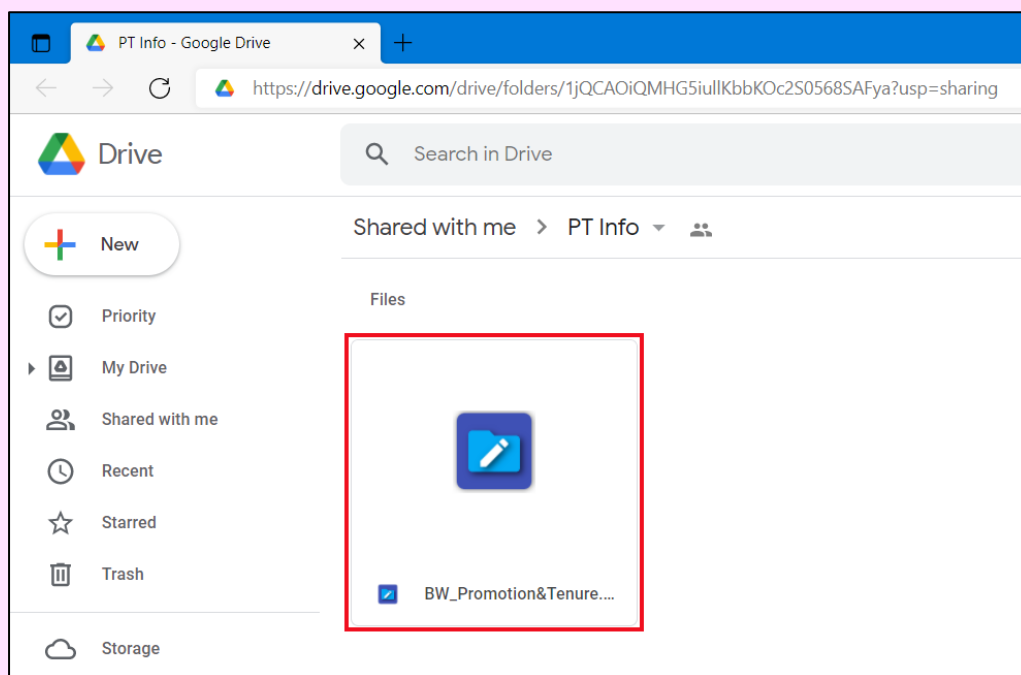
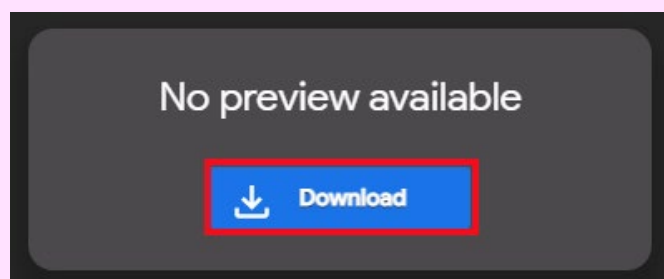


Using the New Promotion & Tenure ePortfolio in Microsoft OneNote

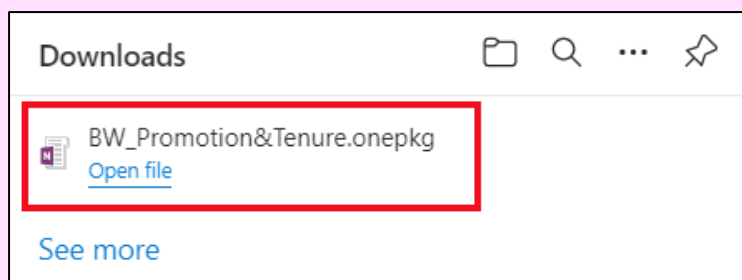
1. Make sure you have your Microsoft OneDrive set-up and turned on. [[Instructions](#)]
2. To download the P&T template, go to: [Promotion & Tenure Info - Google Drive](#)
3. **Double-Click** on the “BW_Promotion&Tenure.onepkg” template file.



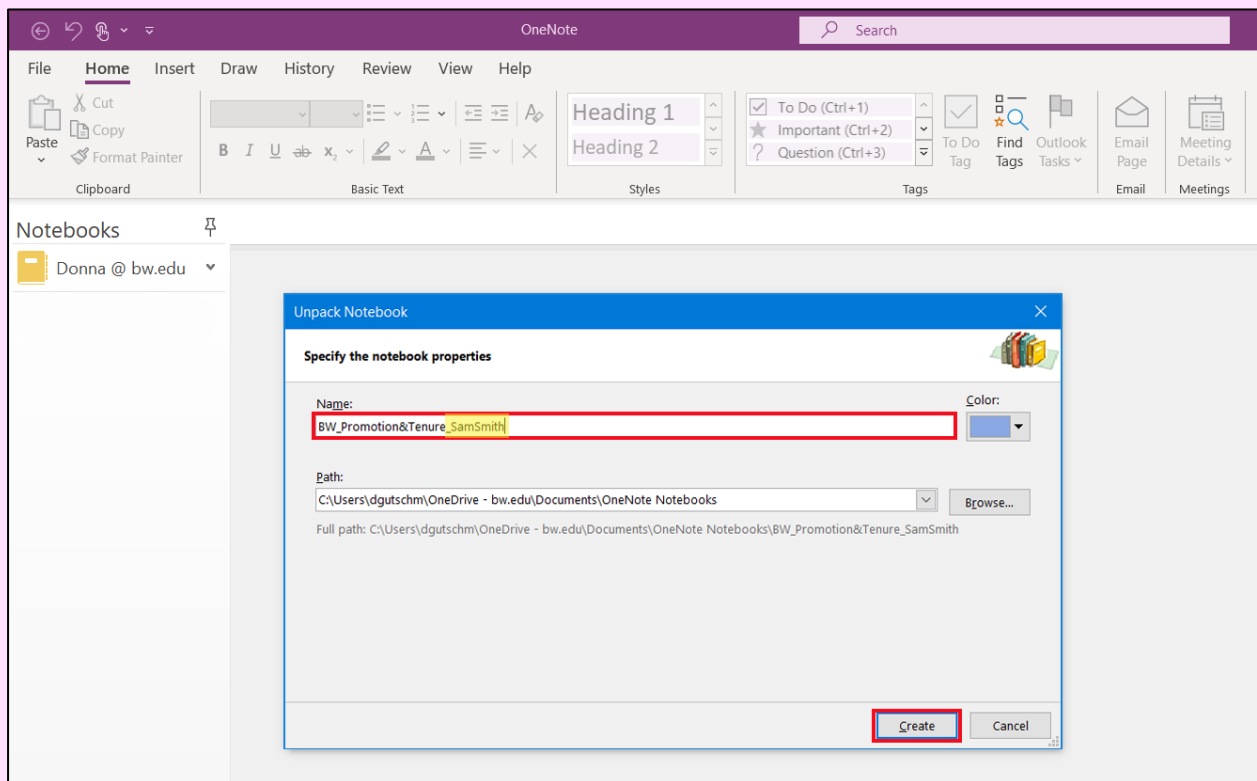
4. Click the “Download” button.



5. Click the “BW_Promotion&Tenure.onepkg” file to open it in Microsoft OneNote.



6. The P&T ePortfolio template will open in Microsoft OneNote. In the Name field where it shows “BW_Promotion&Tenure” add your name (without spaces) as shown below. Example: BW_Promotion&Tenure_SamSmith. Then click the “Create” button.



7. The ePortfolio template with your name will be added to your OneNote notebooks. Select it to begin working. Click the colored tabs to add evidence to each section. The first tab provides general instructions and the last tab will provide sharing instructions.

