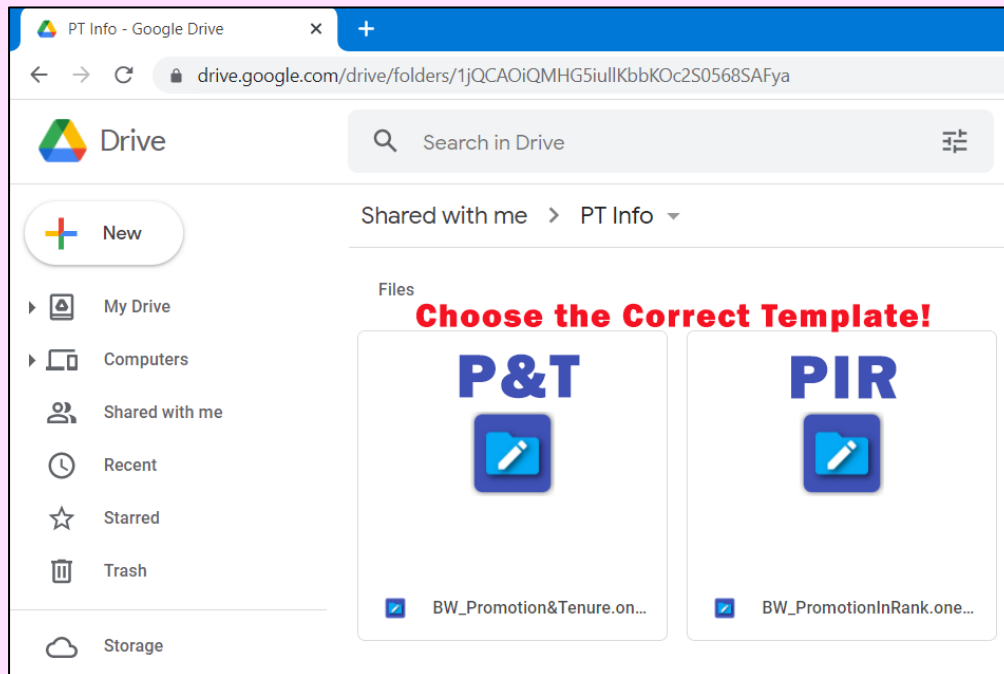
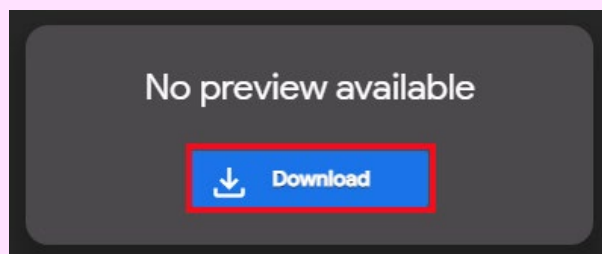


Using the New P&T and PIR ePortfolios in Microsoft OneNote

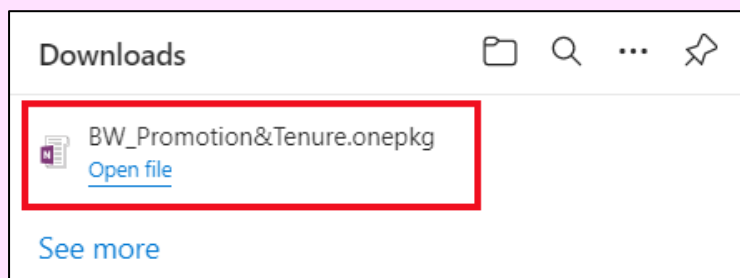
1. Make sure you have your Microsoft OneDrive set-up and turned on. [[Instructions](#)]
2. To download the P&T or PIR template, go to: [Promotion & Tenure Info - Google Drive](http://tinyurl.com/BWPTPIR) (<http://tinyurl.com/BWPTPIR>)
3. **Double-Click** on the correct template file.



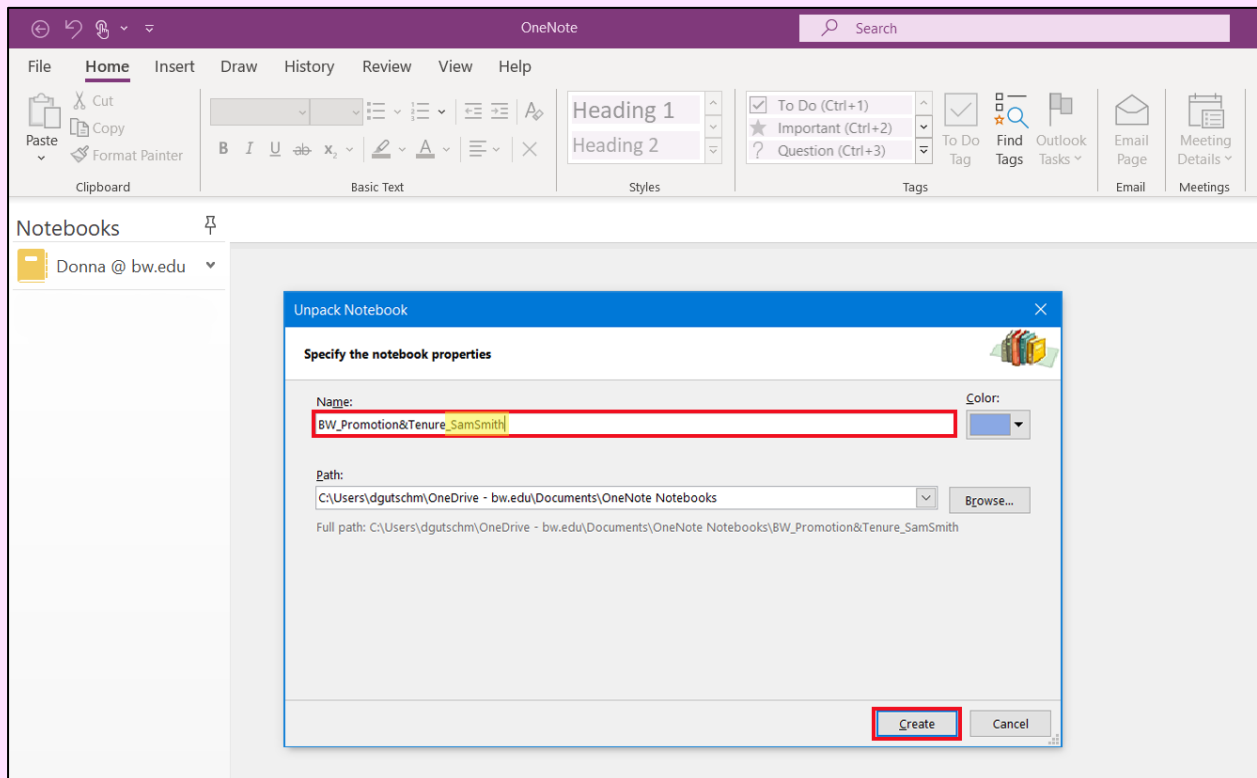
4. Click the "Download" button.



5. Click the .onepkg link to open the template in Microsoft OneNote.



6. The ePortfolio template will open in Microsoft OneNote. In the Name field where it shows “BW_Promotion&Tenure” or “BW_PromotionInRank” add your name (without spaces) as shown below. 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.

