

Tenure & Promotion Electronic Process College and School Submission of Dossiers to Provost's Office

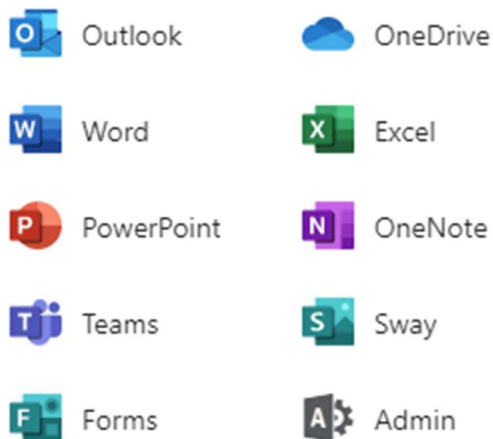
Rev. 2020/09/22

These are the instructions for submitting completed dossiers to the Provost's OneDrive. Please note that we are using an old COE folder as an example—do NOT try to upload files to these example folders!

1. In your web browser navigate to the following location: <http://ummail.memphis.edu>.
2. Login using your UUID and Password.
3. Navigate to OneDrive in the Application "Waffle" in the top left corner.

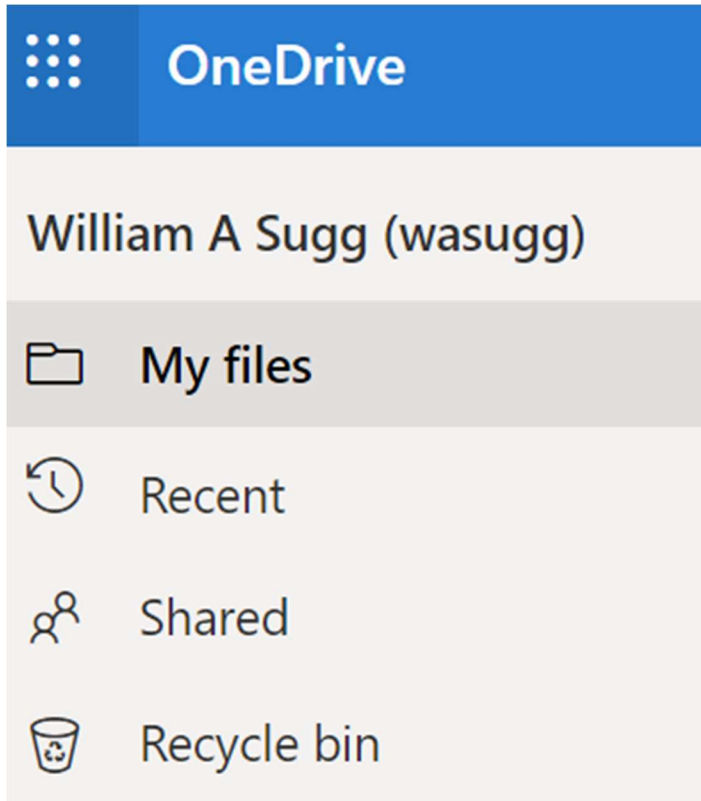


Apps

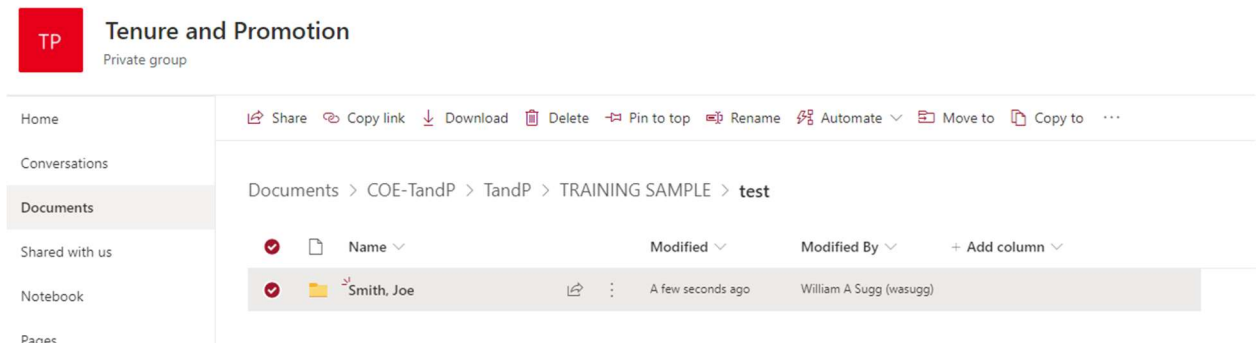


[All apps](#) →

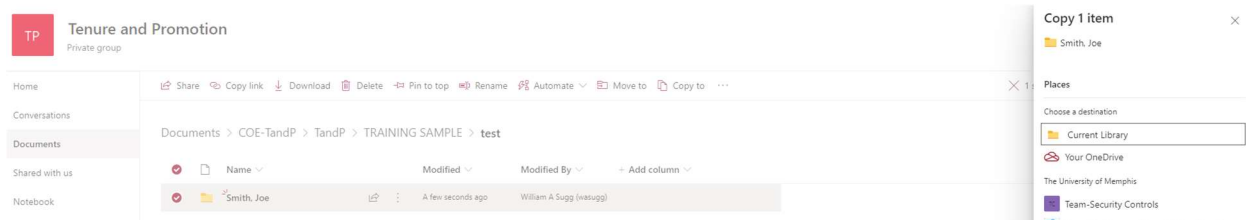
4. Click the "Shared" link and navigate to your College or School's Tenure & Promotion Repository.



5. Navigate your repository to the folder of the candidate for whom you wish to upload.
6. Check the box next to their folder's name.

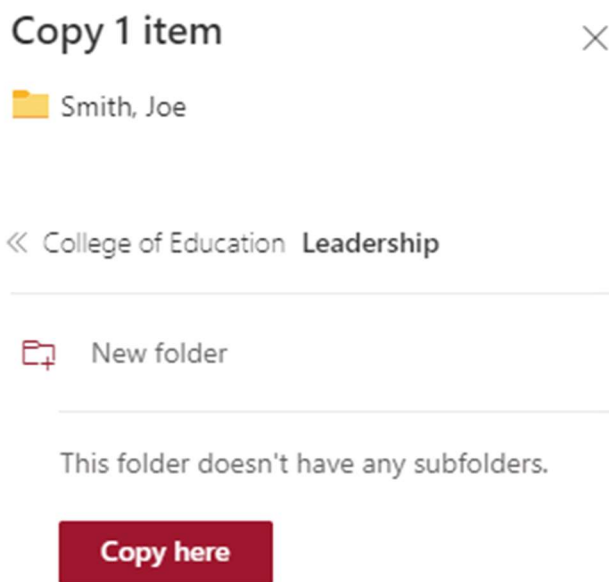


7. Once selected, click the “Copy to” option in the utility ribbon.
8. You will be presented with a dialog box on the right side of the current window as shown.

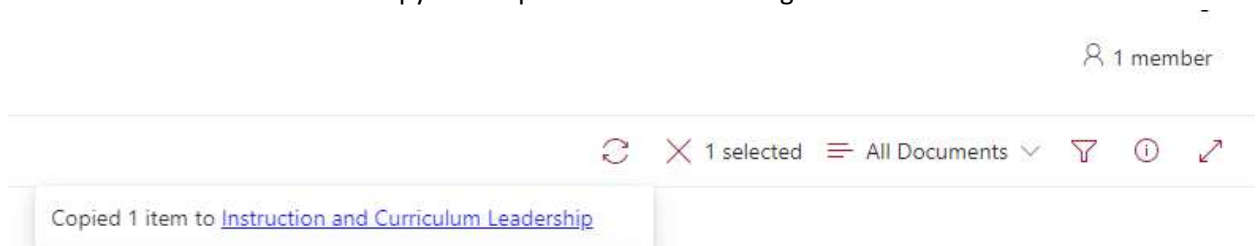


9. Select “Current Library”.
10. Then from the options presented, Navigate to the “**Provost**” folder and then the appropriate **Year, College or School**, and the appropriate **department**.

11. Finally click the “Copy here” button as shown



12. A confirmation of a successful copy will be presented in the dialog box as shown.



13. Repeat this “Copy to” process for each candidate.

14. Once the copy process is complete, contact Helen Johnson in the Provost’s Office to confirm the information has been properly received.