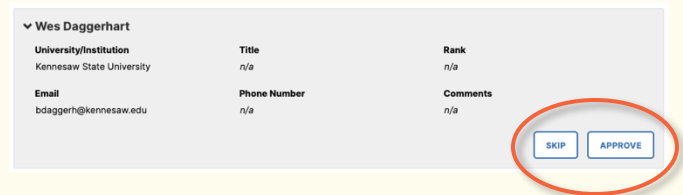
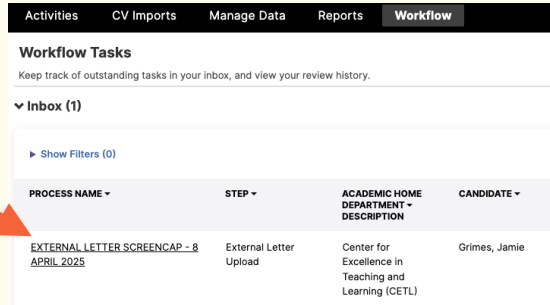


# Quick Reference Guide

## Creating External Letters

For additional information, please consult the Full Reference Guide for Creating External Letters.  
For assistance with this and other issues related to faculty review, please contact FacultyActivityData@Kennesaw.edu.

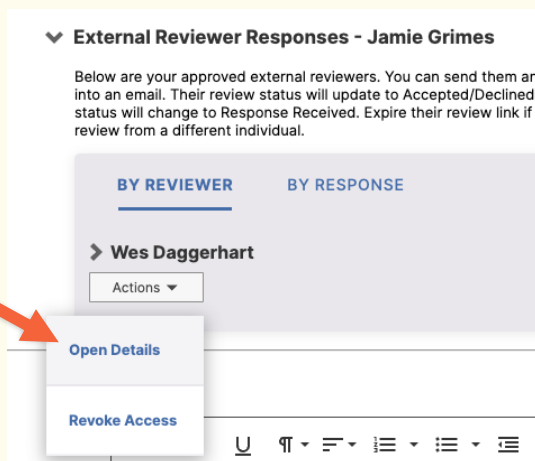


1

Go to your workflow tasks and select the faculty member for whom you need to request external review letters.

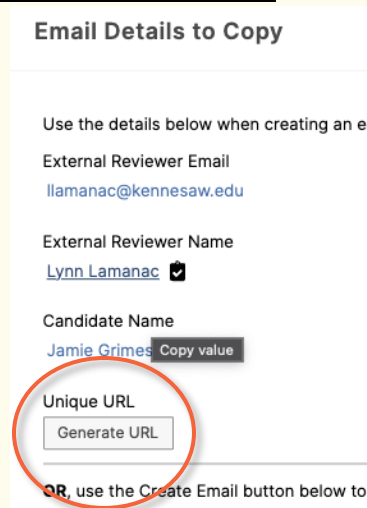
2

Select a reviewer to approve for participation in the review process.



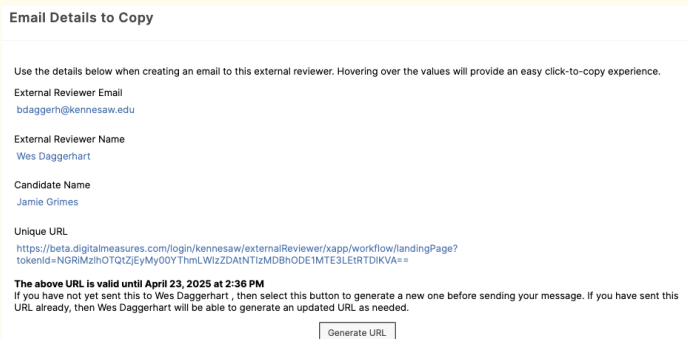
3

The reviewer will be moved lower on the page, to a list of approved reviewers. Select Open Details.



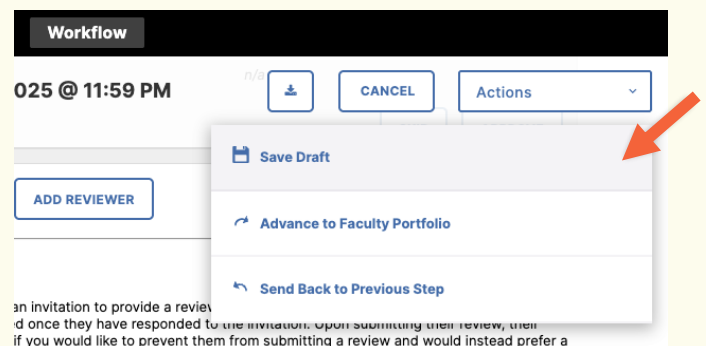
4

Generate a URL. This will be used by the reviewer to participate in the process.



5

Email the link to the reviewer, either by generating an email, or by using your preferred mail client.



6

Use Save Draft to preserve your progress.

All official correspondences, including this initial email *must* come from an official KSU email address.

The portfolio must advance to the candidate by August 1.