

The review letters and evaluation information from each review level are stored on the **Portfolio Review** screen item for the current review year. According to the *Handbook for Professional Personnel*, V.C.1.b(5)(a)(iv), you have the option of providing a written response to each review letter within five working days of the due date for that letter. Response letters are uploaded to this screen as well.

LOGGING ON TO WATER- MARK FS

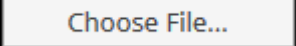
1. Go to <https://www.msudenver.edu/watermark-fs/> .
2. Click **Logon to Watermark FS**.
3. Enter your **MSU Denver NetID** and **Password**. This is the same password that you use to log in to your office computer and email account at MSU Denver.

ACCESSING REVIEW LETTERS


1. From the Manage Activities Menu under the **General Information** section, click **Portfolio Review**.
2. Click the current review year.
3. **Section II For All Reviewers** contains each review level's evaluation/rating and review letter. To access the review letter, scroll to the **Letter from Review Level** field and click the link to the letter. Either **Open** or **Save** the letter.

ADDING A RESPONSE LETTER (if applicable)

1. Write your response letter and save it.
2. Log on to Watermark FS.
3. From the Manage Activities Menu under the **General Information** section, click **Portfolio Review**.
4. Click the current review year.
5. Scroll to the **Faculty Response to letter from Review Level** field for the level of review to which your response letter is directed.

6. Click  .

7. Navigate to your response letter and click **Open**.

8. Click  .