



Watermark FS Documentation

Using Watermark FS for the Sabbatical Leave Process

Faculty

The various review level recommendations regarding sabbatical leave are stored on the **Sabbatical Leave** screen item you created. This documentation takes you through how to access these recommendations.

LOG ON TO WATERMARK FS

To complete these four steps you must be logged on to Watermark 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 NetID and password you use to log on to your office computer or your MSU Denver email account.

ACCESS THE RECOMMENDATION INFORMATION

1. From the Manage Activities menu under **General Information**, click **Sabbatical Leave**.
2. Click the Sabbatical Leave screen item you created for your sabbatical leave application.
3. Scroll down to **Section VI: For Reviewers—Recommendation for Sabbatical Leave**.
4. Each Review Level has a **Sabbatical Leave Recommended?** field and a **Supporting Documentation** field. To view the review letters, click the link in the **Supporting Documentation** field. The documentation can either be opened or saved.
5. Click **Cancel** to exit the **Sabbatical Leave** screen.