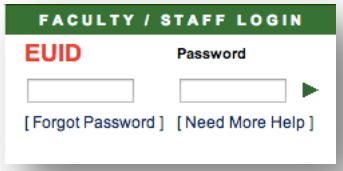
Evaluation Instructions for Second Evaluators

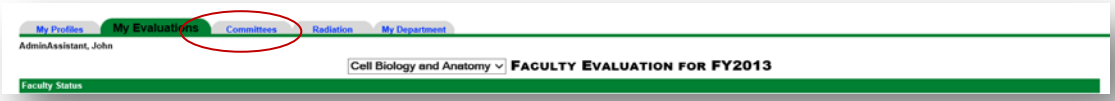
Logging In

Using Internet Explorer, go to http://profile.hsc.unt.edu/profilesystem/index.php. Under **Faculty/Staff Login**, enter your EUID and password and click the green arrow next to the login boxes.

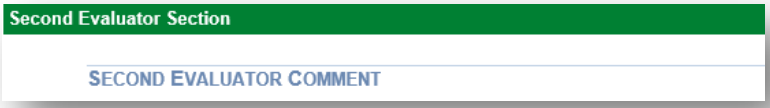


Adding Comments as the Second Evaluator

1. Click on the My Evaluations tab.

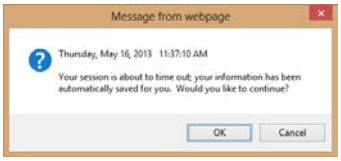


2. Click on the Edit link next to the appropriate faculty member name.
3. Add comments as appropriate under the Second Evaluator Section. Please note: The second evaluator section is the only section you can edit, all other sections are "read only".



Saving and Completion

Save often, especially after each section. Your session will time out after 60 minutes, but will automatically save your information at that point.



Once you have completed all necessary fields, click the **Evaluator Complete** button.