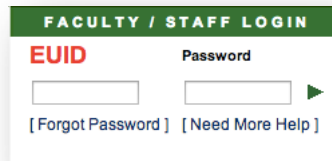


Evaluation Instructions for Second Evaluators

Logging In

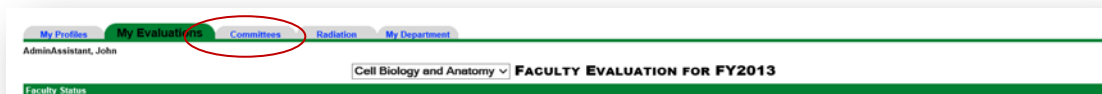
Using Internet Explorer, go to <http://profile.hsc.unt.edu/profilesystem/index.php>. Under **Faculty/Staff Login**, enter your EUID and password and click the green arrow next to the login boxes.



A login form titled "FACULTY / STAFF LOGIN". It has two input fields: "EUID" and "Password". To the right of the Password field is a green right-pointing triangle. Below the fields are two links: "[Forgot Password]" and "[Need More Help]".

Adding Comments as the Second Evaluator

1. Click on the My Evaluations tab.



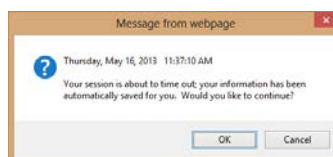
2. Click on the Edit link next to the appropriate faculty member name.
3. Add comments as appropriate under the Second Evaluator Section. Please note: The second evaluator section is the only section you can edit, all other sections are "read only".



A form titled "Second Evaluator Section". It contains a single text input field with the placeholder text "SECOND EVALUATOR COMMENT".

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.