

# INSTRUCTIONS FOR SUBMITTING/UPLOADING STEP THREE PORTFOLIOS

**Note: Your portfolio and all supporting documents must be submitted as one PDF document (please see below).**

**Accessing the Site** - Go to: <http://web2.msue.msu.edu/stepThree>

and select **MSU NetID Login**:

**Step Three Login**

Click here to login using your **MSU NetID**

**Please note that if you have an MSU NetID, click the button above. Only those without an MSU NetID and have been given special access to this system will be required to enter an email address and password below.**

-- Or --

Enter your email address and password

**Email:**

**Password:**

You must have approved access to this system. If you can not login and feel you should be able to, please email [Nancy Axtell](#) or call 517-353-9108

Thursday, September 30, 2010

**Log In** - Enter your MSU netID and password.

## Login

In order to sign-on you need to enter your MSU NetID or Community ID and password in the boxes below.

**NOTE: In order to use this application your browser must accept cookies.**

**Login**

MSU ID:

Password:


Authenticator:  For Authorized Use Only

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## Home Page

On the home page, you will see the schedule for the Step Portfolio Submissions and Reviews, the names of the Peer Review Committee as well as a link to a free PDF download, should you need it.

From the menu on the left, select **Portfolio Information Sheet Submit/Update**.

**MICHIGAN STATE UNIVERSITY EXTENSION**  **Step Three**

Home Nancy Axtell."/>

Portfolio Information Sheet Submit/Update **Timelines**

Portfolio Submission:	10/01/2010 - 10/04/2010
Reviewers/Assessors Submit Assessment Form:	10/01/2010 - 10/31/2010
Peer Review Committee/Special Reviewers:	10/01/2010 - 10/31/2010

Switch User/Access

**Peer Review Committee (current)**

Dudek, Tom  
Foerster, Kathy  
Mutch, Dale  
Schneider, Tom  
Solomon, Dean

**Required PDF documents**

Please note that uploaded Portfolios MUST be in PDF Format; this will be the only accepted format. If you do not have an application that will convert your document to a PDF you can download the free [PrimoPDF](#) PDF conversion program and create it with that.

Send questions or comments to [Nancy Axtell](#) ©2010 Step Three. All Rights Reserved.

## Portfolio Information Sheet

Fill in all of the information requested. If you are not prepared to submit your seminar topic, you may log in at a later date to do so. (For 2010, seminar topics are due no later than October 18.)

The screenshot shows the 'Step Three Applicant Information Sheet - Update ST3-10-001' form. The header includes the Michigan State University Extension logo and the text 'Step Three'. A left sidebar contains navigation links: Home, Portfolio Information Sheet Submit/Update, Instructions for Review, Instructions for Upload, Logout, and Switch User/Access. The main content area features a red warning message: '\* All fields are required. Please verify the information provided and add and/or update as necessary before submitting.' Below this is the 'Applicant Information' section with fields for First Name, Last Name, Email, InSTITUTE (dropdown), District (dropdown), and Title/Position/Rank. The 'Seminar Presentation Topic' section includes a text field for the topic and a larger text area for a brief description (2-3 sentences).

To upload your portfolio, click **Browse**.

The screenshot shows the 'Upload Portfolio' section. It includes a warning: 'Upload Portfolio (MUST be in PDF format). Download the free [PrimoPDF](#) PDF conversion program if needed.' Below this, it states 'Currently uploaded file: 3 Year Review1.pdf' and provides a 'Select file to be uploaded:' field with a 'Browse...' button. A note says: 'If you've completed the above information prior to the portfolio submission deadline, you may return to this site at a later time to upload your portfolio.' At the bottom are 'Submit' and 'Reset' buttons. A footer link reads 'Send questions or comments to Nancy Axtell'.

Once you've uploaded your portfolio, be sure to click **Submit** in order to save everything.

(If you prefer, you may complete the Information Sheet and come back later to upload your portfolio – as long as it is done before the deadline.)

Once you've submitted your portfolio, you will see a message similar to the following:

The screenshot shows a confirmation message on the 'Step Three' page. The message reads: 'Portfolio ST3-10-001 has been Update. Thank you for your submission. Please retain this number for future access to your Portfolio Information Sheet and Portfolio.' The left sidebar navigation is identical to the previous screenshot.

## Questions

Any questions may be directed to MSU Extension HR at [msue.hr@msu.edu](mailto:msue.hr@msu.edu) or (517) 353-9108.

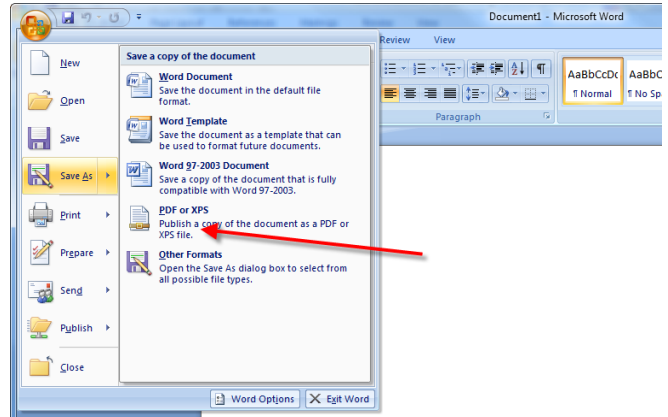
## Portfolio – creating one PDF file

The final format for the MSUE Step II and III portfolio is **one** PDF file. In order to create a PDF file, you will need the appropriate software available to you.

Portable Document Format (PDF) is a file format created by Adobe Systems in 1993 for document exchange. PDF is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system. Adobe Reader is used for displaying and printing PDF files in a what-you-see-is-what-you-get format. Adobe Writer is required to create PDF files from any application. Basically, a PDF is a printer-formatted file, so Adobe Writer will appear on a computer as a Printer or Printer Driver.

If you have Microsoft Office Professional 2007 on your computer, there is an option right within Word to save the document as a PDF. **Your Step document and support materials will need to be combined into one large document before using this.** If you are using multiple documents, or documents you don't have in Word, then you may want to consider the options outlined below.

You may purchase Adobe Acrobat Professional (approximately \$139) through the MSU Computer Store.

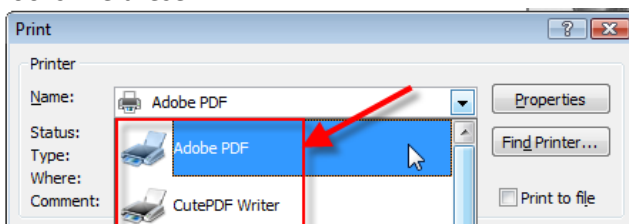


However, there are some shareware or freeware options for creating PDF files, although they lack the ability to combine files, delete pages, edit PDF files, create forms, etc. These free versions of the software may be used for purposes of the Step portfolio submission; however, **your document and support materials will need to be combined into one large document** before using this freeware. Only Adobe Acrobat Professional allows you to combine multiple PDF files.

You'll find these freeware versions at: <http://cutepdf.com/> or <http://pdf995.com/>

Another option is the free <http://www.primopdf.com/index.aspx> PDF conversion program, the link to which is located on the "home" page for our Step Application system.

Once the writer application is installed you will find a specific printer installed for the application when you print that looks like these:



and/or you might find menus or buttons added to your applications such as these:



In either case, select the option to create your PDF file and note where the PDF file is stored.