

INSTRUCTIONS FOR SUBMITTING STEP PORTFOLIOS

Note: Your portfolio and all supporting documents must be submitted as one PDF document, file size limited to 100MB (instructions for creating a PDF are further down in this document).

Accessing the Qualtrics Submission Page (open from January 1st through 5pm EST on March 1st)

Go to https://msu.co1.qualtrics.com/jfe/form/SV_eKgNXZTuZlWdNjM

Portfolio Information Sheet

Fill in all of the information requested and then upload your portfolio.

MICHIGAN STATE UNIVERSITY

Extension

Step II Submission
Submission Period is January 1st - March 1st

Multiple submissions are allowed. Your last submission will be the portfolio that is evaluated.

First Name

Last Name

Your E-mail Address

District

Institute

☐ AAB
☐ CFI
☐ CFI
☐ HHI
☐ OI

Review Type

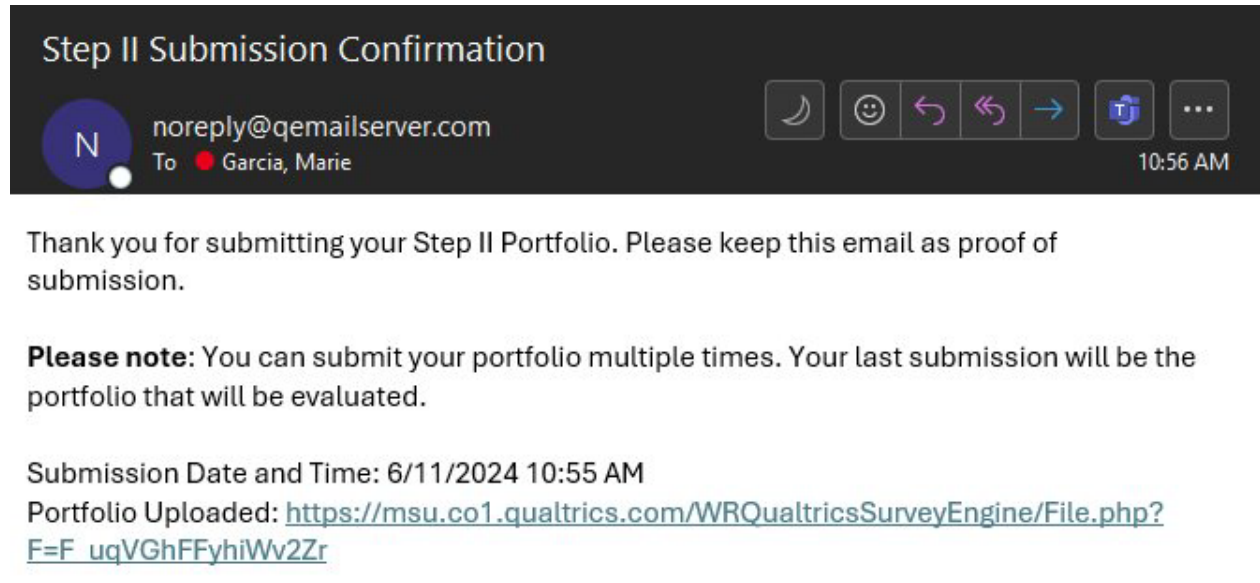
☐ First Step II Submission (3 year)
☐ Final Step II Submission (6 year)

Please upload a PDF of your Portfolio.

Drop files or click here to upload

Submit

Submit your portfolio. You will receive an email confirmation of your submission – example below.



You can resubmit an updated portfolio up to 5pm EST on March 1st. The most recent portfolio submission will be the portfolio reviewed.

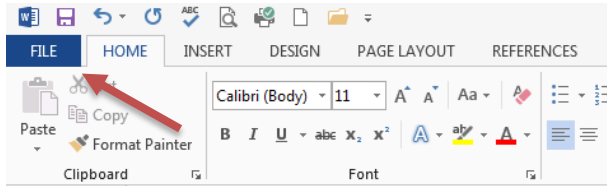
Questions

Any questions may be directed to MSU Extension Human Resources (msue.hr@msu.edu) or (517) 353-9108.

To create one PDF file

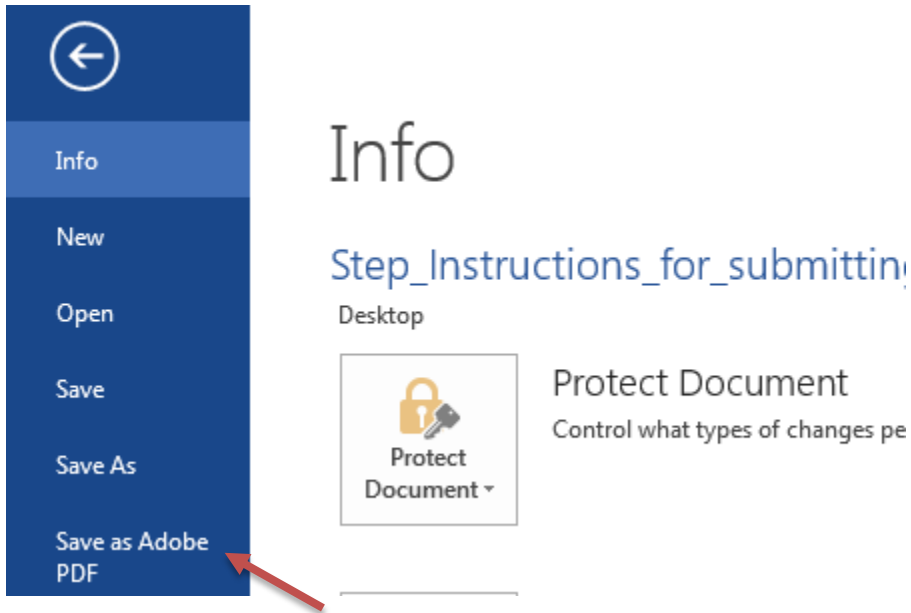
The final format for the MSUE Step II and III portfolios is one PDF file.

Open your file



To create one PDF file

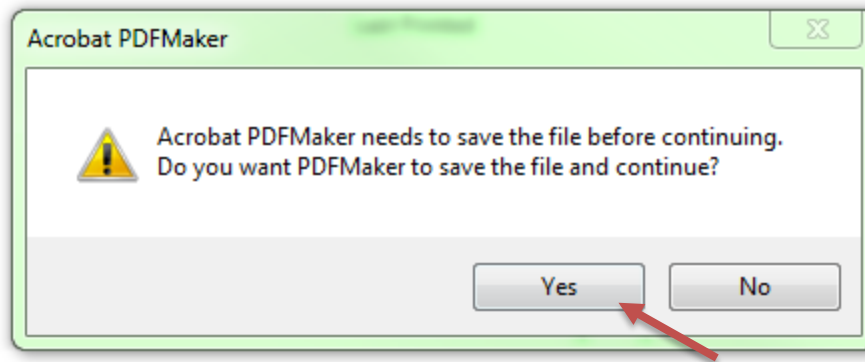
Save as Adobe PDF



When prompted click "Yes"

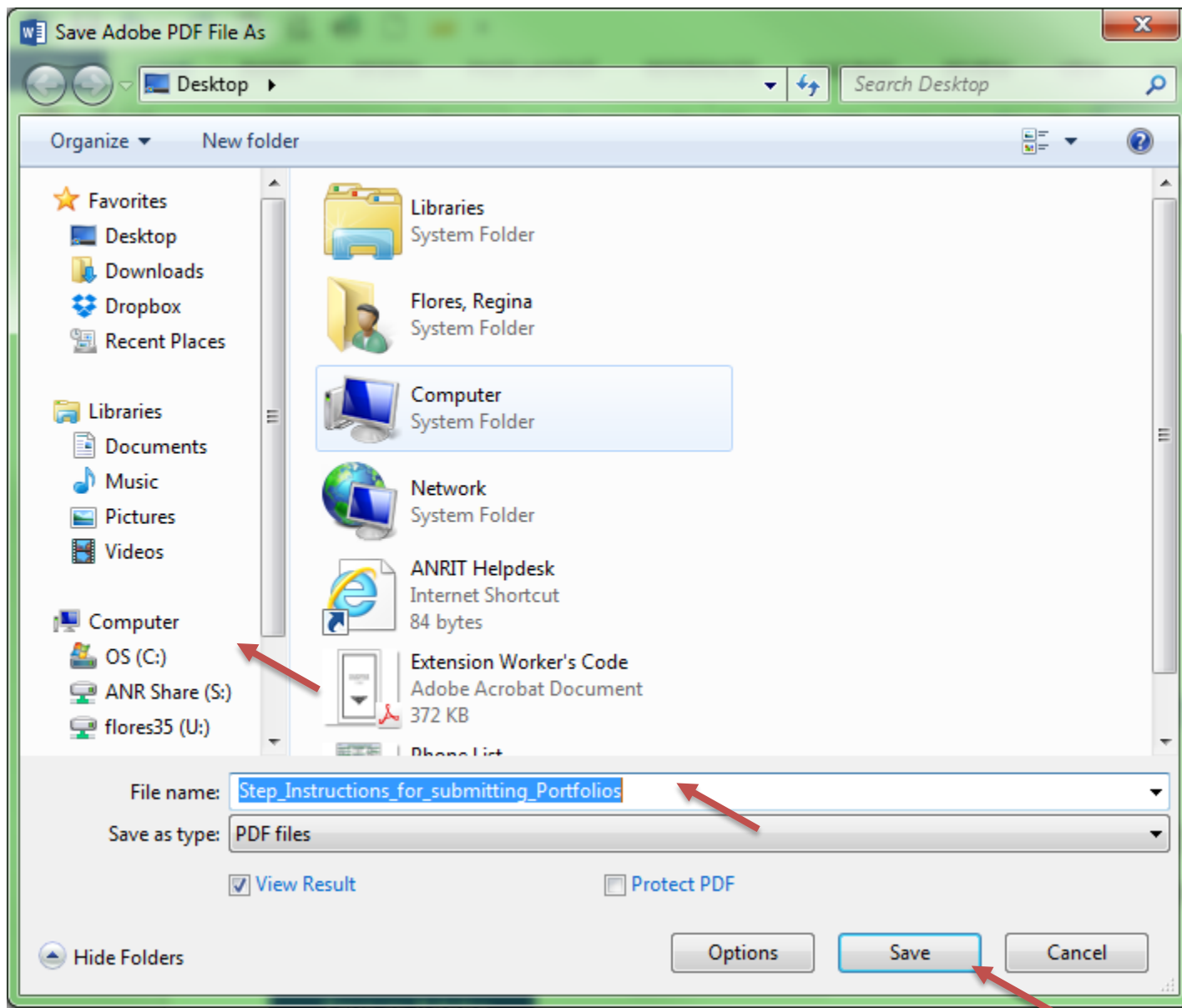
Last Modified 10/8/2015 8:55 AM

Created 10/7/2015 8:18 AM



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Then choose the location you would like to save your PDF, name the file and click save



A PDF version of your document will pop up. You can create one Word document and convert it to PDF as a whole or you can create multiple PDF documents and merge them together at a later time.

In the rare instances Qualtrics disallows uploading a PDF because the size is too big, follow directions found here: [Compress PDFs & reduce file size online for free | Acrobat](#) to reduce the size.