

## Reviewers View

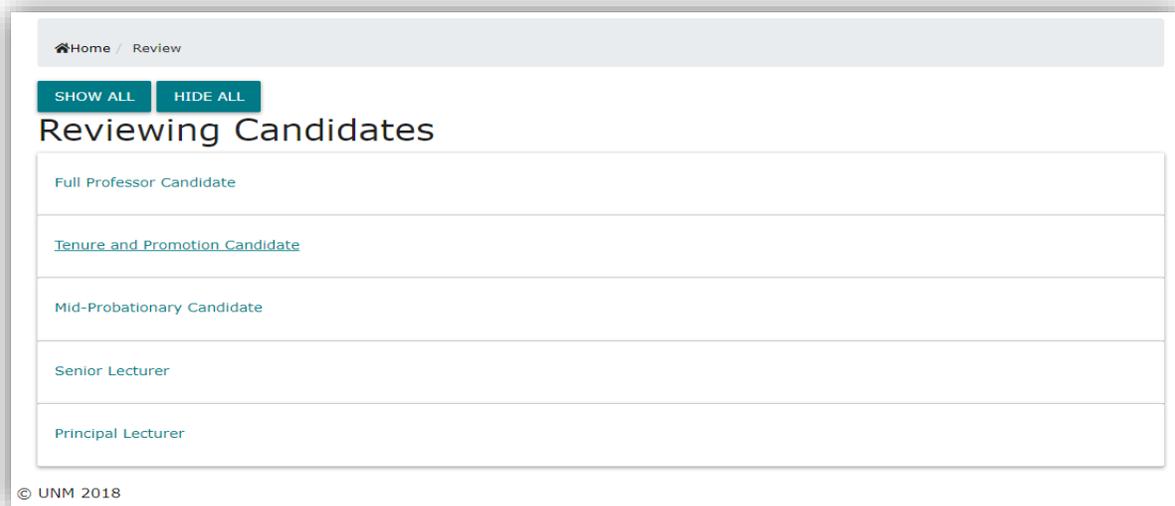
### RPT (Retention, Promotion, and Tenure)

Access RPT at [rpt.unm.edu](http://rpt.unm.edu)

Use your UNM NetID and password for login

Once logged in the reviewers will have to “Accept” or “Reject” a confidentiality agreement. If accepted the reviewer will move to the next screen, otherwise they will be logged out.

Once in the system the reviewer will only have one option and that is to review.



Reviewers should click on a ranking title to see all candidates that they have access to reviewing. For example, click “Full Professor Candidate” and the following screen will appear.

[Full Professor Candidate](#)

Net ID	Name	College	Department	Review Level	
fpc	Full Professor Candidate	Anderson School of Management	Accounting	Provost Reviewers	NOT AVAILABLE
jenlov22	Jennifer Love	Anderson School of Management	Accounting	Provost Reviewers	NOT AVAILABLE
chaouki	Chaouki Abdallah	Anderson School of Management	Accounting	Candidate	NOT AVAILABLE
nicole14	Nicole Dopson	Anderson School of Management	Accounting	College Reviewers	REVIEW
salinasa	Alejandra Gallegos	Anderson School of Management	Accounting	College Reviewers	REVIEW

**NOT AVAILABLE**

\*\*Please note the button **NOT AVAILABLE** it means this candidate's file is not available for your review. You can see where the dossier currently is by looking on the review level column.

**REVIEW**

The button says **REVIEW** the file is ready to be previewed.

## Previewing Dossier

Click on the turquoise review button and then click "Compile" this will allow the system to compile the file for your review.

Home / Review / Build Dossier

# Review Dossier for Nicole Dopson

Dossier has been modified since last compile.

**COMPILE DOSSIER**

Compile the dossier for the first time to view it.

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Once the compiling is complete you may "View" the file.

Last dossier build succeeded.  
Dossier last updated less than a minute ago.

**VIEW DOSSIER**

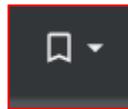
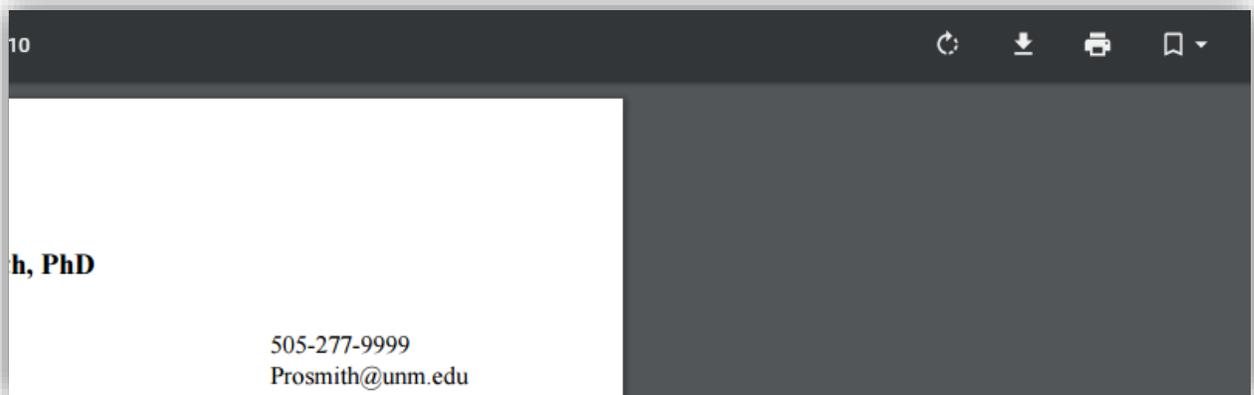
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## Book Marking

The RPT application will allow all reviewers to jump from section to section using the bookmarking feature. This feature will vary based on the browser being used.

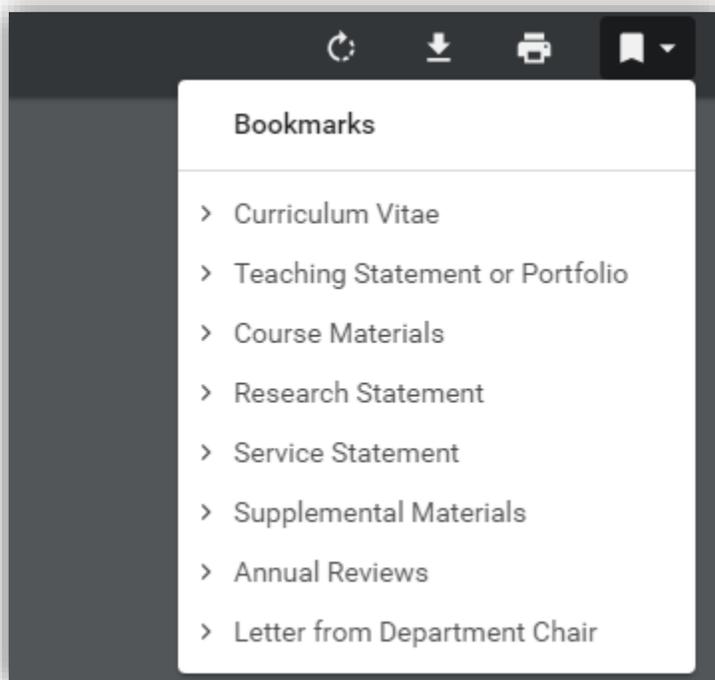
### GOOGLE CHROME:

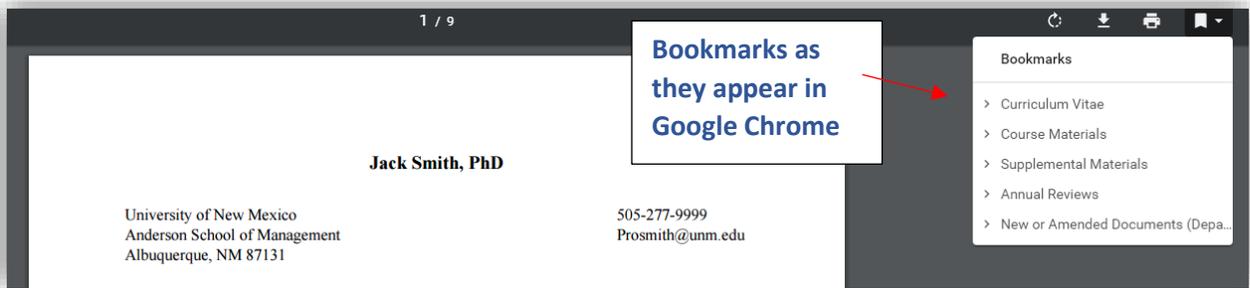
Place mouse at the top of the screen and a black tool bar will appear



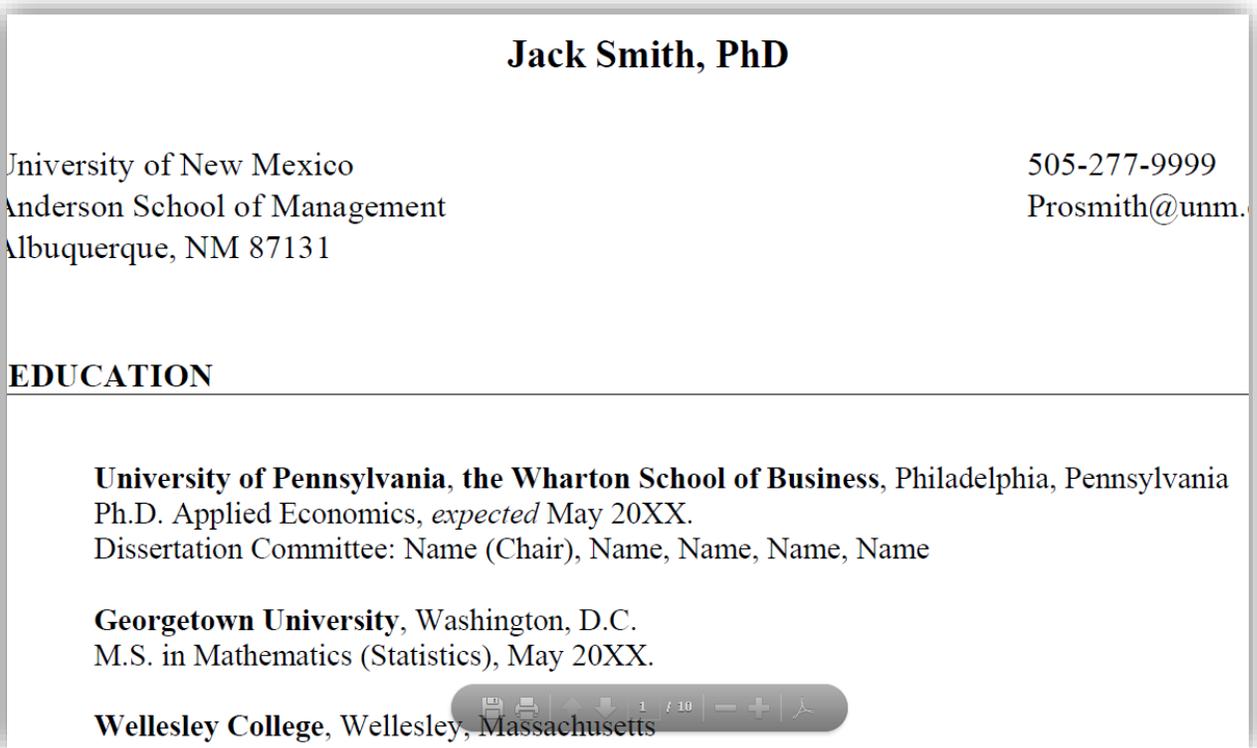
Click on the icon on the far right

Once selected the bookmarks will appear.





**INTERNET EXPLORER:**



Hover your mouse towards the bottom of the screen and you will see a tool bar appear

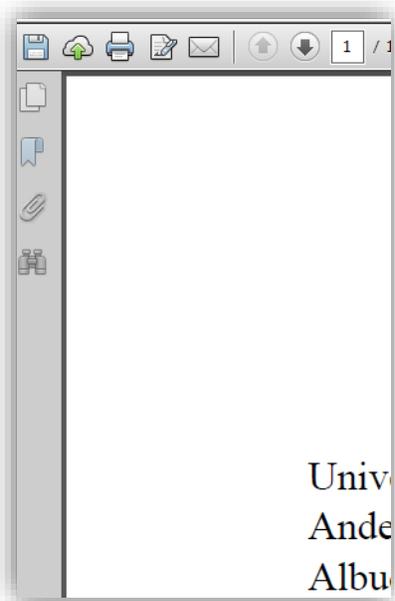


Click on the icon on the far right.

Once selected a tool bar on the left

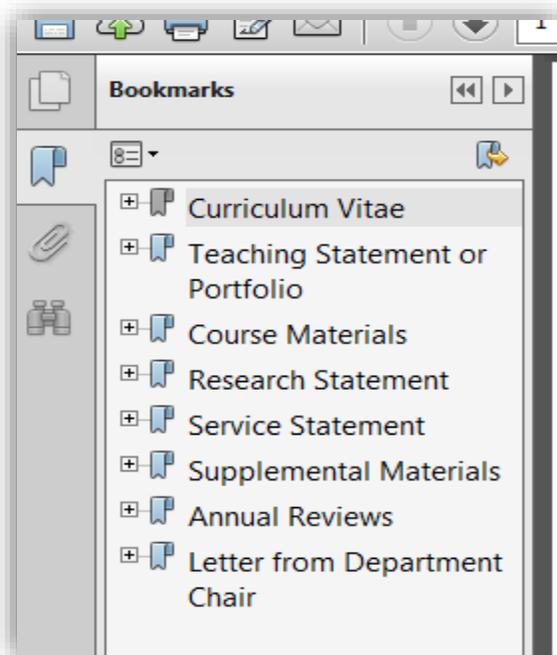


side of the screen will appear.



Click on the blue ribbon

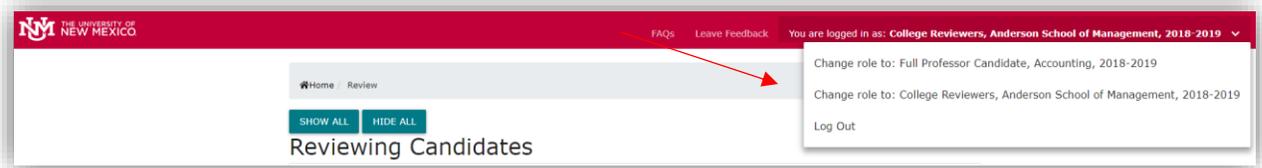
This will open up the bookmarking feature.



## Multiple Roles

Some reviewers may have multiple roles. For instance they may be a candidate and a reviewer.

Users of the application can move from role to role by pulling the drop down and selecting the role needed.



Click on the role desired from the drop down. You will be taken to the page of the role requested.

## Need Help? – Technical and Procedural help

Please email [rpthelp@unm.edu](mailto:rpthelp@unm.edu) for all technical and procedural questions