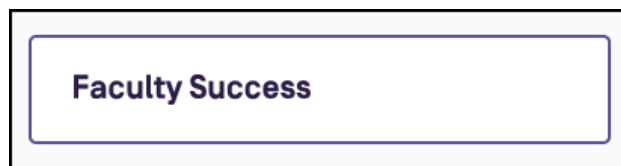


Upload Student Letter on Watermark

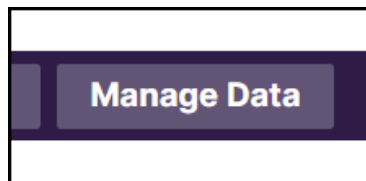
1. Go to your **CALSTATELA** portal.
2. Select **Watermark**.



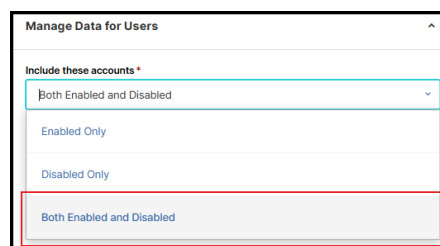
3. Select **Faculty Success**.



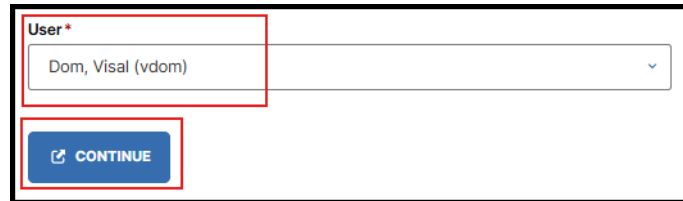
4. Select **Manage Data** from the top of the page.



5. In the **Include these accounts** drop down, select Both Enabled and Disabled.



6. In the **User** drop down, type the faculty member you want to manage. Then press **CONTINUE**.



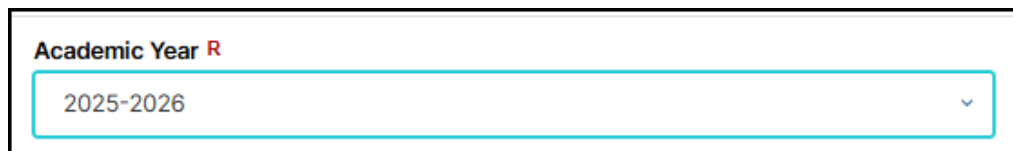
7. On the right side of the page, select **Student Letters (PPAF)**.

Student Letters (PPAF)

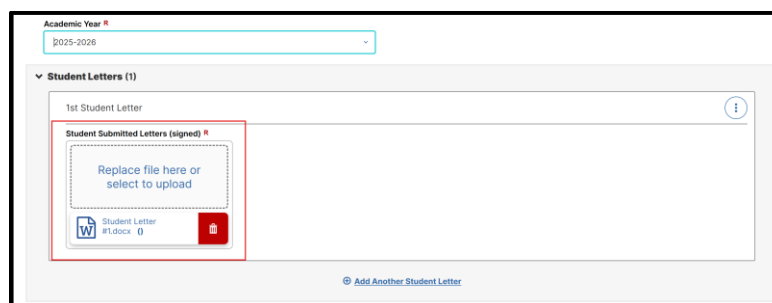
8. If the Academic Year has not been created yet, select **ADD NEW**.

ADD NEW

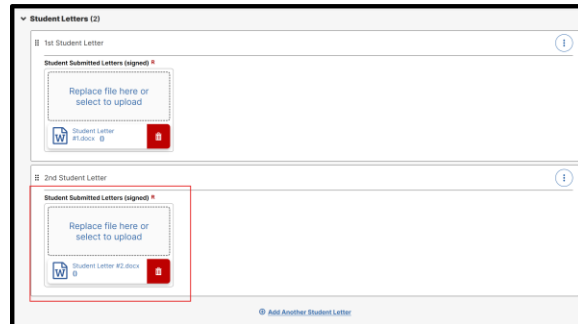
9. In the **Academic Year** drop down, select the appropriate year when the review was conducted.



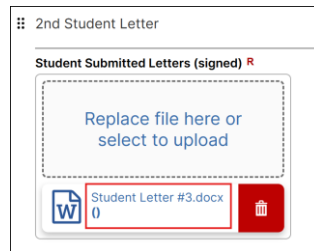
10. Upload the student letter in the **Student Submitted Letters (signed)**.



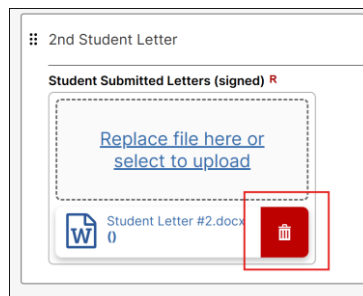
11. To upload multiple student letters from the same academic year, select **Add Another Student Letter** and another upload box will appear where you can upload another student letter.



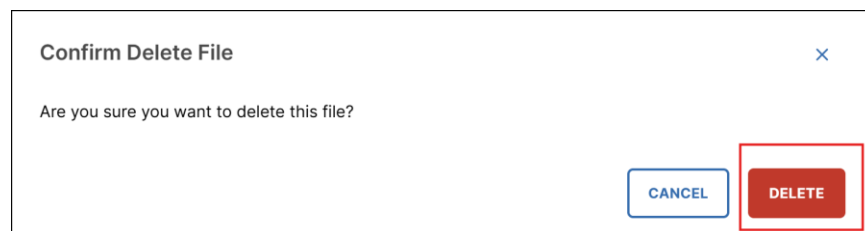
12. You can replace the student letter by selecting or uploading a new student letter.



13. You can delete a student letter by selecting the red trashcan button.



14. A popup window will appear to confirm you want to **DELETE** the student letter.



2nd Student Letter

Student Submitted Letters (signed) **R**

Drop file here or select
to upload