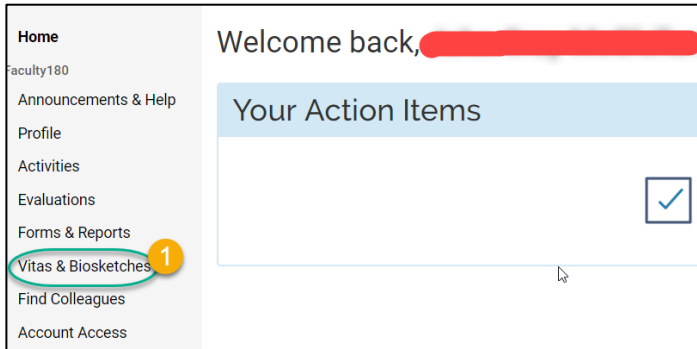# Accessing Clean Copies of Evaluations

1. Go to the *Vitas and Biosketches* section in the left-hand menu upon login.

2. Locate the annual activity report associated with your college and click on the blue eyeball in the *View* column corresponding to it.

The report will now open in a new tab orpop-up window. Note you do not need to adjust the report date range to access your evaluations.

3. The first section of the report (*Evaluations*) has one line per evaluation *step*. Refer to the Title column to file the step(s) you wish (e.g., chair's evaluation) and then click the corresponding Process title.

For a given step, the information will display in a new pop-up/tab; print to printer or PDF file.