How to upload your Practicum Expectations Checklist: Database Directions

Access the OFE Database here:
https://candidate.gradleaders.com/UTSSWField/Candidates/Login.aspx?pid=4842

First time login directions:
1. Go to: https://candidate.gradleaders.com/UTSSWField/Candidates/Login.aspx?pid=4842 to be directed to the Office of Practicum Education Database.
2. Enter your email address at the bottom of the login page and select "Find My Account."
3. You should receive an email with your username and password reset instructions. Be sure to also check your spam/junk folder if you don't find the email in your inbox.
4. Log-in with your new password and complete all required fields to complete registration.

How to update your profile:
1. Click "My Profile" tab from the menu on the left side of the screen
2. Click "Profile Summary."
3. Click "Edit" in the box you would like to update.
4. Click "Save".

How to upload documents:
1. Click "My Profile" tab from the menu on the left side of the screen
2. Select "Resumes" "Cover Letters" or "Additional Documents" depending on the document you
are uploading.
3. Click "Upload New" at the top of the page, above the page title.
4. Click under "Document Filename" and select your document.
5. Click under "Document Title" to name the file.
6. Click Save.

No signature box showing up on your form? No problem!
1. Open the Practicum Expectations Checklist in Adobe Acrobat, Mac Preview, or other PDF supporting application.
    a. Adobe:
        - Click on the pointed pen in the middle left of the icons (Hover text says sign document by typing or drawing signature)
        - Choose "Add Signature"
        - Create signature if you haven't already (type or draw)
        - Click Apply
        - Place the cursor in the signature space and re-size text to fit the signature space
    b. Preview:
        - Click on the marker in the top right next to the search bar
        - Click the cursive icon (8th from the left)

- Create a signature if you haven't already
- Insert signature
- You can re-size your signature to fit the space