


After you have Green Checks  on **ALL** Requirements AND Status: Requirement Passed, then you should click the [Submit For Review](#) button found just under the directions for completing your portfolio. This will allow the program to Review and Lock your portal folio and you are ready for the next portal folio.

Once you have passed a portal folio, it is ***your responsibility*** to create the next one and begin entering artifacts. To do this: Click the [Create Folio](#) link beside the Portal Folios. This should automatically create your next folio.

PORTAL FOLIOS

[CREATE FOLIO](#) [VIEW ARCHIVE](#)



NOTE: If there is a Status: Unmet under any of the Unit Assessment Items in your portal folio, this will need to be corrected before submitting for Review. This usually means that the evaluation did not meet thresholds set for that evaluation.