

# Clearance Submission Instructions

## General Information:

All clearances get submitted to Anthology via the **D2L** shell **Anthology Portfolio Resources** and **NOT** by logging directly into Anthology. You do not need Anthology login information to submit clearances through the D2L shell.

Only students with Anthology accounts will have access to the D2L shell Anthology Portfolio Resources and be able to submit clearances. Anthology accounts are created periodically throughout the semester. If you do not have access to D2L Anthology Portfolio Resources and need to submit clearances, please contact Debra Melonja (melonja@pennwest.edu).

## Submission Procedure:

Log into your PennWest account at my.pennwest.edu.

Go to D2L Brightspace.

Locate the D2L community shell called **Anthology Portfolio Resources**.

- Go to **Content – Clearance Uploads**: In this section, you will upload the clearances required by PDE.
- Go to **Content – Other Uploads**: In this section, you will upload the additional items required by university policy.

You must upload each clearance document separately and they must be uploaded under the correct link.

After you attach/insert your document under the appropriate link, be sure to click the Submit button and select Debra Melonja as the assessor for each of your clearances.

**Anthology Portfolio Resources**

**Content**
Grades
Assessments
Communications
Resources
Help
Course Admin

Search Topics

Overview

Bookmarks

Course Schedule

Table of Contents

Clearance Uploads

Other Uploads

Training Videos

Add a module...

12

4

5

3

## Clearance Uploads

Add dates and restrictions...

Below are the links to submit your clearances. When submitting it will ask you to choose an assessor to submit to.

If you are a PennWest - California student, you will submit to **Debra Melonja**.

If you are a PennWest - Clarion student, you will submit to **Debra Melonja**.

If you are a PennWest - Edinboro student, you will submit to **Debra Melonja**.

Upload / Create

Existing Activities

Bulk Edit

<div> <div></div> <div>ACT 24 (PDE-6004 Form) Arrest Conviction Report</div> <div></div> </div> <div>External Learning Tool</div> <div>Used under the School of Education</div>	✓
<div> <div></div> <div>ACT 33 PA Child Abuse History Clearance</div> <div></div> </div> <div>External Learning Tool</div> <div>Used under the School of Education</div>	✓
<div> <div></div> <div>ACT 34 PA Criminal History Record Clearance</div> <div></div> </div> <div>External Learning Tool</div> <div>Used under the School of Education</div>	✓
<div> <div></div> <div>ACT 114 FBI Clearance (Fingerprinting)</div> <div></div> </div> <div>External Learning Tool</div> <div>Used under the School of Education</div>	✓

## Additional Notes Regarding the Submission Process:

- Do not wait until you have all clearances completed before submitting your documents. Submit each item as you complete it rather than waiting until all items are completed before submitting them.
- The preferred format for all required documents is pdf but other formats are acceptable as well. Do NOT submit html files because they are oftentimes not viewable in Anthology.
- Chrome and EDGE are the preferred browsers when uploading your clearances in Anthology. Other browsers have been known to cause issues.
- Only select Debra Melonja as the assessor when submitting your documents. Do NOT specify your instructor or your advisor as the assessor for any of your clearances because they will not review or approve them.
- After your documents are uploaded, Debra Melonja will review them. Automatic emails will be generated from Anthology letting you know if your documents are approved or if there are issues that require a resubmission.
- If you are new to the Anthology submission process, please watch the training videos listed below that are found in D2L Anthology Portfolio Resources under Content – Training Videos.
  - Anthology Portfolio Student Training 2-2024
  - Anthology Portfolio – Uploading and Submitting through D2L