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.

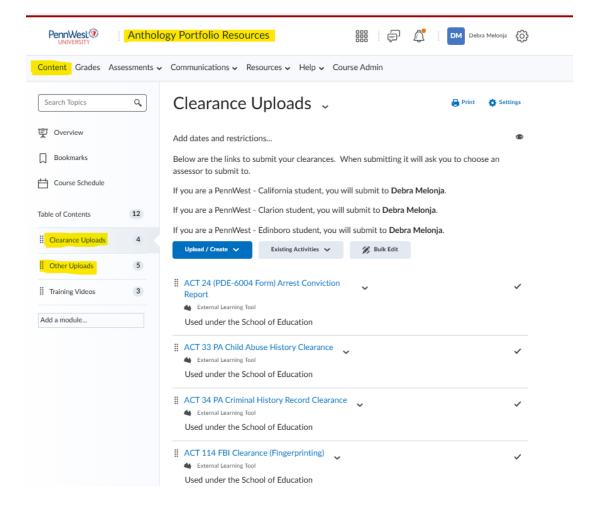
Go to D2L Brightspace.

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.



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