Appendix 2 – Candidate Designates Candidate Alternate(s)

1. On the Candidate home screen, the Candidate can click "Review Files" to go to the screen where his or her review file is listed (or can be created), or can click "Access Rights" to designate one or more Candidate Alternates.

ACADEMIC PERSONNEL ONLINE		UC San Diego		
Home Review Files Access Rights External Tools				
Review Files Create and manage review files Access Rights Choose who can access and edit your data				
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2. If the Candidate clicks "Access Rights," the following screen will appear. The Candidate will click "Add Alternates."

Note: The Candidate can specify an access expiration date for the Candidate Alternate. Otherwise, access expires by default when the Candidate signs the Certification of Departmental Review.

ACADEMIC F	PERSONNEL ONLINE	UC San Diego		
Home Review	Files Access Rights External Tools			
	Inates Add Alternates	Action		
No Current Alternate	Access Expiration Date	Action		

3. The Candidate can either enter the Alternate's name in the box provided or perform a search by following the instructions on the screen.

ACADEMIC PERSONNEL ONLINE			LINE	UC San Diego
Home	Review Files	Access Rights	External Tools	
Return to	o Current Alternat	ies		
	ss Rights	s: YELLO	W, CANI	Search in your home department by name in format: LAST, FIRST Entering fewer letters will widen search Entering more letters will narrow search results
Find: E	nter alternate's na	ame	Search	 Examples: To search for John Smith enter SMITH, JOHN To search for everyone in your department with last name "Smith", enter SMITH To search for any last name in your department beginning with S, enter "S"
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