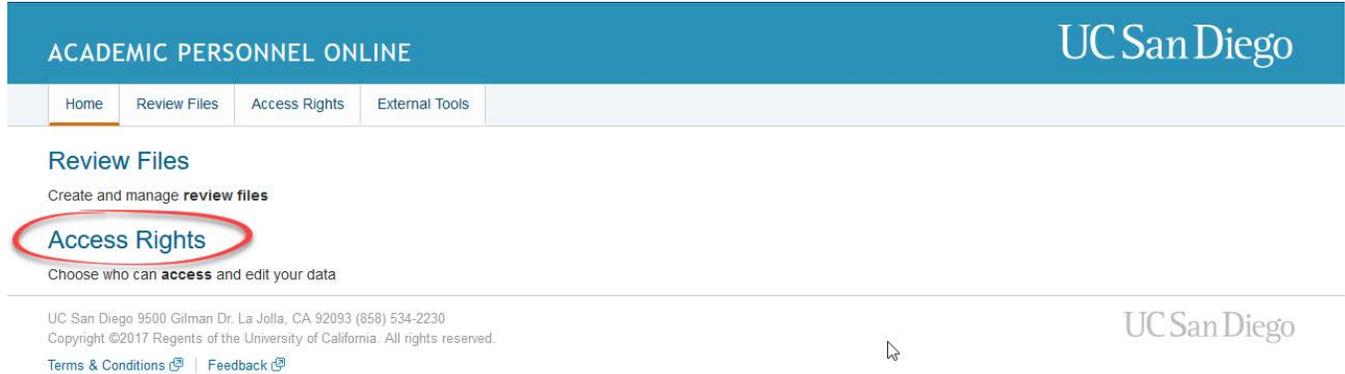


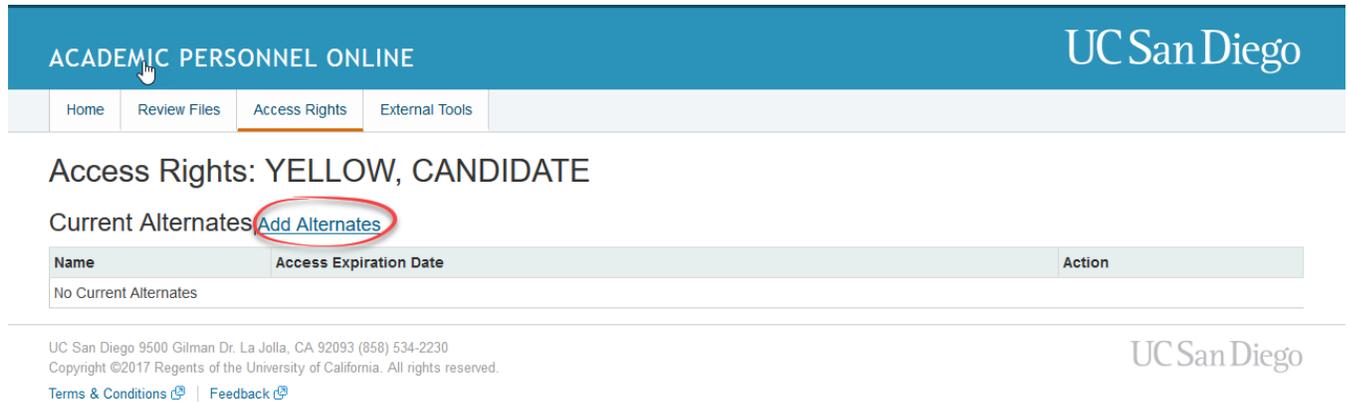
Appendix 2 – Candidate Designates Candidate Alternate(s)

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.



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.



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 UC San Diego

[Home](#) | [Review Files](#) | [Access Rights](#) | [External Tools](#)

[Return to Current Alternates](#)

Access Rights: YELLOW, CANDIDATE

Add Alternates:

Find:

- Search in your home department by name in format: LAST, FIRST
- Entering fewer letters will widen search
- Entering more letters will narrow search results
- 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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