1.) LOG IN

Go to tes.collegesource.com

Enter your TES username and password that you received via an email from CollegeSource.

If you need your password or username resent to you, please e-mail jolson@unomaha.edu.

2.) VIEW UNCOMPLETED EVALUATION REQUESTS

Under the Track drop down menu- Select My Evaluations
(The courses listed are waiting for your approval.)

Select ➔ to view the course that needs to be reviewed.
3.) MAKE DECISIONS

SELECT ACTION. This is where to determine if the transfer course is equivalent. Decision options are described below.

Action Options / Definitions

Approve - The equivalency is approved.

Deny - This is not a UNO equivalency-
Choose an appropriate reason and enter any applicable notes to the requestor

Need More Information - Use if you need a syllabus or something else before you can make your determination on the equivalency

Re-Assign - Send the equivalency to someone other than yourself to make the approval determination

Select/Change Equivalency - If the incorrect UNO equivalency was selected, you can change it to what the correct UNO equivalency would be for that transfer course.

Create Equivalency and Close - Equivalency Evaluators will not use this Action. Once an equivalency has been approved, it will go back to the original requestor and that requestor will complete this step. The original requestor will select Create Equivalency and Close to post the equivalency to the articulation guide and can add any needed notes.- Do not Create Equivalency and Close before approving.

Close - Equivalency Evaluators will not use this Action. If an equivalency has been denied and cannot be changed to be accepted as elective credit (ex. developmental courses), the equivalency will go back to the original requestor and that requestor will complete this step. The original requestor will select Close to remove the equivalency evaluation from their queue.