Email notifications are sent when a course is sent to your queue for evaluation.

1. **LOG IN**

   Go to tes.collegesource.com
   Enter your TES username and password that you received via an e-mail from CollegeSource.
   Your username is always your UNO e-mail. If you forgot your password, click the “Forgot your password?” link.

2. **VIEW UNCOMPLETED EVALUATION REQUESTS**

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

Select the triangle by the institution.
Then select the triangle by the course.
3. MAKE DECISIONS

SELECT ACTION TYPE.

This is where you determine if the transfer course is equivalent.

Decision options/Action types are described on page 3 (next page).

4. REASSIGN EVALUATION BACK TO ORIGINAL REQUESTER

After selecting an evaluation decision action from your workflow, you will need to select the correct person to Assign the evaluation request back to.

You should always select the person who created the evaluation request from the Assign dropdown menu so that the evaluation decision is sent back to the correct person and they are notified of your decision.

You can see the original person who created the evaluation request to reassign it back to them by looking at the “Created by” field:
**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.

**Add/Edit Course** - If the incorrect UNO equivalency was selected, you can change it to what the correct UNO equivalency would be for that transfer course before clicking Approve. If additional transfer courses are needed in order for the course to be equivalent, the additional transfer courses (labs, etc) can be added to the equivalency before clicking Approve.

**Create Equivalency and Close** - Equivalency Evaluators will not use this action. Once an equivalency has been evaluated, it will go back to the original requestor and that requestor will complete this step. The original requestor will select Create Equivalency and Close for approved equivalencies to post the equivalency to the articulation guide and add any needed notes. Do not Create Equivalency and Close if you are the evaluator. The requestor will not be notified of your decision.

**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.

If you have any questions while completing an evaluation, please e-mail kristenmiller@unomaha.edu