**Title: New Faculty Candidate Login on the External Candidate Faculty Success Portal**

Objective: New Howard faculty candidates will set a new password with their username and email, access the Faculty Success External Candidate portal and complete and submit their application.

Prepared by: Bonnie Adams

1. Once notified by email that **an application has been created in Faculty Success,** external candidates will **create a secure password in the Faculty Success External Candidate Portal**.

2. Open your browser (Chrome is suggested)
   - Copy link and paste into browser: https://digitalmeasures.com/login/howard/faculty/security/password/showForgotPassword (**DO NOT click the link circled in red**)

   - Enter your username (**temp.firstname.lastname**)
   - Click the "**Reset Password**" button to send a password reset email to this email address.

   - Search this email box for a **password reset email** from "**Watermark**" (company name).

   - Click the **Reset Password** button in the email to verify your identity and return to the External Candidate Portal.

   - When returned to the **External Candidate Portal**, enter your username (**temp.firstname.lastname**). Create a password by typing it in and confirming it by retyping.
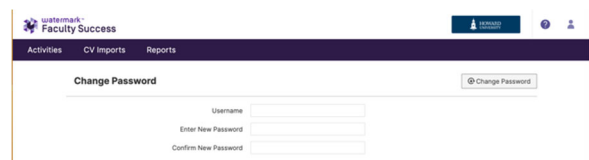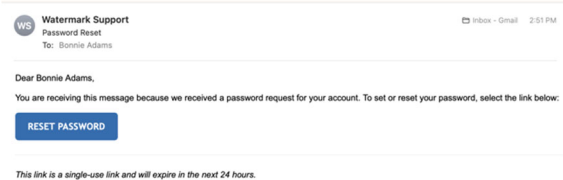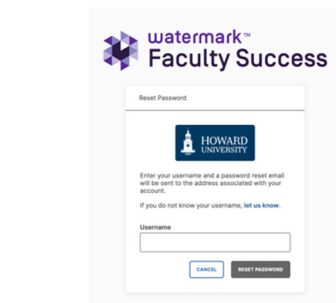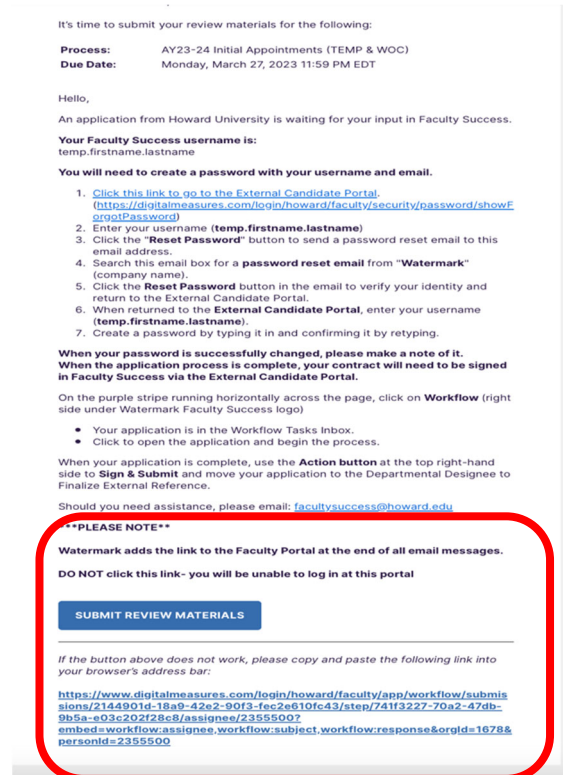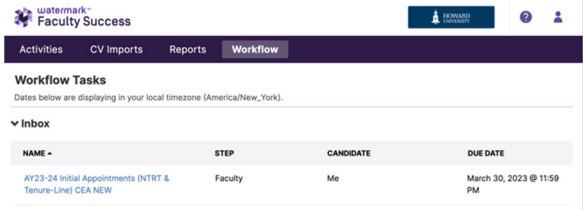

Please note your password- you will need it for further logins.

3. On the purple stripe running horizontally across the page, click on **Workflow** (right side under Watermark Faculty Success logo)

4. Once logged in, documents can be accessed from the Workflow Inbox.

5. Click to open the application and begin the process.

6. Complete the **Applicant Name & Contact Information** section

7. Complete the **Position Information** section.
   If you are unsure of the Appointment Type or Proposed Rank / Title, please check with the Department Chair.
   It is critical that the correct information is entered.

8. Please upload required information. Any sections marked with a **red (*)** must be completed before the application can be submitted.

9. Please list a minimum of three (3) External Recommenders who will be contacted to provide a letter of reference.
Again, any sections marked with a **red (*)** must be completed before the application can be submitted.

10. When all required items have been completed and the application is ready to submit, go to the **Action button**.
The middle item will now read:
Submit to Department to Finalize External References
Click Submit to begin the Faculty Success process.

11. The application has now moved to the History section of your Workflow.
The Faculty Success process can be followed by logging into Faculty Success and monitoring the current step of the application under History.

e-Portfolio of Supporting Documentation

Curriculum Vitae

Upload here a complete and current curriculum vitae (CV) containing information of past educational and professional experience.

File Upload *

Drop files here or click to upload

External Recommenders

List the name, title, university or institution, phone number and email contact information for external recommenders. Applicants for tenured positions must submit the names of four external recommenders. Applicants for all other positions must submit the names of three external recommenders. For recent recipients of the master's or doctoral degree, one of the recommenders should be the thesis or dissertation advisor. (Be sure to indicate which of these individuals is the thesis or dissertation advisor.)

Suggested Reviewers ⓘ

Full Name *	University/Institution *
Title *	Rank
Email *	Phone Number *
Comments	

Full Name *	University/Institution *
Title *	Rank
Email *	Phone Number *
Comments	

Full Name *	University/Institution *
Title *	Rank
Email *	Phone Number *
Comments	

Add another suggested reviewers

⬇   CANCEL   Actions ⌄

💾 Save Draft

↱ Submit to Department to Finalize External References

⊗ Opt Out

watermark Faculty Success   HOWARD UNIVERSITY

Activities   CV Imports   Reports   **Workflow**

Workflow Tasks
Dates below are displaying in your local timezone (America/New_York).

❯ Inbox

⌄ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE
AY23-24 Initial Appointments (TEMP & WOC)	Department Designee to Finalize External Reference	Me	March 28, 2023 @ 11:59 PM