



1

Click "Click here to complete your section of the form."



The screenshot shows an email client interface. On the left is a sidebar with a list of emails. The main content area shows an email from **notify@ngwebsolutions.com** to **Banales, Christy**. A prominent red banner contains the text: **Caution: External Email Sender.** Do not click on links or open attachments unless contents are safe. The original sender of this email is **notify@**. Below the banner, the text reads: "The author of this Program Review requests your feedback." A link is provided: [Click here to complete your section of the form.](#) Below the link is a dashed line and a notice: ***** NOTICE ***** This message was sent from an external sender and did not originate from Coast Comm. DO NOT click any links or download any attachments. Instead, click on FORWARD and address to phist. At the bottom are buttons for **Reply** and **Forward**. An orange circle highlights the link text.



2

Click Program Review - Draft



The screenshot shows a form titled **Program Review - Draft**. On the left is a large dark green rectangular area. The form fields include: **Employee ID (E# or C#):** C00723469, **Wing:** -- Choose --, **First Name:** [input field], **Last Name:** [input field], **Email Address:** [input field]. Below these are fields for **Dean/Manager First Name**, **Dean/Manager Last Name**, **Vice President First Name**, and **Vice President Last Name**. The title **Program Review - Draft** is circled in orange. Below the title is the text: **This Program Review includes:** *Pick all that apply.* There are four radio button options: **Faculty Request**, **Facilities, Technology, Equipment Request**, **Classified Request**, and **None**. At the bottom, it says **Faculty Requests (up to 3)**.





3

Click to view any of the attached request



Program Review - Draft
*black logo.png

This Program Review includes:
Pick all that apply.

- Faculty Request
- Facilities, Technology, Equipment Request
- Classified Request
- None

Faculty Requests (up to 3)
One upload per request

Faculty Upload1 [black logo.png](#)

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

FTE Upload1

FTE Upload2




4

Click this field.



Christy Banales 10/03/2023
Author - Draft Signature **Date**

Dean/Manager Draft Feedback



FileUpload2





5

Type "Type Feedback here"



6

Click "Attach File" if needed



Author - Draft Signature

Date



Dean/Manager Draft Feedback

Type Feedback here

FileUpload2

Attach File

Save Progress

Return for Revision

Next










7

Click the chosen upload






Attach File 

Choose File No file chosen
Files over 20 MB will not be accepted

Facilities, Tec
FTE Upload1 
FTE Upload2 
FTE Upload3 
FTE Upload4 
FTE Upload5 

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1 
Classified Upload2 
Classified Upload3 

...3034003138

Christy Banales
Author - Draft Signature

10/03/2023
Date



8

Click "Attach"



previous Page 1 of 1 next x



Clear File Cancel **Attach**



9

Click this button.



Author - Draft	Signature	Date
<hr/>		
Dean/Manager Draft Feedback		
<input type="text" value="Type Feedback here"/>		
FileUpload2 black logo.png <input type="button" value="Delete file"/>		
<input type="button" value="Save Progress"/>	<input type="button" value="Return for Revision"/>	<input type="button" value="Next"/>



10

"Sign"



Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using read and understand the Disclosure/Consent and agree to electronically sign. You also agree to the transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign" button.

Christy	<input type="text"/>	Banales	<input type="text"/>
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If you choose to opt-out of signing this form electronically your application will not be processed. Contact the IPD office
[Opt out and print](#)

11 Click "Sign Electronically"

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. You also agree to read and understand the Disclosure/Consent and agree to electronically sign. You also agree to the terms of the transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button.

Christy

Banales

If you choose to opt-out of signing this form electronically your application will not be processed. Contact the IPD office at GWCP. Opt out and print