

Using PASS to submit assessments

This process is for routing, reviewing and approving assessments that have already been reviewed with the assessee..

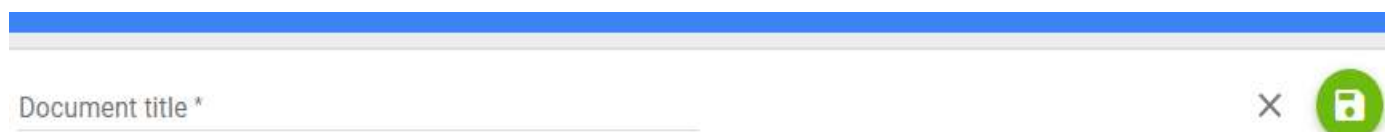
Step 1: Access PASS (PCC Approval Software System)

[Link to PASS documentation](#)

Step 2: Fill out the PASS fields

Document title: This is the subject for the routing email. Enter the document title with the following format: Assessment <employee name> <year assessment completed>

Example: Assessment Mickey Mouse 2021

A screenshot of a web form with a blue header bar. Below the header is a text input field labeled "Document title *". To the right of the input field are two icons: a grey 'X' and a green circular icon containing a white floppy disk symbol.

Enter the First Approver: This is the employee's signature. Type the name or email of the part-time faculty being assessed.

Enter the Second Approver: This is the assessor's signature. Type the name or email of the person who completed the assessment.

Send final approved document to (required): Enter EmployeeAssessmentHelp@pcc.edu

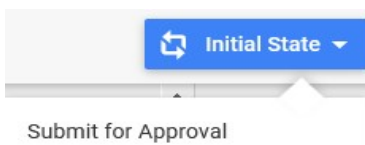
Step 3: Attachment

Step 4: Save and Submit

Click the Save icon on the upper right



Then click the down arrow next to Initial State and select Submit for Approval

A screenshot of a dropdown menu. The top part is a blue button with a white refresh icon and the text "Initial State" followed by a downward arrow. Below the button, the text "Submit for Approval" is visible.