

## Instructions for Faculty to Access Knowledge Tree

Below are instructions of how to upload your MRC materials to the Knowledge Tree system. (MRC committee I will send you instructions shortly on how to access the documents you need to access faculty files who will meet with you.)

1. <https://dms.warnercnr.colostate.edu/login.php>
2. Login in to Knowledge Tree using your WCNR username and password. This is most likely the same as your CSU username and password, mine is.
3. Click on "Browse" (at the top left)
4. Click on "folders" (right under Browse Documents)
5. Click on "FWCB Personnel"
6. Click on "20XX Personnel"
7. Click on your folder
8. Click on "20XX Evaluation Materials" (this will open different folders for your e.g. CV, teaching evals, etc.)
9. Click on e.g. "CV folder"
10. Towards the top of the screen, click on the "Upload Document" button. This will allow you to upload your annual evaluation material to the different folders found in the 20XX Evaluations Materials folder
11. Click on "Choose File" and find the file to upload your CV (or other documents for other folders)
12. Click on the "Add" button
13. The MRC will be able to retrieve your documents in these folders for the evaluation process.