

1. Login to MyMU
2. Navigate to the Taskstream by Watermark link under “Employee Quick Links”
3. Select Planning & Self-Study (If this option does not appear, reach out to Adam Russell at russell58@marshall.edu)
4. Select Program Review Template under your Project Tracker
 - a. Only templates that you have access to will appear under your tracker.
5. Click the name of the program you would like to open.
 - a. Only programs you have access to will appear on this page.
6. Click the name of the section you want to work on.
7. Click “Write Narrative”
8. Enter your narrative in the text box.
9. Once you are done, click save and exit.
10. To upload evidence, click “Manage Evidence”
11. Select “Add Evidence”
12. Either add evidence from your computer, or a link.
13. When complete, click “Done”
14. Once you have completed these steps for all necessary sections, click “Review and Submit”
 - a. You will have a chance to see how the program review looks and make any necessary changes before your final submission.
 - b. If you are satisfied with the review, click “Submit”