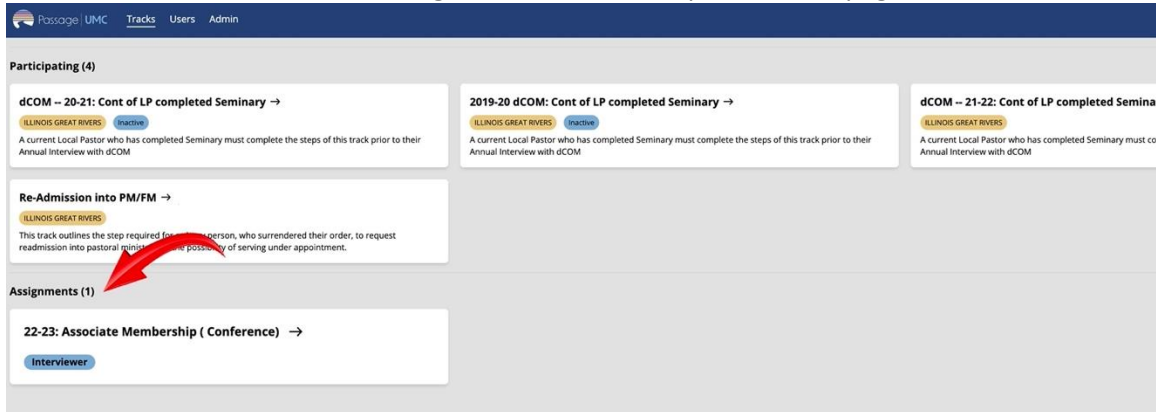


An Overview How to Use Passage

HOW TO GET YOUR INTERVIEW MATERIALS

For a multitude of security reasons, links to the candidate's uploads can no longer be sent by email. Instead, you will retrieve the required interview materials directly out of Passage. To find an assigned candidate's materials for an upcoming interview do the following:

- Log into your account.
- Click on the track name under the **Assignments Section** to open the next page.



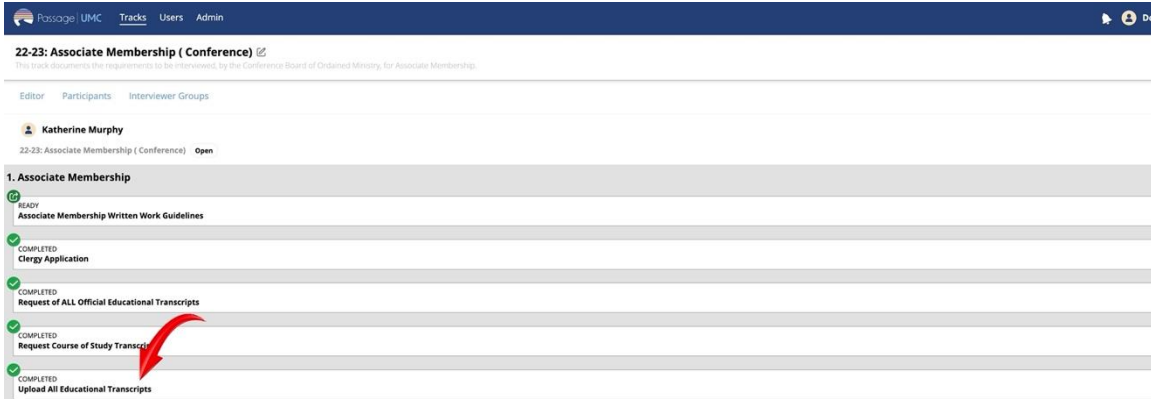
- Once on the new page, click on the **"participants"** link below the track name and above phase name.



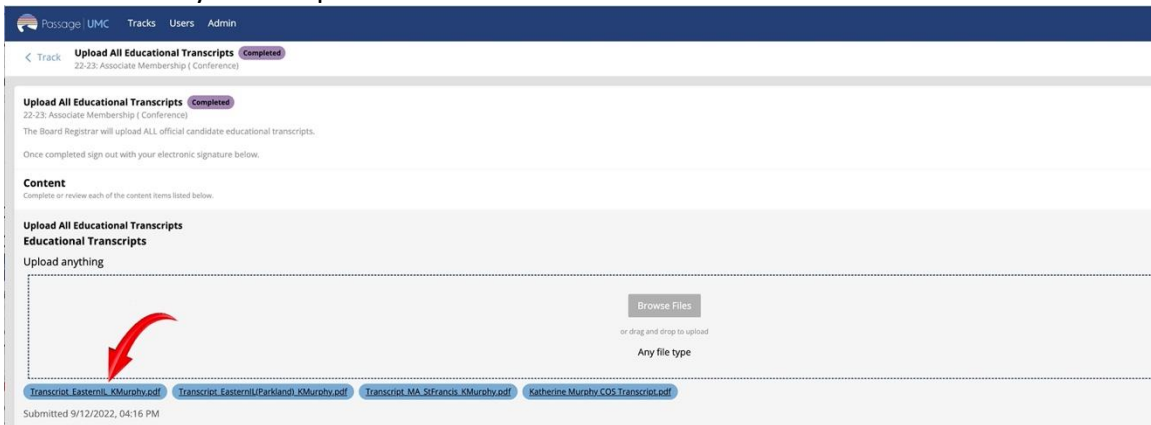
- You will then be directed to a page listing only the candidates who have been assigned to that track. You have two options to see the candidate's documents: TRACK VIEW or DOCUMENT VIEW. Let's look at the TRACK VIEW first. Click on the **"View"** link to the left of the selected candidate's name and under the "track" subheading.



- Clicking on the **“view” link** will take you to the candidate’s track where you can open any individual step.



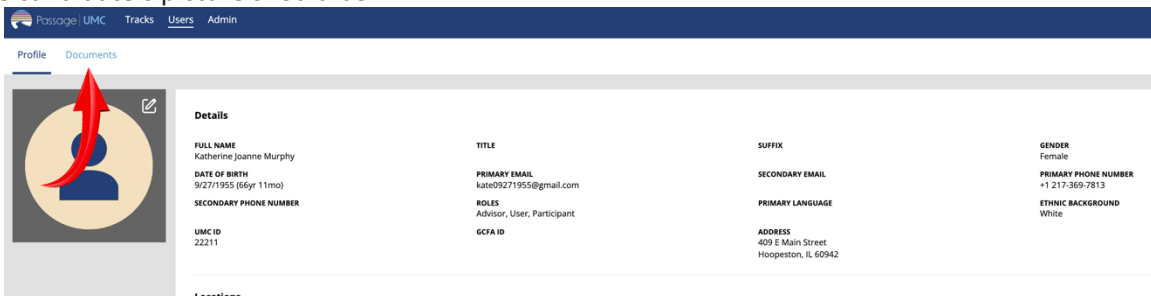
- To open any step, click on it. Once opened, under the **upload section**, you can click on any document (uploaded documents are highlighted in blue and underlined) listed and the document will download to your computer.



- Now, **DOCUMENT VIEW**. You can also download the documents through the candidate’s document “bucket”. Instead of clicking on the “view” option, click on the candidate’s first or last name.



- You will be taken to the candidate’s profile page where you will click on the **“Documents” link** above where the candidate’s picture should be.



- You will then be taken to the documents page. All the files uploaded by this candidate (and later all the forms completed by the candidate) will appear. In the future, if you need to sort the listing, you can do so by date: 2022, 2023, etc.). You have the option on this page to either view the document (by clicking on the **“document name” link**) or download the document by clicking on the **“download” button**.

