

**Accessing the Palmetto College Campuses Tenure and Promotion Submission Point**  
For Internal USC Users  
Palmetto College Campuses  
University of South Carolina

**Access the Tenure and Promotion Dropbox**

1. Open an internet browser such as Internet Explorer, Firefox, Chrome, or Safari.
2. Go to <https://dropbox.pc.sc.edu/>.
3. You will be prompted to enter your university username and password. Enter your university username and password and click Log In.



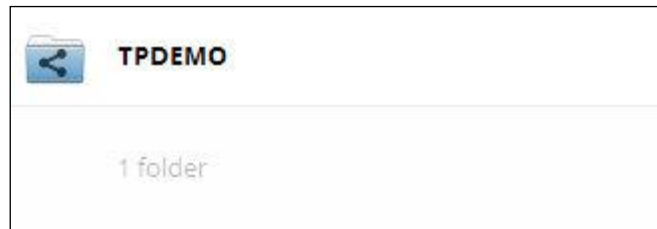
4. You will now be logged in. *Note: If you encounter problems logging into the system, please contact Bob Dyer at [dyerr@mailbox.sc.edu](mailto:dyerr@mailbox.sc.edu).*

**Access your Shared Folder to Download and Upload Tenure & Promotion Documents**

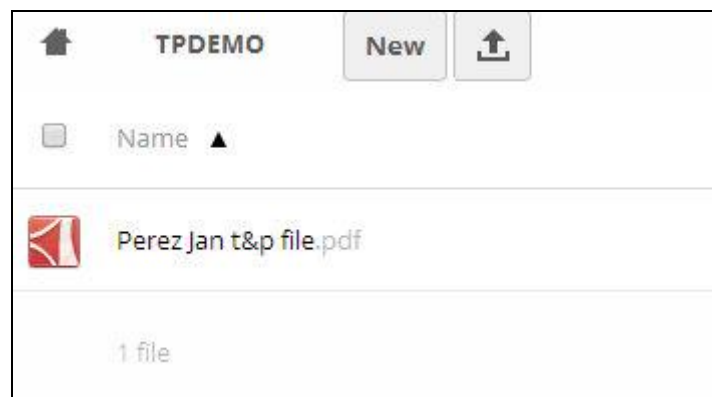
1. When you have logged in, a screen will display with a listing of all folders that you currently have access to. It should look similar to the image below:



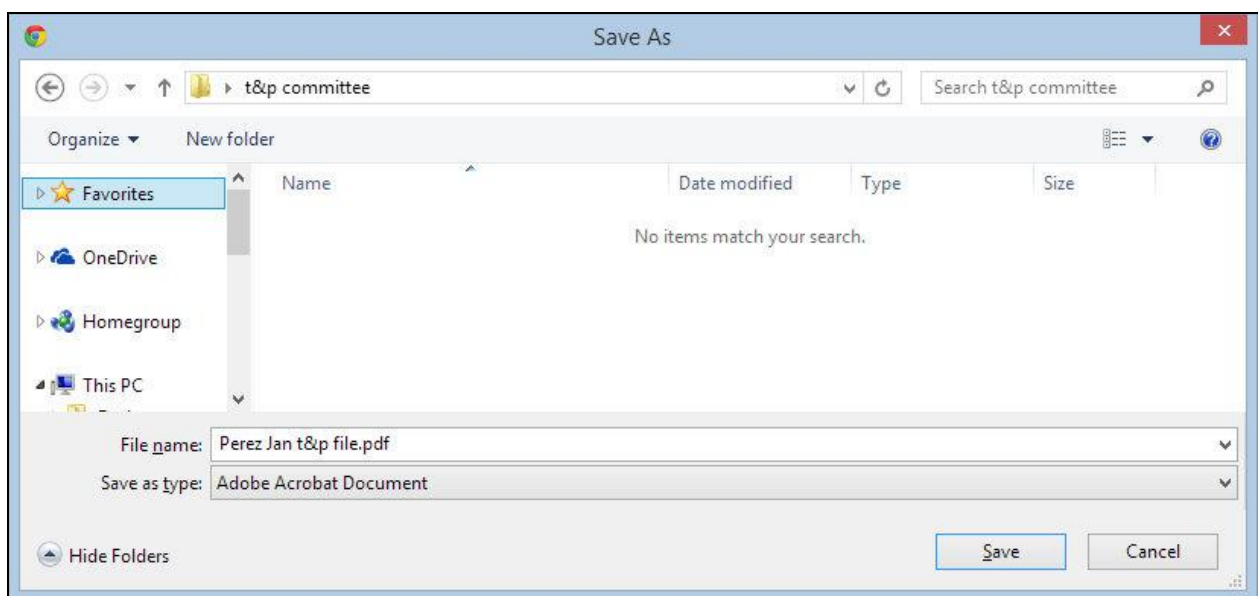
2. Locate the appropriate folder with the blue symbol to the right, and click on the folder name next to the blue symbol. You will now have access to your tenure and promotion folder.



3. To download tenure and promotion files, click on the candidate's file name next to the red symbol.

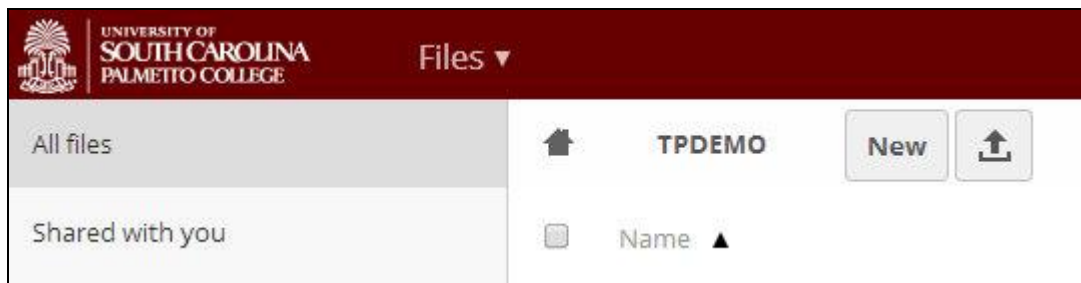


4. You will now be prompted to save the file. Save the file in whatever location is appropriate for your work. Please remember to keep electronic tenure and promotion files secure on password protected devices.

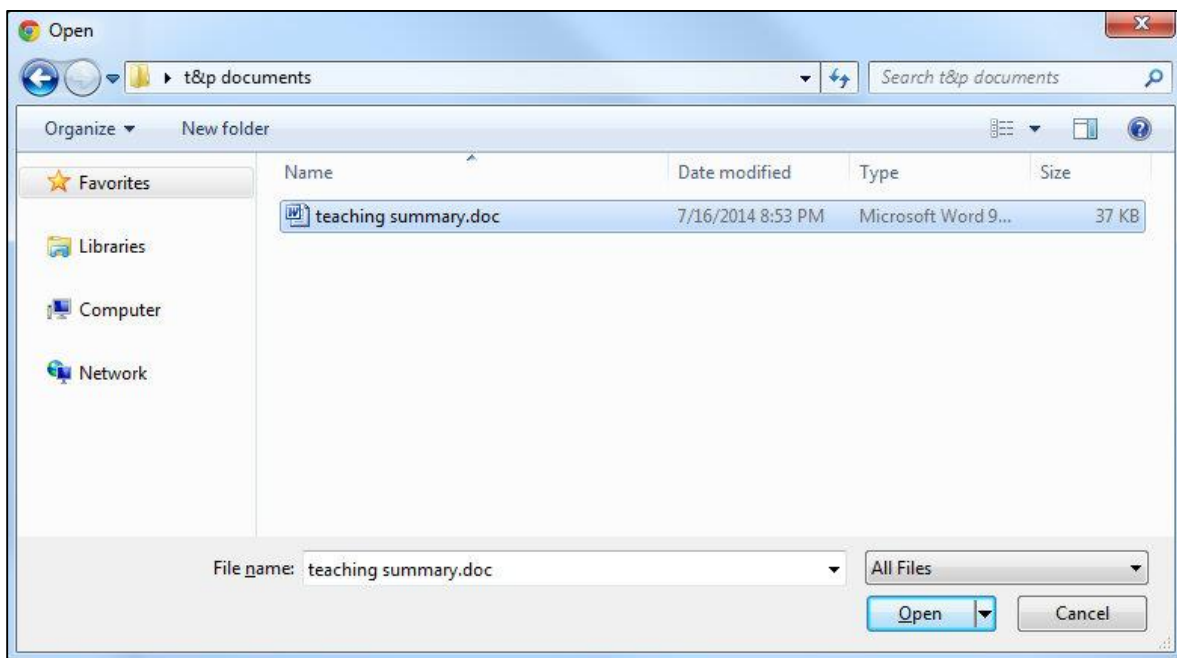


## Upload your Tenure and Promotion Documents

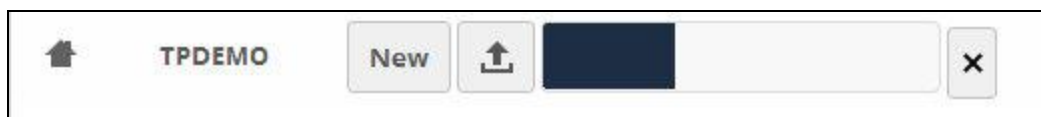
1. The documents you are uploading will depend on your role in the tenure and promotion process. Please see the [Palmetto College Campuses Tenure and Promotion website](#) for more information about which documents to upload.
2. Log into your tenure and promotion folder following the same procedure as above.
3. Locate the upload button located on the ribbon. It is denoted as an up arrow. Click it to select the file to upload.



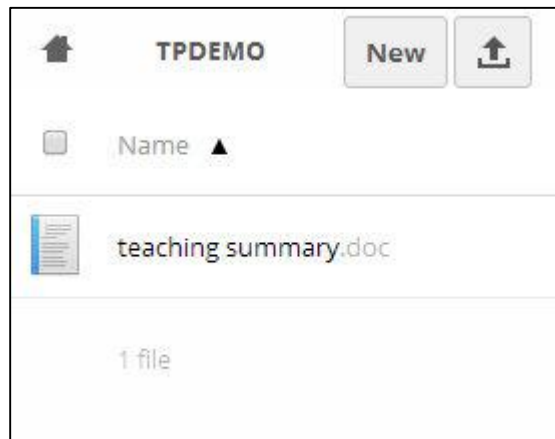
4. You will now be prompted to browse for your file. Find your file and click Open.



5. Your file will now be uploaded. There is a file upload progress bar that shows the current progress of your file upload.



6. Once your file has been uploaded, it will be shown in the file listing inside your shared folder. Note: If you experience any problems with the file upload, please contact *Bob Dyer* at [dyerr@mailbox.sc.edu](mailto:dyerr@mailbox.sc.edu).



7. Once your file is final and successfully submitted, please notify Jean Carrano ([carranoj@mailbox.sc.edu](mailto:carranoj@mailbox.sc.edu)).
8. If you are finished, click your name in the upper right hand corner of the window. Then click logout.

