1) Log In to the TES Website (https://tes.collegesource.com/) using your **cpp.edu email** and your **TES password**.
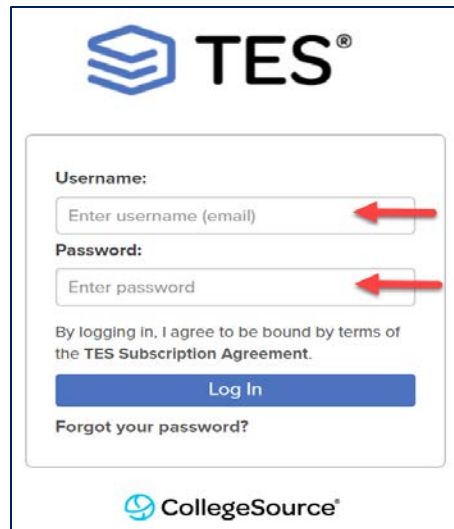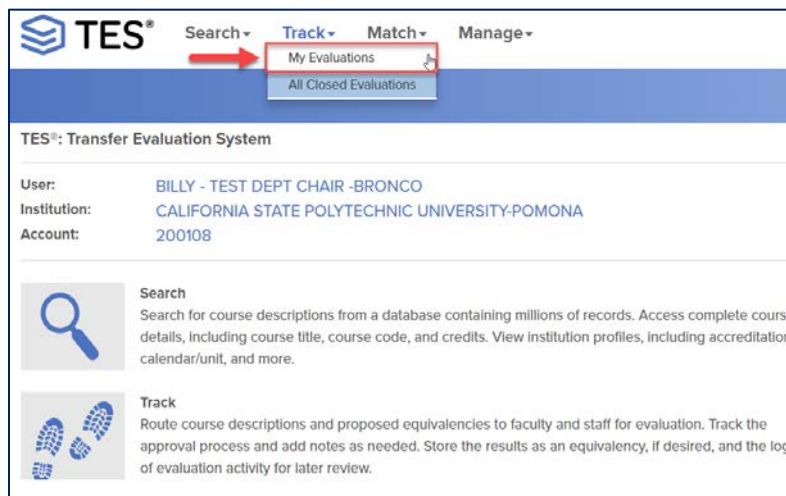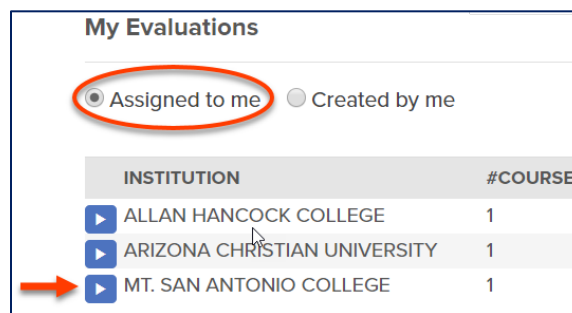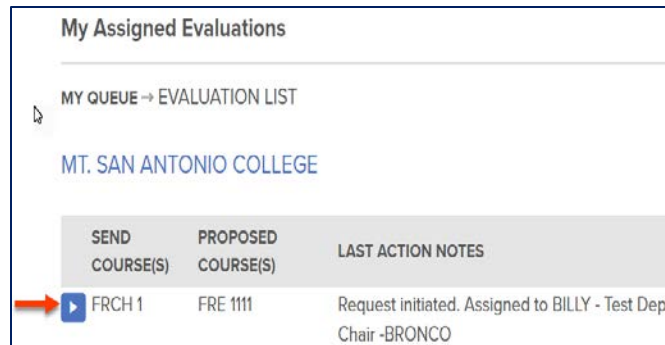
2) Hover your cursor over **TRACK** and select **MY EVALUATIONS** to view articulation request assigned to you.

3) Click on the **BLUE ARROW** next to the specific institution to review the articulation request.

4) Select the **BLUE ARROW** next to the sending course to view the course description for the proposed course.

5) Click on the **PDF icon** to open the syllabus/course outline (if one is available).

6) Click on the drop down arrow in the **SELECT AN ACTION** area to enter your articulation decision.
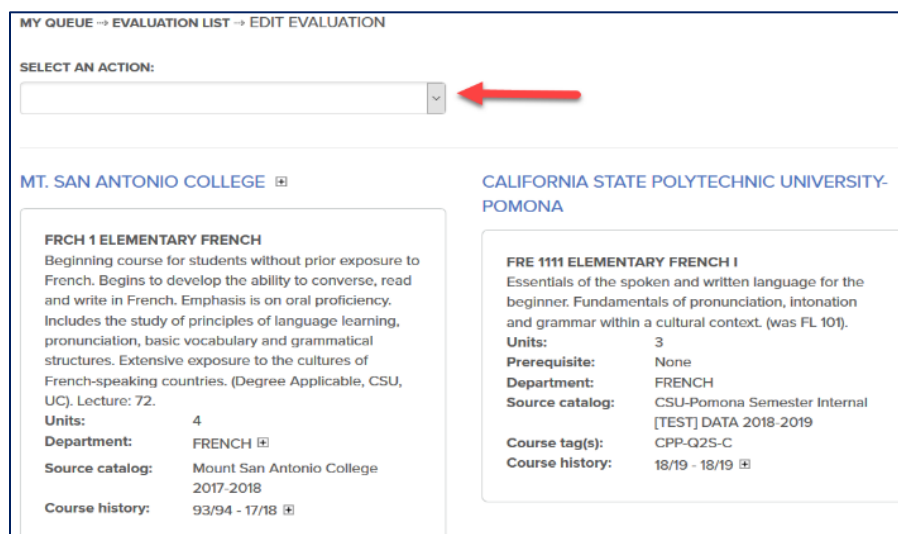
7) To approve a course equivalency, select <u>APPROVE</u> from the selection options, and click <u>CONFIRM.</u>
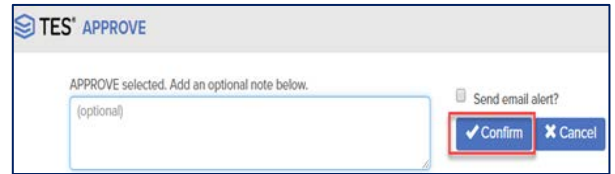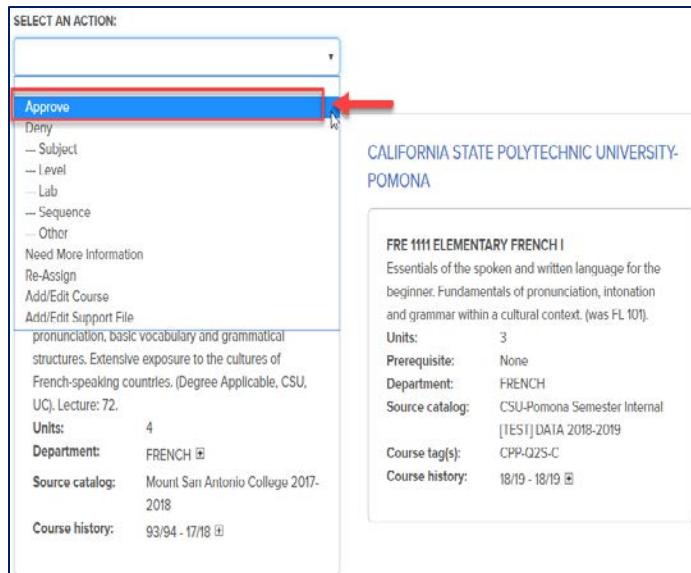
8) To deny a course equivalency, select <u>DENY</u>. Add reason for denial in the comments area, or choose one of the general reasons for denial, and select <u>CONFIRM.</u>
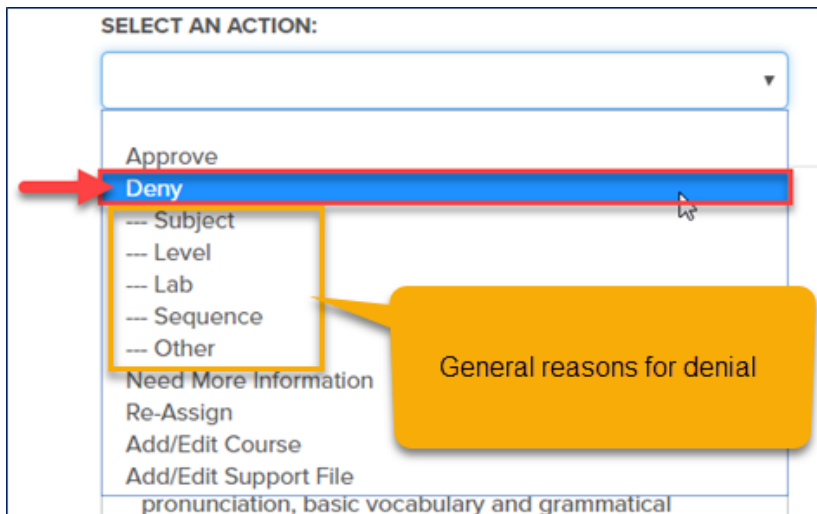
9) To request more information regarding a course equivalency (e.g. requesting syllabi for the courses), select <u>NEED MORE INFORMATION.</u>

10) Specify the type of 'more information' or documentation needed (i.e., Syllabus) and select confirm.

▶ If you have questions regarding the use of the TES 4.0 tracker, please contact:

José Lozano jllozano@cpp.edu

(909) 869-2994

▶ Registrar's Office TES Website where articulation agreements are published:
http://www.cpp.edu/~registrar/transfer-credit/tes.shtml

▶ TES Website to log in and process articulation proposals:
https://tes.collegesource.com/