

## POA ASSESSMENT FORM REQUEST IN LIVETEXT

1. Log into your LiveText account and create a POA request document in LiveText using the correct existing template that matches your specific course title and number. An example is: "ECE Candidate Internship II Final POA Template". It can be accessed by first clicking the "Create" button on the homepage to the right of "My Work."

a. From the "Choose a Folder" drop down menu, select "Student Templates".

b. From the "Choose a Template" drop down menu, select "ECE Candidate Internship II Final POA Template" or the appropriate template for your degree program.

2. Use the following naming convention when creating your request document:

(your full name) –(your major, program, and campus location) –POA Form - Semester and Year  
Jackie Burkhardt – ECE MAT Brunswick–POA Form –fall, 09

3. Edit the section which requests your name, program, and other relevant information. Once completed, select the "Save" button at the bottom of the page and then click the "Finish" button at the top right of the page. At the top of the screen, select the "Submit for Review" link. In the box that pops up, type in the last name of the person who will be completing your POA assessment (e.g. University Supervisor) A list will appear in the lower part of the pop-up box or in the top part of the pop-up box itself. Click on the appropriate reviewer's name so that it appears in the top part of the pop-up box.

4. Select the "Submit" button. You should receive a confirmation message stating that the submission was successful. Check later in the **Reviews** area of your LiveText account to see the Final Internship II/Graduate Internship POA that has been completed for you.

5. Be patient. Once your reviewer has completed your POA form, you can check your results in your **Reviews** area. Remember to click on the "Sent for Review" tab and then click the link to view your review.