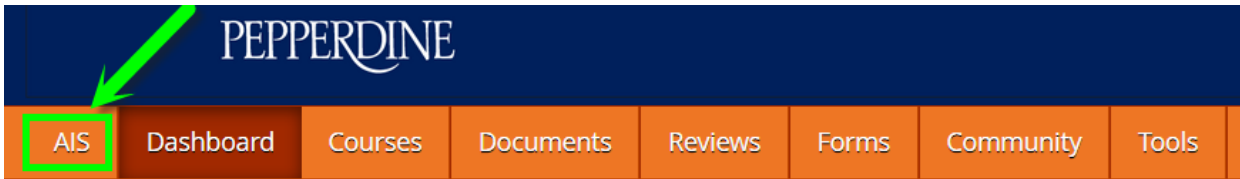
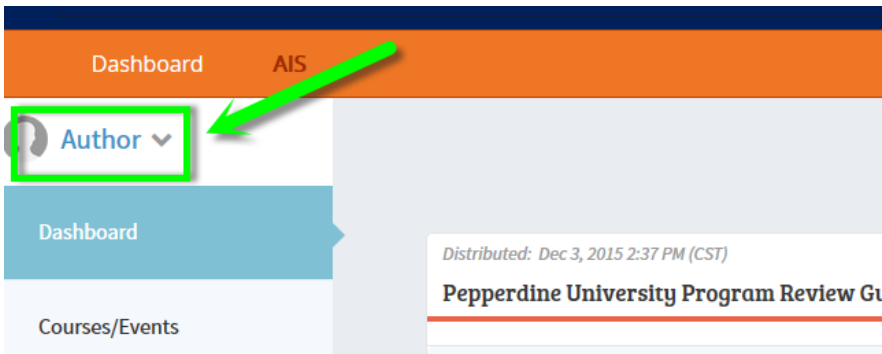


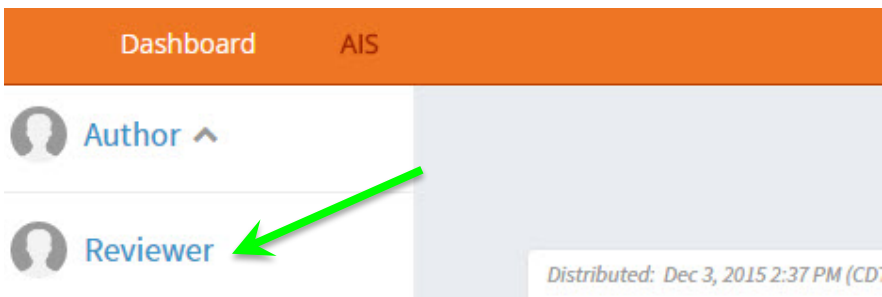
1. Go to <https://www.livetext.com> and click “Login” on the top right. Enter your ID and password and click “Login.”
2. Once logged in, you will be on your default page, the Dashboard. Click on AIS on the top left to enter the Assessment Insight System, where the annual reviews are stored.



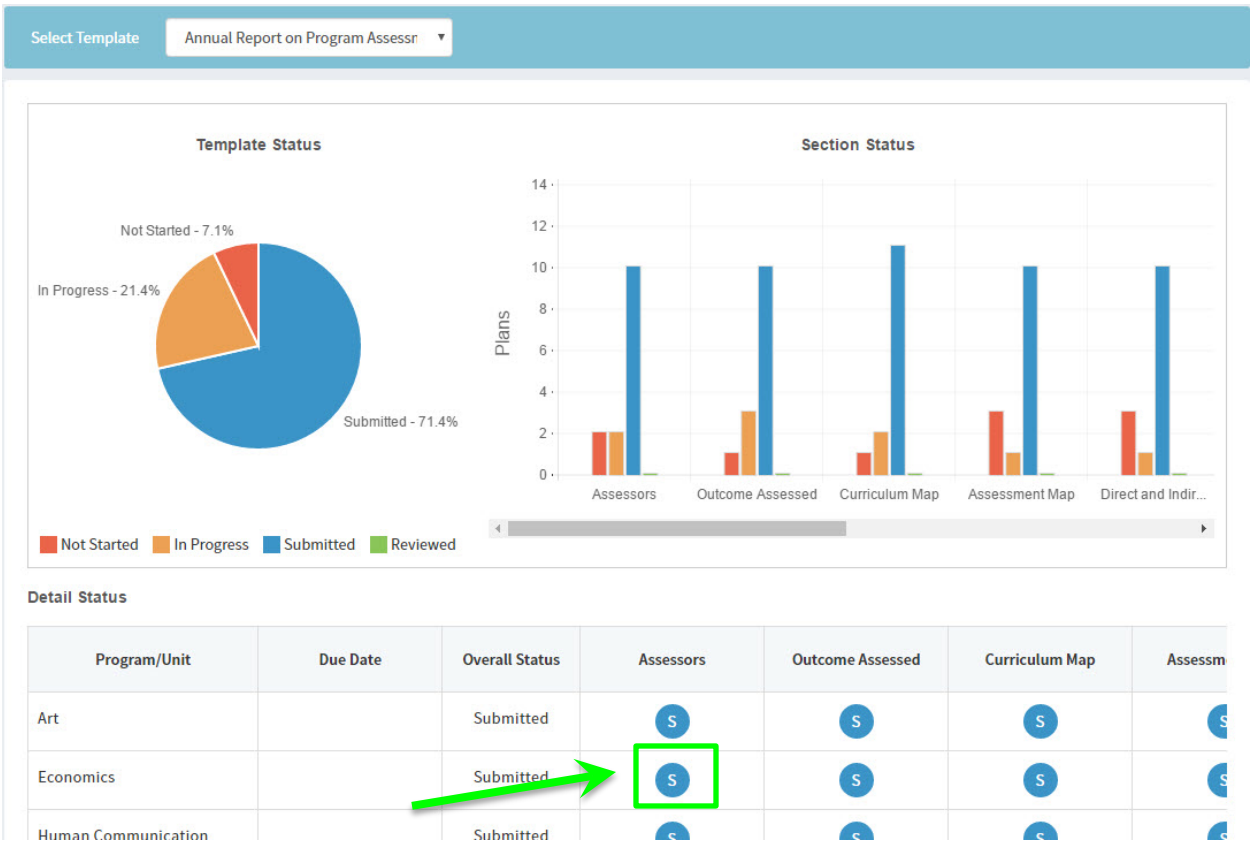
3. Click the drop down button next to “Author”.



4. Click reviewer to switch your role to Reviewer.

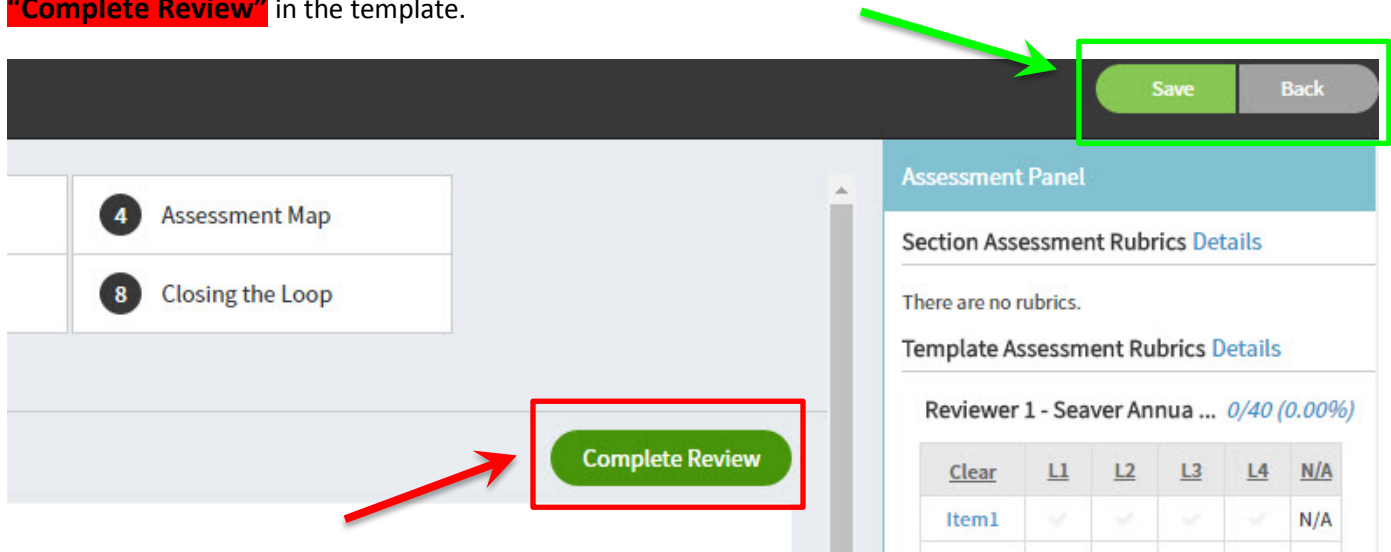


5. Under the reviewer role, click any submitted section of the program to begin reviewing the template.



If a section or program is not visible, it has not yet been submitted by the author.

11. After reviewing the template, please choose back or save on top right to exit the template. Please do **not** click **"Complete Review"** in the template.



Please contact Atlas Yu (atlas.yu@pepperdine.edu) if you have any questions.