



Online Academic Document Management (OADM) User Guide – Departmental Reviewer

The Online Academic Document Management (OADM) has been developed to streamline various University processes by providing a secure and flexible online document sharing. Departmental Reviewers have view only access to OADM and provide input directly to the Department Head.

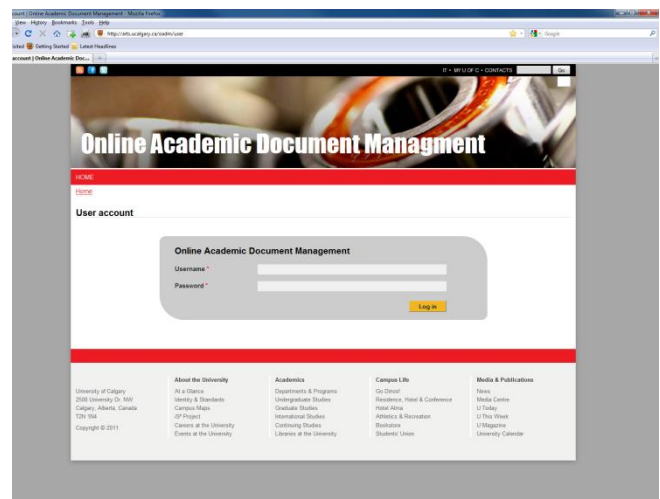
Access OADM at <https://arts.ucalgary.ca/oadm/>

A profile has been set up for each individual requiring access. Each person has a unique set of access parameters that are determined by their role in the process. Only authorized areas will be shown.

For program assistance, contact **Marilynne Smith** at mgsmit@ucalgary.ca or **403-220-7319**.

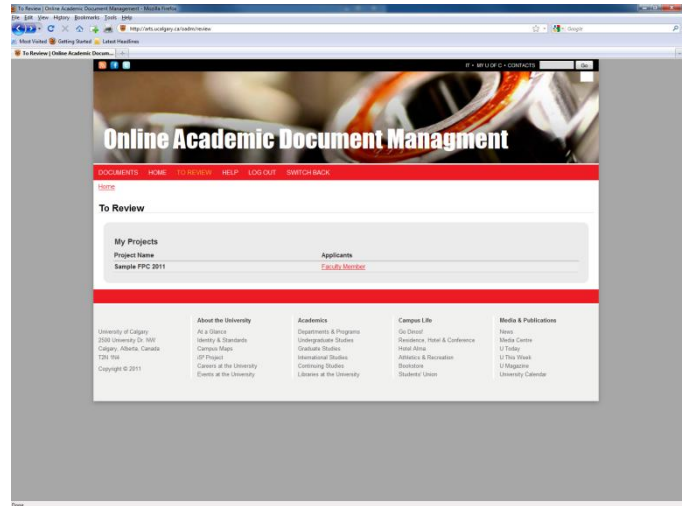
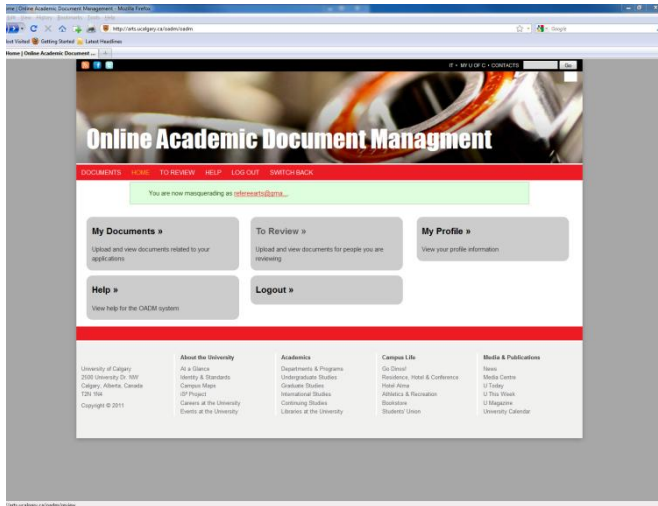
LOG-IN:

- **Username and Password:** This will be your University of Calgary IT User name or EID and password.



REVIEWING SUBMISSIONS

Select **To Review** either on the top menu bar or the grey box.



The individual(s) you will be reviewing are listed on the next screen. Select the individual.

This page shows the submission categories and uploaded items submitted in various categories, such as:

- CV
- Research
- Teaching
- Service

Documents that have been submitted will be listed under each category. Click on the **document title** to open the item for review.

LOGGING OUT

- Click on **Log Out** in the top menu bar.

Feel free to contact **Marilynne** at mgsmi@ucalgary.ca or **403-220-7319** with any questions you may have.

