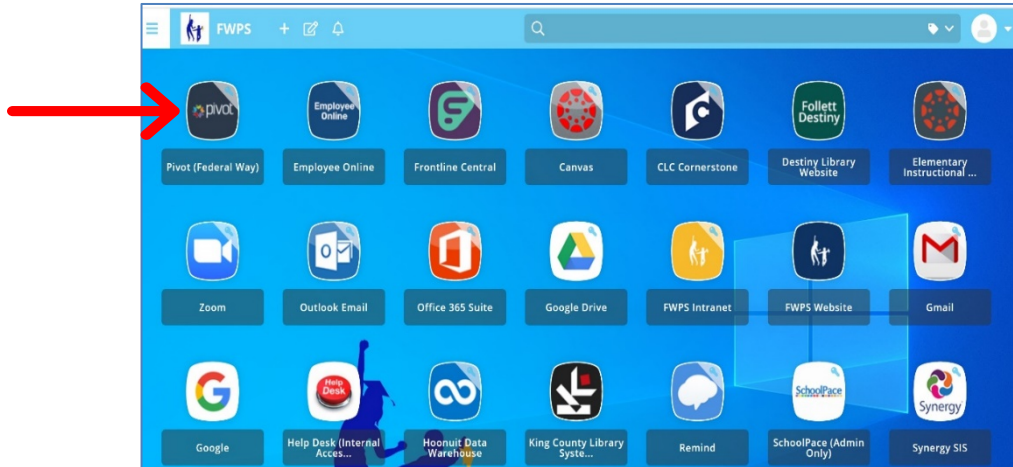
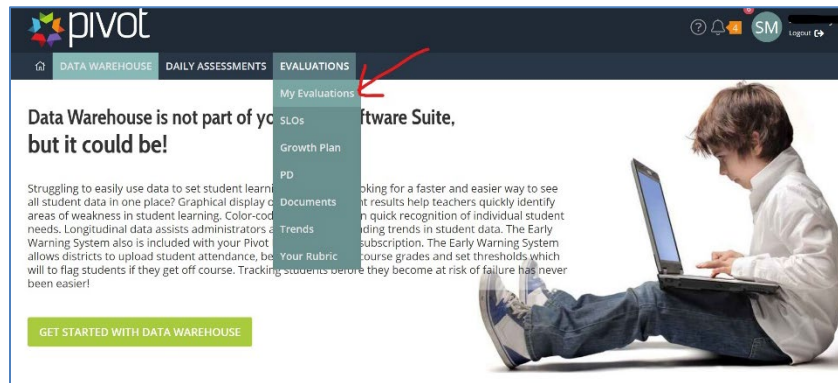


## Accessing PIVOT and Digitally Signing your Evaluation

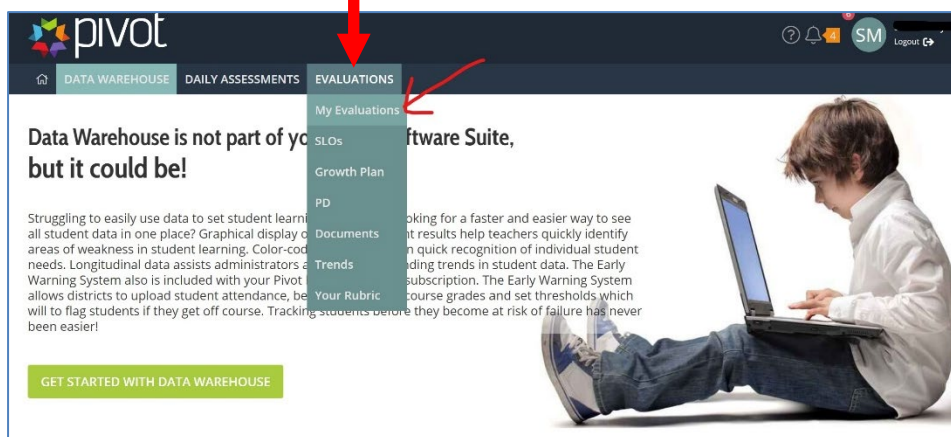
**STEP 1:** Go to the FWPS Portal, *LaunchPad to Learning* and select Pivot



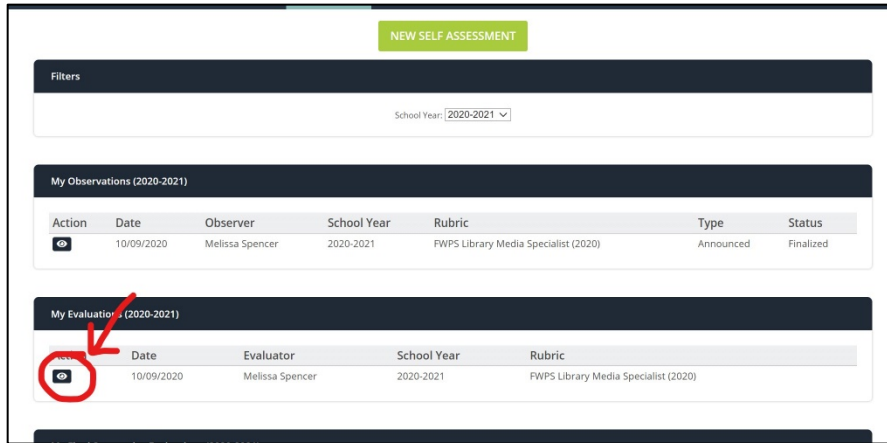
**STEP 2:** After selecting the Pivot icon, this screen will appear.



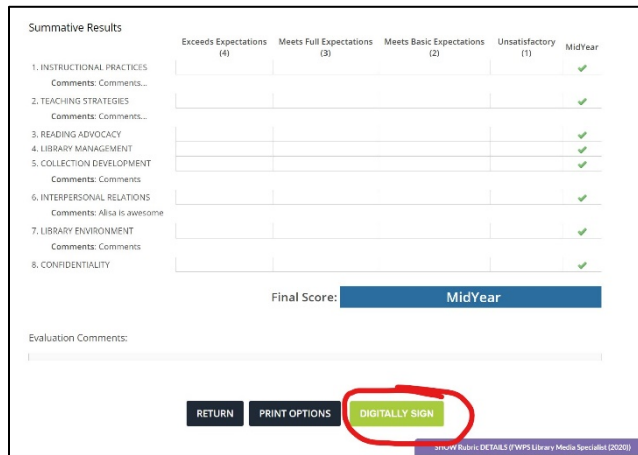
**STEP 3:** Select "MY EVALUATIONS"



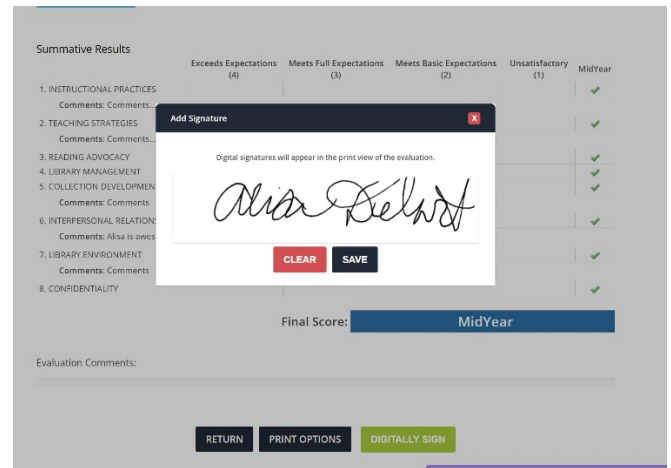
**STEP 4:** Select this icon to view your evaluation



**STEP 5:** Scroll to the bottom of your evaluation and select DIGITALLY SIGN



**STEP 6:** Using a stylus pen or mouse, digitally sign and select SAVE



**STEP 6:** : To print your evaluation, scroll to the bottom of your evaluation and select PRINT OPTIONS. Be sure to select all of the boxes and then you may select PRINT

