Field Supervisor: How to Re-Open the Field Supervisor Binder

If you submit the binder but later want to make additions/changes to the binder you may “Revoke” the binder to re-open.

Once you’ve completed steps 1-3 (above) to locate the student and review the binder please follow the steps below to re-open a submitted binder for the student.

1. Click on the “REVOKE” button located on the right-hand upper corner. Once additions/changes have been you will need to “submit” the binder again.