Field Liaison: How to Re-Open a Binder for a Student

(If a student has submitted but needs to be able to access again to make changes)

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 "Due Date" Tab**
2. **Click on "Edit Due Date" button located on the right hand side.**

3. **Enter a new due date.**
4. **Type the reason for re-opening the binder in the "comments" box.**
5. **Click on the "Update" button.**