

Log Into the Gateway, View, Add Signature & Comments to a Review

This tutorial explains how to log into ReviewSnap from the Gateway and provides details on how to add a Comment, a Signature & View a Review. If you are looking for details on how to do a self-review click [here](#) to find your department.

Open up the **Mozilla Firefox** browser.



Once the browser is open and be sure you are on **Dickinson College** home page which is <http://www.dickinson.edu>.

Scroll down the bottom right side of the page to find the [Gateway](#) link.



Now you are at the **Dickinson Gateway**, type in your **Username** and **Password**.

Click the **Login** button or hit the **Enter** key on the keyboard.



Dickinson
Dickinson Gateway

For security reasons, please Log Out an

Enter your Username and Password

Username:
gribble

Password:

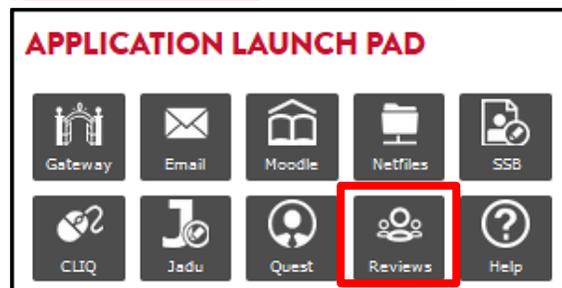
LOGIN | clear

Languages:
English | Spanish | French | Russian | Ne
(Traditional) | Deutsch | Japanese | Cro

Password Options:
[Forgot Your Password](#)
[Unlock your Account](#)
[Change Your Password](#)
[Setup Password Recovery Questions](#)
[Sign Up for an Alumni Account](#)

Once inside the **Gateway** look for the **Reviews** icon found under the **Application Launch Pad**, to get into ReviewSnap.

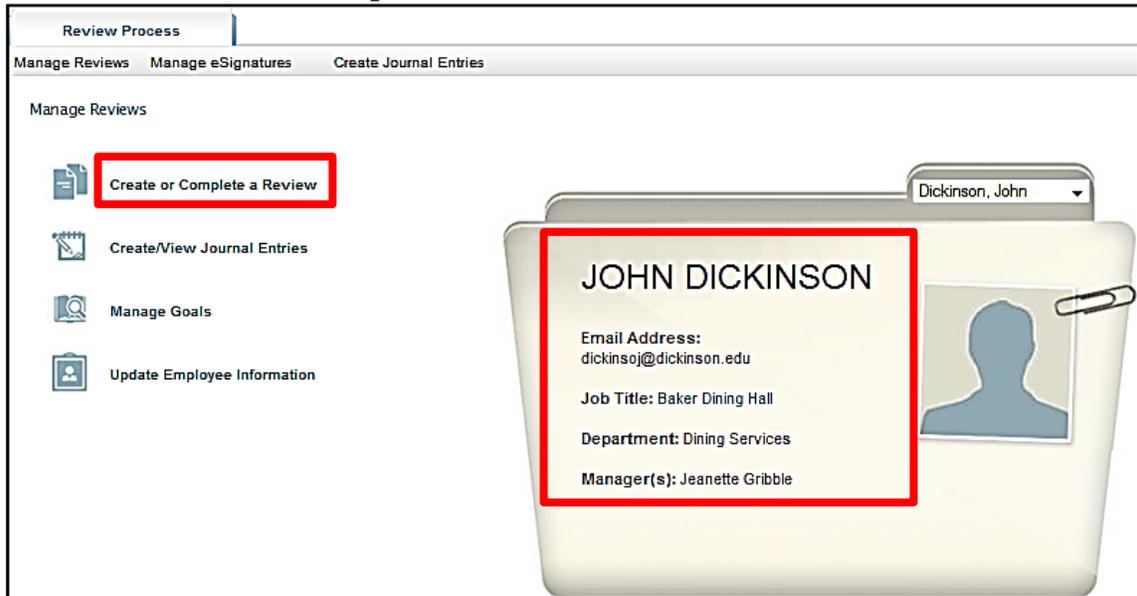
Click on the **Login to the Dickinson Gateway**.



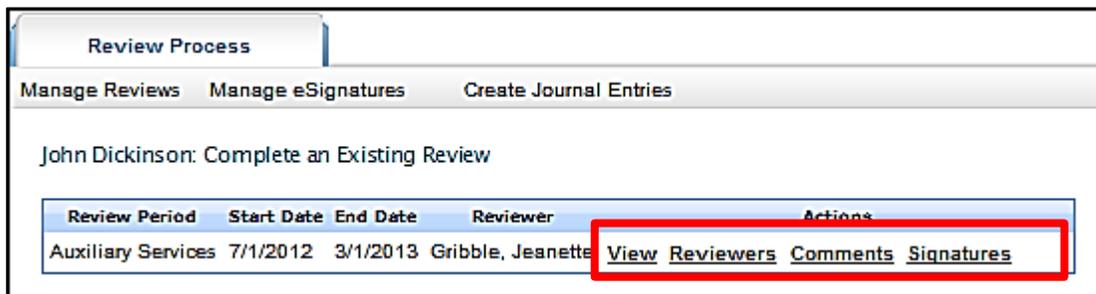
You are now in the ReviewSnap area, click on the link called **Manage Reviews**.



In the **Manage Reviews** area notice your name, department & job title on the folder. Click on the **Create or Complete a Review** link as shown below.

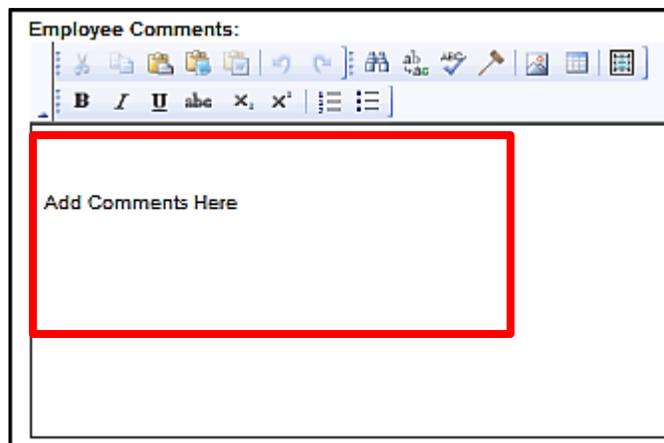


In ReviewSnap you can **View** your review by clicking on the **View** link as shown below. It will open another tab within the browser for you to read the review. Once a review is completed you will need to add your **Signature**. You can also add a **Comment** if you want to by clicking on the **Comments** link as shown below.



Type inside the dialog box where the example on right shows the words that I have typed in.

Typing in this **Employee Comments** dialog box will add a page to your review.



Click on the **Submit** button, which is found at the bottom of the window.



To get back into the area to find the **Signature** link, click on the **Manage Reviews** link.



Now you need to click on the **Signatures** link to Sign your Review, the final step.



Type your name inside the dialog box under **Signature** and click the **Sign** button.



You have finished your review process. Click logout and close the window.



On the **Gateway** tab found on upper right corner, click **Logout**.

Now you must close every tab or window that is open in the browser to complete the logout process.

Failure to do this could result with another user being able to get into your Gateway account. Click the red X on **Mozilla Firefox** as shown below.



As each years review is completed they can be found in the **View Completed Reviews** area.



If you have any questions about your review please contact Human Resources.