CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

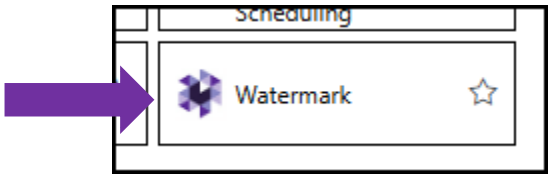
Watermark Guide for Inputting Materials into your RTP File - Periodic Evaluation – CAPS

1. Either log into Watermark using the link or through your **MyCalStateLA** profile.

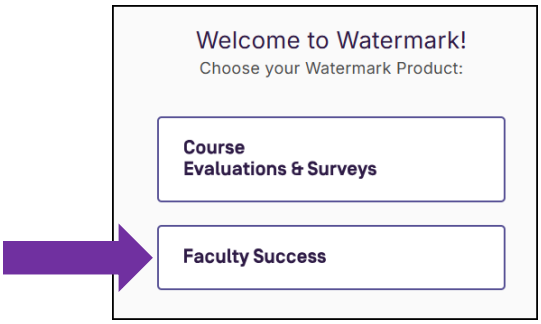
2. Login with Single Sign On using this link:
   https://www.digitalmeasures.com/login/calstatela/faculty/

3. Log into your **MyCalstateLA** profile.

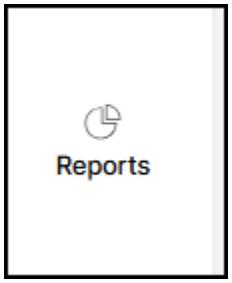
4. Select **Watermark** from the Quick Launch under Academics.



5. Select **Faculty Success.**



6. On the left pane, select **Reports.**

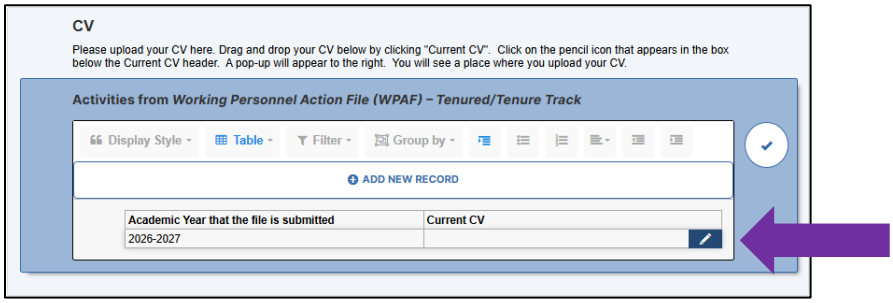


7. Click on ****Periodic Review for Range Elevation for CAPS Data Entry**

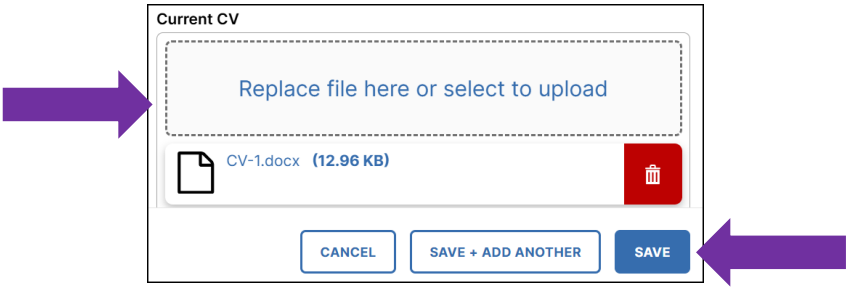


8. When reviewing the report, please ensure that your department and rank are accurate. If your department or title is listed incorrectly, contact Faculty Affairs at RTP_Faculty_Success_Help@calstatela.edu or call Faculty Affairs at (323) 343-3810.

9. To upload your CV, click within the **Current CV** section and select the blue pencil icon.



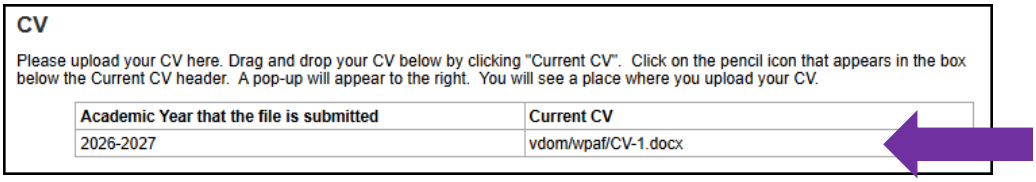
10. A panel will open on the right, where you can drag and drop or upload your CV. Once complete, click **Save** in the bottom-right corner.



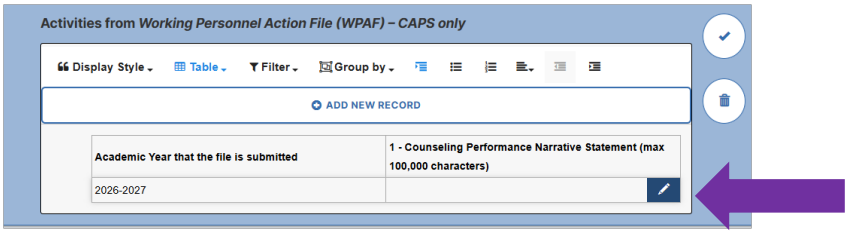
11. To replace your CV, click the red trashcan icon to remove the existing file, then upload the updated document.



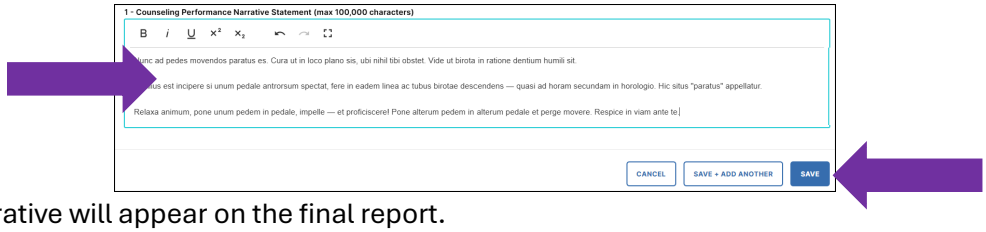
12. Your CV will appear as a link in the final report.



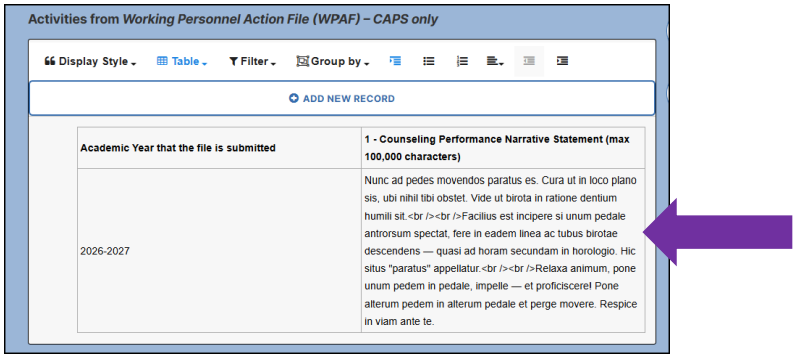
13. For Narrative for Category 1 – Counseling Performance, select the category box and click on the blue pencil icon to begin editing.



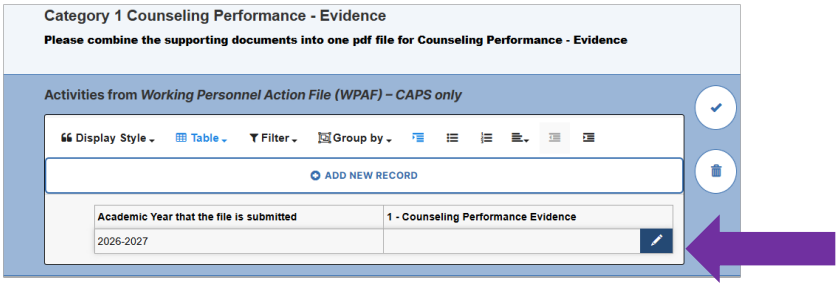
14. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



15. The narrative will appear on the final report.

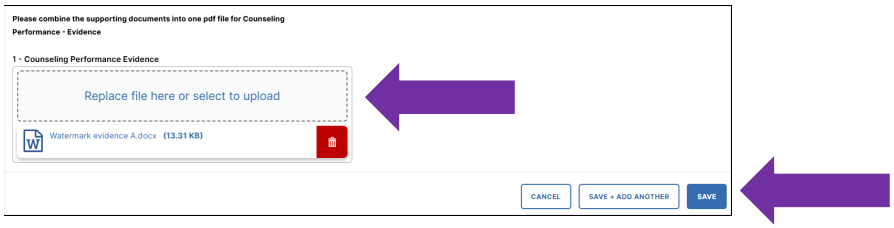


16. For **Category A1 Counseling Performance - Evidence**, select the category box and click the blue pencil icon to access the upload interface.

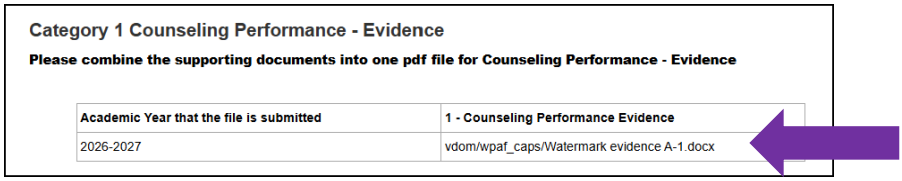


17. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Double check the title of the upload box to ensure it corresponds with the

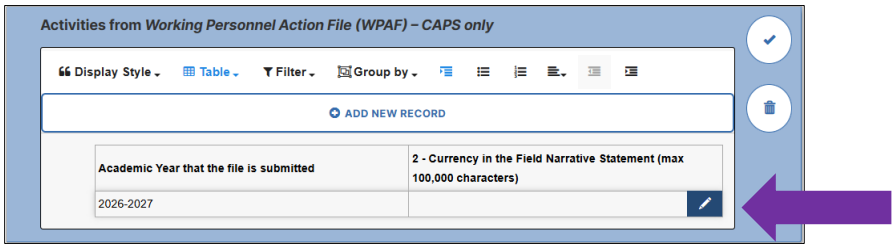
section you want to update. Please note that only one document may be uploaded; please combine all items into a single document prior to uploading. Then click **save**.



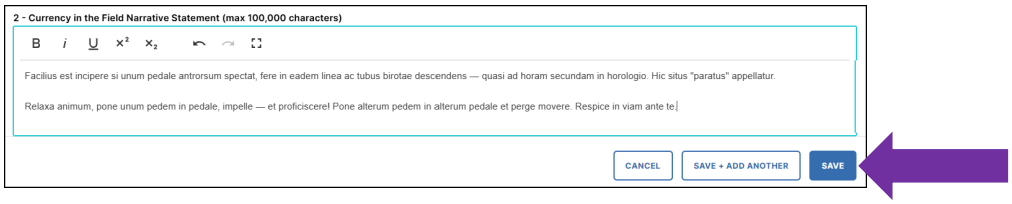
18. The evidence will appear as a link in the final report.



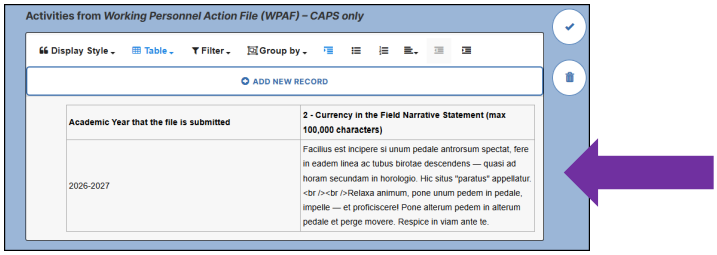
19. For the Currency in Field Narrative Statement, select the category box and click the blue pencil icon to begin editing.



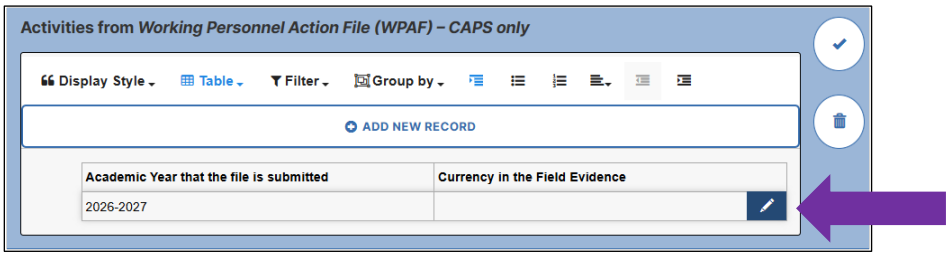
20. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **Save**.



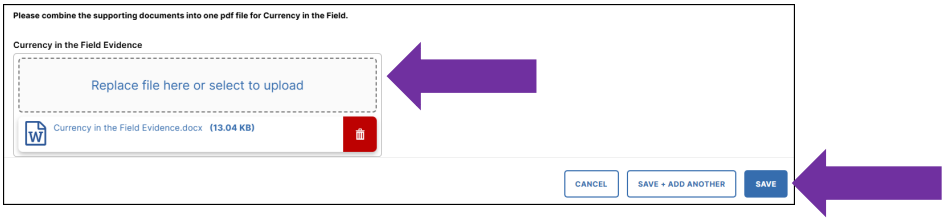
21. The narrative will appear on the final report.



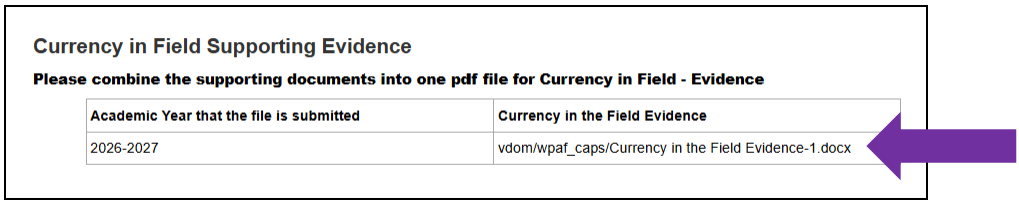
22. For **Currency in Field Supporting Evidence**, select the category box and click the blue pencil icon to access the upload interface.



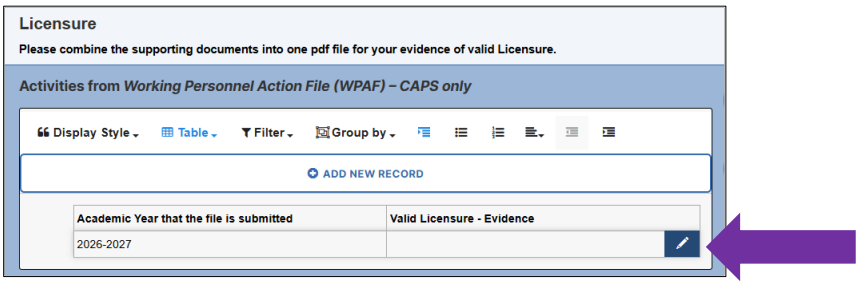
23. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Double check the title of the upload box to ensure it corresponds with the section you want to update. Please note that only one document may be uploaded; please combine all items into a single document prior to uploading. Then click **save**.



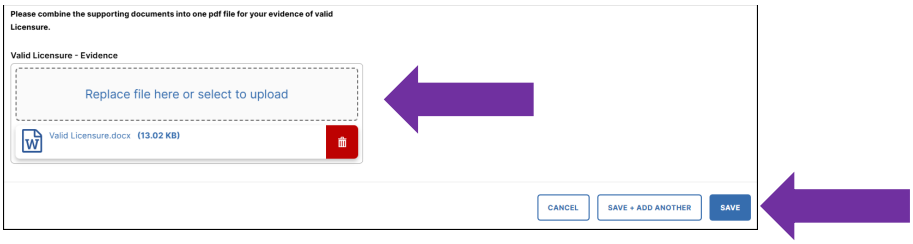
24. The evidence will appear as a link in the final report.



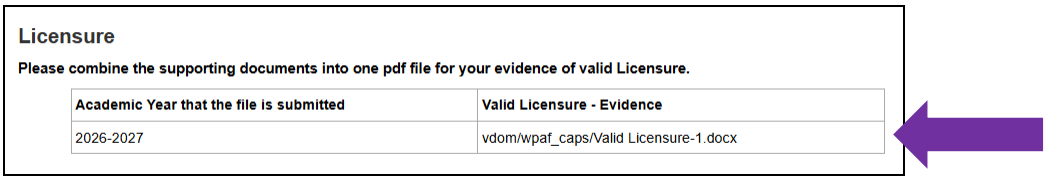
25. For **Licensure**, select the category box and click the blue pencil icon to access the upload interface.



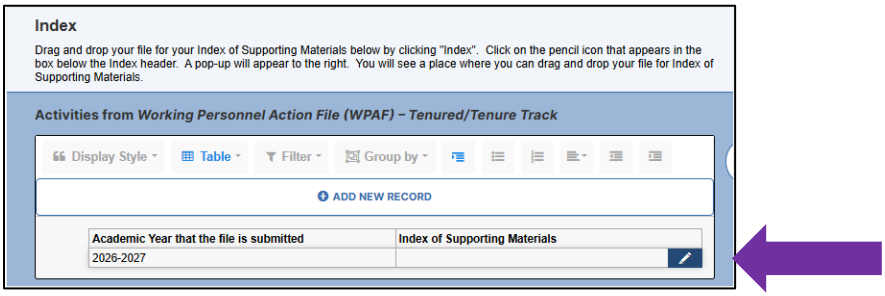
26. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Double check the title of the upload box to ensure it corresponds with the section you want to update. Please note that only one document may be uploaded; please combine all items into a single document prior to uploading. Then click **save**.



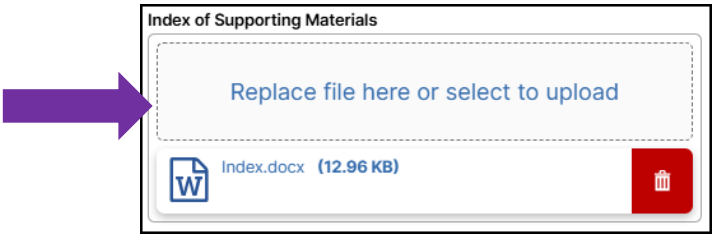
27. The evidence will appear as a link in the final report.



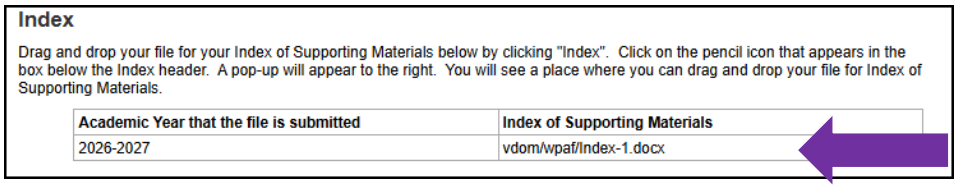
28. In the Index section, select the index box and click the blue pencil icon to begin editing.



29. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Then click save.



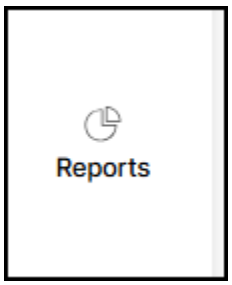
30. The index is now updated.



31. For **Personnel Action File (PAF) Documents (University will upload)**, the university will upload these documents.

Download and Proof-Read your Working Personnel Action File (WPAF) – 2026-27

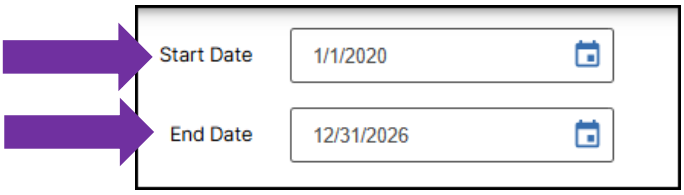
32. On the left pane, select Reports.



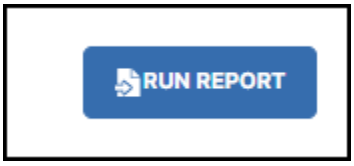
33. Select Working Personnel Action File (WPAF) – 2026-27



34. Pick the start and end dates you want the WPAF from



35. Click **RUN REPORT** blue button on the top right.



36. You have downloaded the WPAF report. You have unlimited downloads.



37. If the information on the WPAF cover page is incorrect or missing, please contact Faculty Affairs at RTP_Faculty_Success_Help@calstatela.edu.

38. If there are materials that need to be added or edited within the body of the report, please use the ** Periodic Review or Range Elevation for CAPS Data Entry report to enter or edit the materials.