

This edition of ePA Extras includes a few reminders that are important to note as we approach the calendar year end.

1. **myEverest:** Check your [myEverest](#) Worklist to ensure there are no time sensitive tasks left outstanding during the break. For more information on how to use myEverest, please review the [myEverest Guide](#).
2. **Reworks:** When returning an ePA for Rework, be sure to include a comment with the return reason. Not only does this communicate to the Originator what needs to be corrected, but it also helps us to identify potential training needs.
3. **Online Directory Information:** All email notifications from the Everest/K2 system are sent to the email address on file with the Online Campus Directory. Please check your listing in the [Campus Directory](#) and verify that your information is up-to-date.