How to Redirect Items in Everest/K2

1. Sign in to the “My Everest Workspace” using your MyBama login credentials

   ![Sign In](image1)

2. Click the right arrow on the line for the item you want to redirect

   ![Redirect Arrow](image2)

3. Click the redirect arrow

   ![Redirect Arrow](image3)
4. Click the down arrow

5. Click the down arrow in the “Security Label” field then select “K2LDAP”

Note: If you redirect using “K2” Security Label instead of “K2LDAP,” the item will not be received by the person you are redirecting to and the item will no longer appear on your workspace. If this occurs, contact Financial Affairs Information Technology.

6. Enter the name of the person to whom you are redirecting and click the search icon
7. Scroll through the list, click the correct name, then click “OK”

8. The item will be removed from your workspace and moved to the person to whom you redirected.