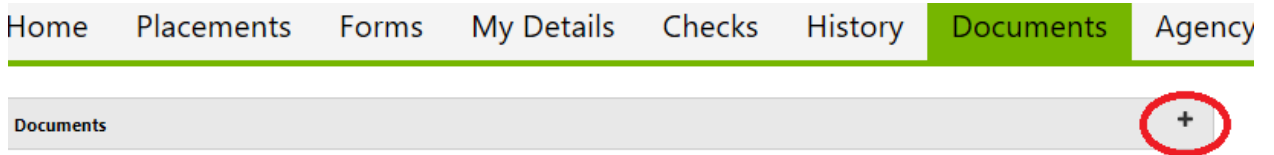


Uploading Professional Writing Sample Tip Sheet

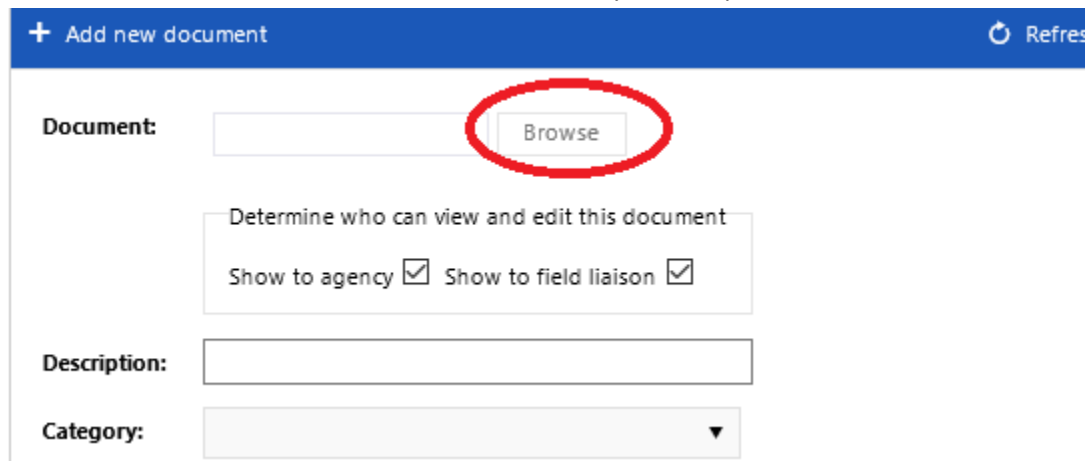
1. Click on the “Documents” tab:



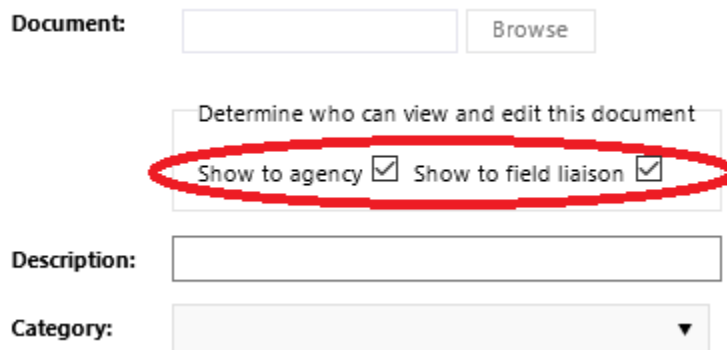
2. Click on the “+” sign:
- 3.



4. Click “Browse” to find and select the document on your computer:

A screenshot of a document upload form. The form has a blue header with '+ Add new document' and a 'Refresh' icon. The 'Document:' field is empty, and the 'Browse' button is circled in red. Below the 'Document:' field, there is a section titled 'Determine who can view and edit this document' with two checkboxes: 'Show to agency' and 'Show to field liaison', both of which are checked. Below this section, there are fields for 'Description:' and 'Category:'.

5. Check the boxes for “Show to agency” and “Show to field liaison”:

A screenshot of the document upload form, showing the 'Show to agency' and 'Show to field liaison' checkboxes checked. The 'Browse' button is also visible. The 'Show to agency' and 'Show to field liaison' checkboxes are circled in red.

6. Click the down arrow on the Category line and select “Professional Writing Sample”:

The screenshot shows a document creation interface. At the top, there is a blue header bar with a plus icon and the text "Add new document" on the left, and a refresh icon and "Refresh documents" on the right. Below the header, the form is organized into sections. The "Document:" section includes a text input field and a "Browse" button. Below this is a box for permissions with the text "Determine who can view and edit this document" and two checked checkboxes: "Show to agency" and "Show to field liaison". The "Description:" section has a text input field. The "Category:" section features a dropdown menu that is currently open, showing a list of options: "Affiliation Agreement", "Agency brochure", "Employment Based Practicum documentation", "Other", "Professional Writing Sample", and "Resume". The "Professional Writing Sample" option is circled in red. To the right of the dropdown, there are "Save" and "Cancel" buttons. On the left side of the form, there are labels for "File:", "Description:", and "Updated:".

7. Click the “Save” button and you are done!

This screenshot shows the same document creation interface after the document has been saved. The blue header bar remains at the top. The "Document:" section now displays a green dot icon followed by the filename "Professional Writing Sample Fall.docx" and a "Remove" button. The permissions section is identical to the previous screenshot. The "Description:" section is empty. The "Category:" dropdown menu is now closed and displays "Professional Writing Sample". At the bottom right, the "Save" and "Cancel" buttons are visible, with the "Save" button circled in red.