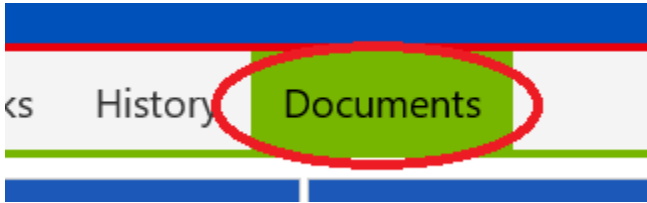
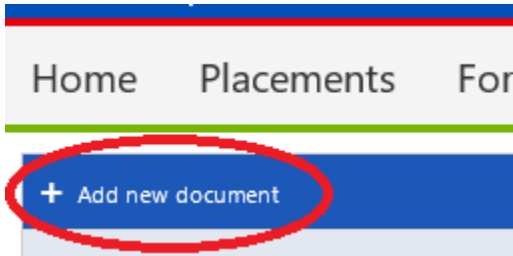


Uploading Professional Writing Sample Tip Sheet

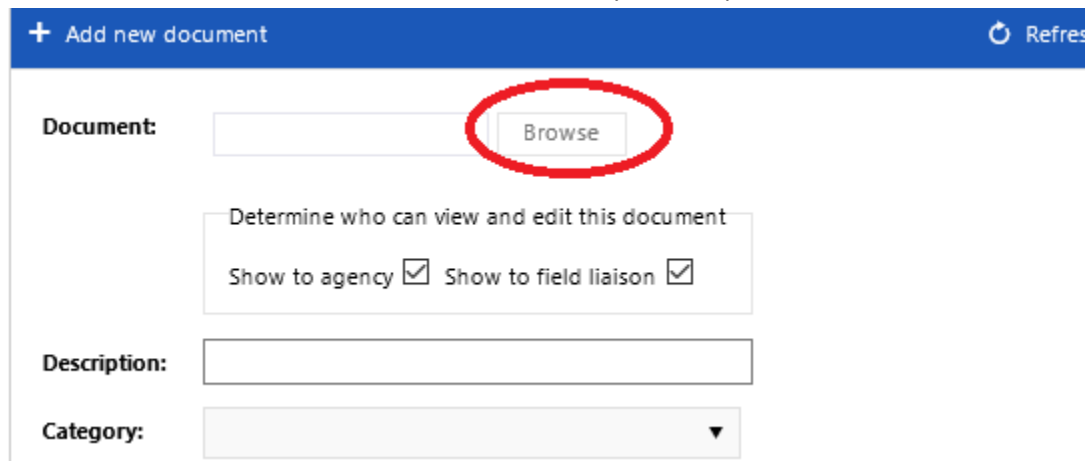
1. Click on the "Documents" tab:



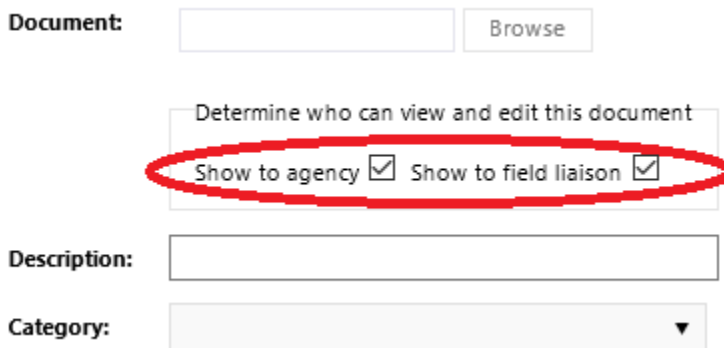
2. Click on "Add New Document":



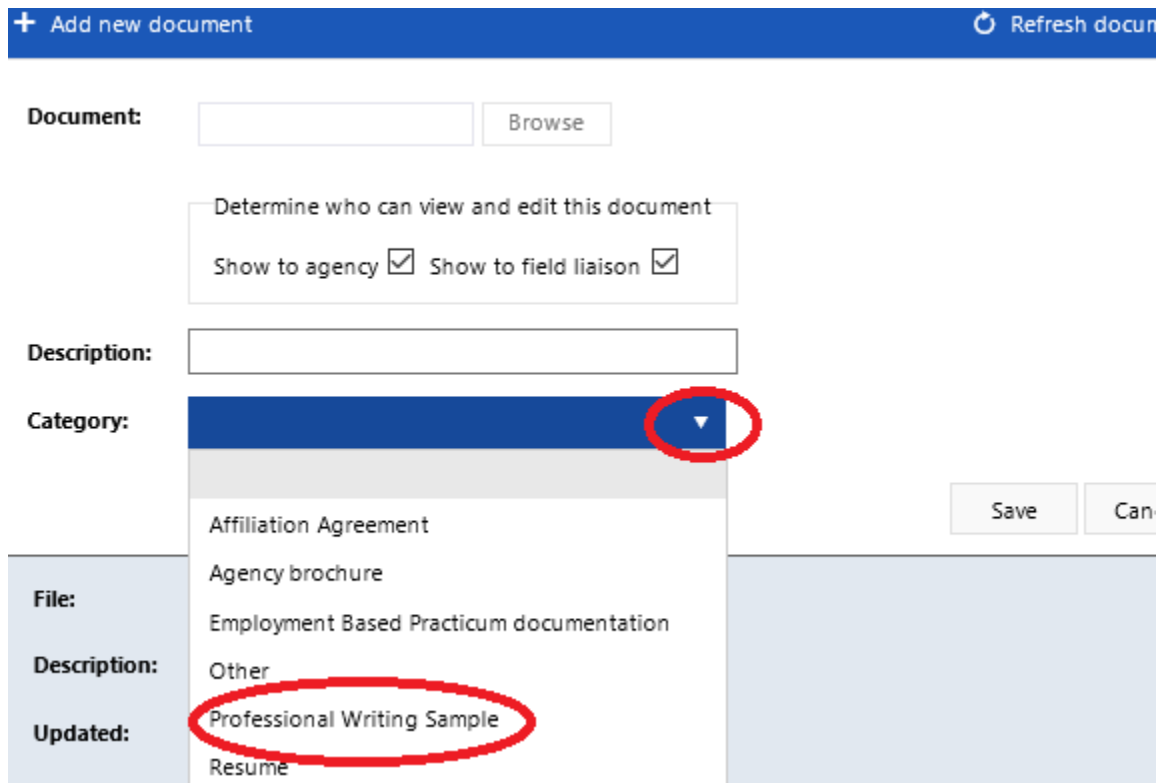
3. Click "Browse" to find and select the document on your computer:

A screenshot of the 'Add new document' form. The 'Document:' field is empty, and the 'Browse' button is highlighted with a red oval. Below the 'Document:' field 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 is a 'Description:' field and a 'Category:' dropdown menu.

4. Check the boxes for "Show to agency" and "Show to field liaison":

A screenshot of the 'Add new document' form. The 'Document:' field is empty, and the 'Browse' button is visible. Below the 'Document:' field 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. This section is highlighted with a red oval. Below this is a 'Description:' field and a 'Category:' dropdown menu.

5. 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 the text "Refresh document" 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 titled "Determine who can view and edit this document" containing 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 with a blue header and a white body. The dropdown is open, showing a list of categories: "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:".

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

+ Add new document

Refresh documents

Document: Professional Writing Sample Fall.docx × Remove

Determine who can view and edit this document

Show to agency Show to field liaison

Description:

Category:

Professional Writing Sample ▼

Save

Cancel