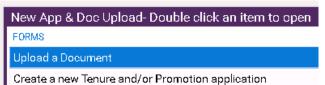
TeP Tenure and Promotion

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Upload a document

Double click the *Upload a Document* link in the top left of the portal.



A new window will open. Please follow all instructions on the new window. These will mark any file specifications.

Indicate whether or not you would like to receive a receipt of your submitted document.

When uploading documents, please consider the following:

- There is a file size limit of 25MB per document.
- Please upload .PDF documents only.
- Documents can be uploaded at any time unless you have an application under review.

Would you like to receive an email receipt of your submitted document?*

○ Yes ○ No

Use the dropdown menu to select which type of document you are uploading

What type o	of document w	ould you like to	upload?*	
				•

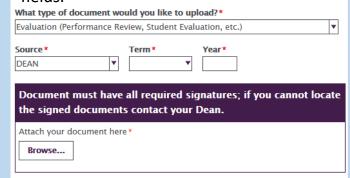
You will see additional instructions and a browse button appear. These are specific to the document type you are uploading.

This document must not exceed 10 pages in a 10 point font. If you have already uploaded this document, the system will automatically remove the previous version when you upload a newer version.

Attach your document here*						
Browse						

Upload a document, cont.

You may be prompted to fill out additional fields



Click on *Browse...* button and then navigate to the appropriate file that you wish to upload.

When you are satisfied with your upload, click [*Submit*]. Your document will be stored in your file.

Once you click submit, you are prompted to fill out another form.



If you do not want to fill out another form, click [**No**] and close the window. If you do, click [**Yes**] and a new form starts.

Repeat for each document that you need to upload.