

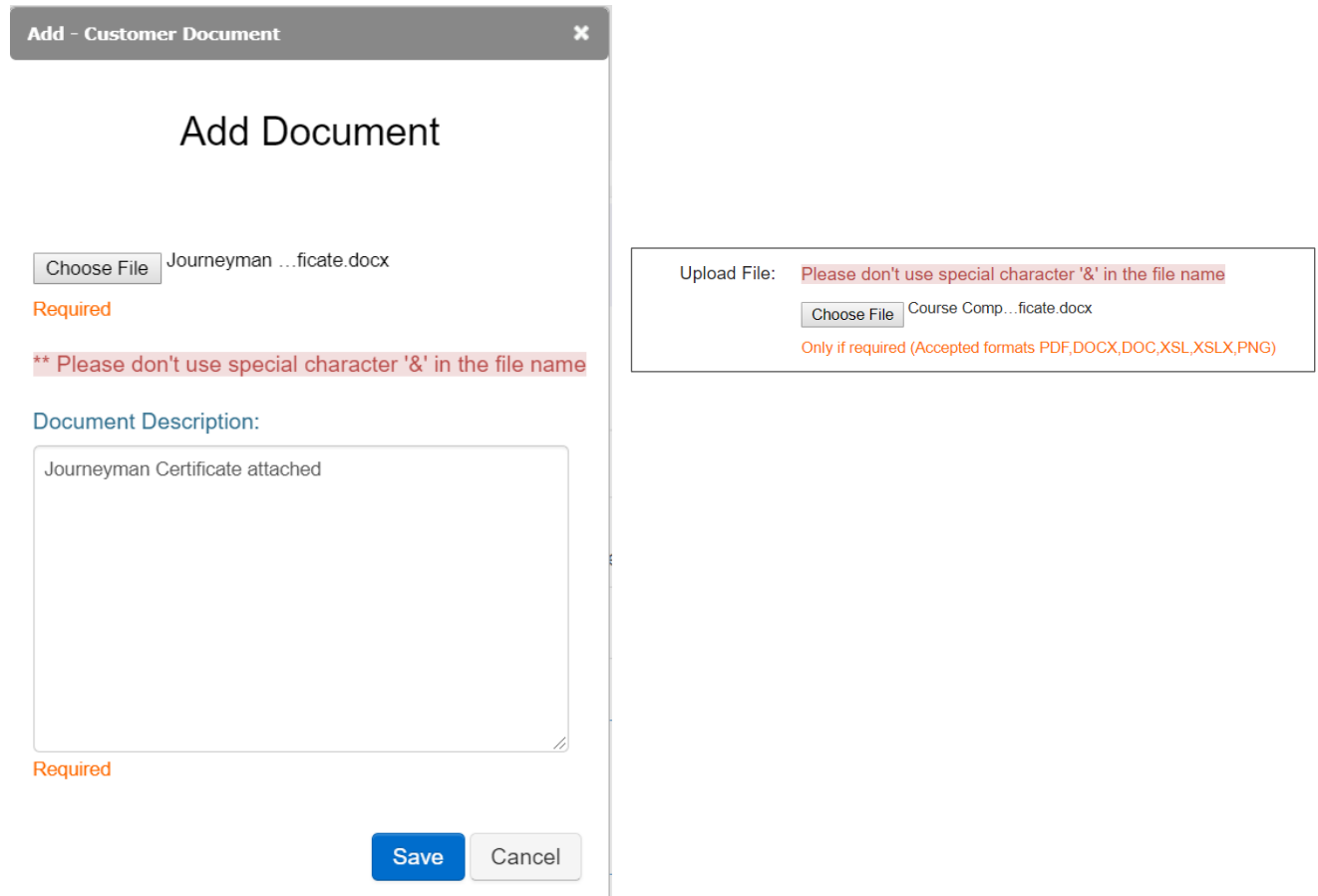
Upload a Document

This tutorial walks you through the steps to upload a document. The steps to upload a document are the same regardless of where in Council Connect you perform this function.

To upload a document, you will first need to scan and save the document to your computer.



Tip: You can only upload a single file at a time. If you need to upload multiple documents, scan them together as a single file, then upload that file.



Add Document

Choose File Journeyman ...ficate.docx

Required

** Please don't use special character '&' in the file name

Document Description:

Journeyman Certificate attached

Required

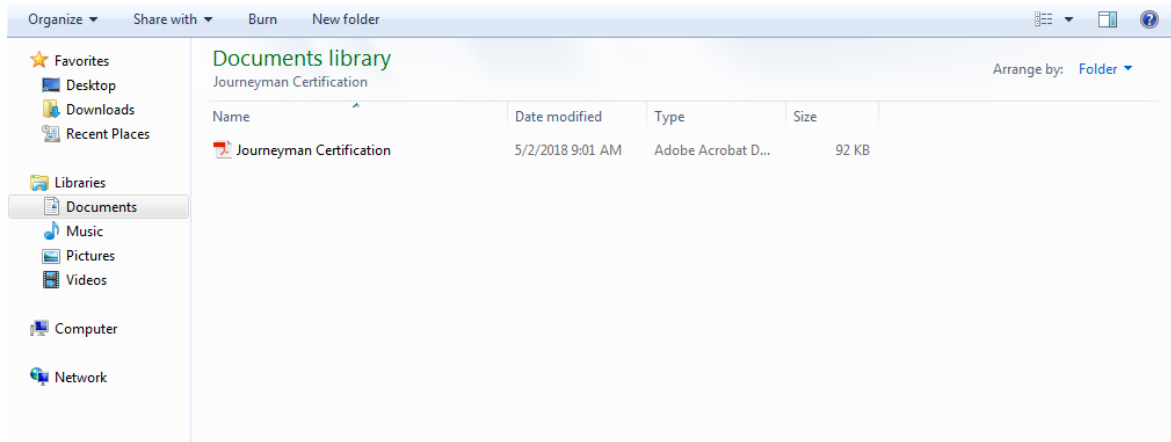
Save Cancel

Upload File: Please don't use special character '&' in the file name

Choose File Course Comp...ficate.docx

Only if required (Accepted formats PDF,DOCX,DOC,XSL,XSLX,PNG)

1. From the **Add Document/Upload File** page or area:
 - a. Click the **Choose File** button



2. From the **browse screen**:
 - a. Select the file from your computer or external drive (click on the file name)
 - b. Click the **Open** button
 - c. If you are uploading a file to meet a requirement on a certification or accreditation application, type a description of the document in the mandatory document description field.
 - d. Click **Save** or **Submit**.

Your document upload is complete.