

Don't Pack it, Upload It!

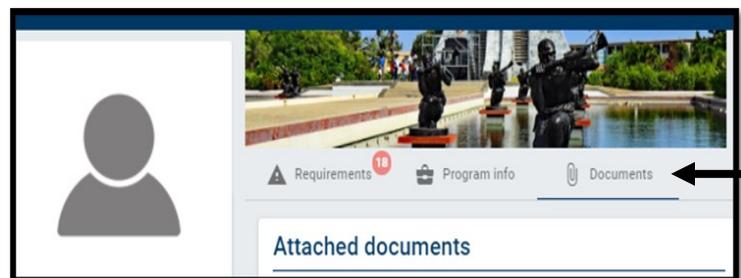


This document contains instructions on how to upload academic forms and other documents in your IP portal.

Step 1: Log on to your [IP portal](#)

A screenshot of the login page. The title is "Please log in:". There are two input fields: "Username:" and "Password:". Below the password field is a blue "Login" button and a link "Forgot your password?". To the right, there is a box titled "First Time Users:" with instructions: "If you are a first time user of this site, click the link which describes the type of user that you are:". Below this are links for "Applicant", "Recommender", "Reviewer", and "Staff".

Step 2: Click on the "Documents" section.



Step 3: Select an upload category to drag/drop a file or click to browse a file to upload.

A screenshot of the "Upload new documents" page. It has a title "Upload new documents" and a list of five categories, each with a "Browse" button and a "Drag/drop file here to upload or click to" instruction. The categories are: "CSUIP Registration Form", "Course Description Form", "Credit No Credit Request Form", "Misc Academic Docs", and "Unofficial Transcript(s)".