

# Don't Pack it, Upload It!



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

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

Please log in:	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <a href="#">Forgot your password?</a>	
<b>First Time Users:</b> If you are a first time user of this site, click the link which describes the type of user that you are:  <a href="#">Applicant</a> <a href="#">Recommender</a> <a href="#">Reviewer</a> <a href="#">Staff</a>	

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Step 2: Upload academic forms and other documents in the “Attached Documents” section.

Example:

Attached Documents
The following files have been attached to your application. Click the filename to download the attached document.

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Step 3: After your upload is complete select the document type.

You have four options to choose from:

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

No file chosen

- select document type -
- select document type -
- CSU IP Registration Form
- Course Description Form
- No Credit Request Form
- Misc Academic Docs