

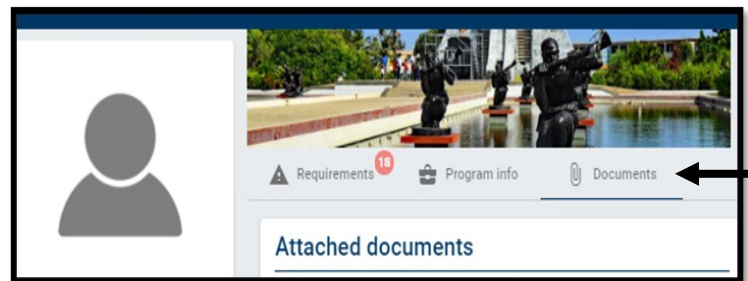
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This document contains instructions on how to upload academic forms and other documents in your IP portal.

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

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.