

# INSAR Procedures: How to UPLOAD your Student Eligibility Form

## LOGIN TO YOUR PROFILE-

The screenshot shows the top navigation bar with links for 'Create A Profile', 'Contact Us', 'Sign In', and 'Join INSAR'. Below the navigation is the INSAR logo and a secondary menu with 'Home', 'About INSAR', 'Events', 'Membership', 'Research', 'Resources', and 'Sponsorship'. The main content area is titled 'NSAR Member and Visitor Login' and contains a login form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Sign In' button. To the right, there are sections for 'Latest News' (dated 4/13/2017), 'Calendar' (dated 7/13/2017), and 'Important Dates'.


## Under My Profile, go to **Files & Links**

The screenshot shows the 'My Profile' page for a user named Kate Hucks. The profile information includes 'Student Member', email 'khucks@', and address '342 N Main St, West Hartford, CT'. There is an 'Edit' button for the professional information. On the right side, a 'My Profile' sidebar lists various options: Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer A Friend.

## Click on **Manage Files & Links**

The screenshot shows the 'Files & Links: Kate Hucks' page. It features a 'Manage Files & Links' link and a 'File Library' section. The file library table has columns for 'Item Name' and 'Date Posted', but it is currently empty with the message 'There are no files to display.' The right sidebar is identical to the previous screenshot, showing the 'My Profile' navigation menu.

Click on Add a New Item



Home About INSAR Events Membership Research Resources Sponsorship

View Files & Links


**Add a New Item**

Order	Options	Item Name	Type	Visible	Last Modified
There are currently no items in this collection.					

**My Profile**

- Profile Home
- Manage Profile
- Create Resumé
- Groups
- Networks
- Files & Links
- Favorites
- Messages

Click on FILE and then Choose your File to upload. It should be named:  
**STUDENTFORM\_YOURFULLNAME\_DATE**



Home About INSAR Events Membership Research Resources Sponsorship

Files & Links

**Add Item to My Files & Links**

File  URL

Private (Not Visible in Profile)

Members Only

Choose File No file chosen


1000 (of 1000 characters remaining)

**My Profile**

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info
- Refer A Friend

**Latest News**

Read, then Click on I Agree with Terms of Upload Agreement



Files & Links

**Add Item to My Files & Links**

File  URL

Private (Not Visible in Profile)

Members Only

Choose File StudentForm...uly2017.pdf

1000 (of 1000 characters remaining)

I agree with the terms of the Upload Agreement.