

HOW TO UPLOAD YOUR STUDENT ELIGIBILITY FORM

STEP ONE

After you [Login](#), on the top—right hand side you will see [My Profile](#) options like the picture below:

Create A Profile Contact Us **My Profile** Sign Out



STEP TWO

Under *My Profile*, you will have to option to select [Files & Links](#).

MY PROFILE

Profile Home
 Manage Profile
 Create Résumé/CV
 Groups
 Files & Links
 Messages
 Membership Info (Renew!)
 Refer A Friend



STEP THREE

Click on *Manage Files & Links*

Manage Files & Links

File Library

ITEM NAME

DATE POSTED

STEP FOUR

Click on *Add a New Item*



 **Add a New Item**

ORDER OPTIONS ITEM NAME

Th

STEP FIVE

- Fill the *File* radio button.
- It should be named:
STUDENTFORM_YOURFULLNAME_DATE
- Maintain the *Private (not visible in Profile)* radio button
- Then click *Choose File* to upload
- Read, then click on *I Agree with Terms of the Upload Agreement*
- Then click on the *Submit* button

Add Item to My Files & Links

Item Type ☒ File ☐ URL

Name

Visible to ☒ Private (Not Visible in Profile) ☐ Members Only

File to Upload No file chosen

Description (of 1000 characters remaining)

☐ I agree with the terms of the [Upload Agreement](#).