

Uploading materials

1. Open the applicant's application.
2. Scroll to the "upload materials tab."
3. To upload you will click the green plus and browse your computer for the file. If you are uploading transcripts and letter of recommendation you will need to click the School or Name for the green plus and red minus button to appear.
4. To update material click the green plus, browse and upload. The new file will be uploaded over the old one so no deleting necessary.
5. Save

Use this function to scroll through the tabs

Click on the School or Name in the recommendation section for the plus and minus to appear.

School Name	Unofficial Transcript	Official Transcript
1 The Citadel	View + -	+ -
2 Florida State University		
3 Tallahassee Community College		
4		
5		
6		
7		
8		
9		

First Name	Last Name	Recommendation Letter 1	Recommendation Letter 2	Submitted Form
1 David	Stone			View
2 Tiffany	Grimes	View		
3 Andrew	Long			View

Completed Save Close