## How to Upload a Document

The process for uploading a document is the same, no matter which compliance eform you need to submit.

**EXPERIENCE AND TRAINING**

▼ **Personnel - Review** ✚

Delete Personnel - Review

Name
Investigator, Pete

Principal Investigator ☑    Start Date  04-Jun-2021    End Date    * Role ⌄

*Upload a copy of your CITI training certificate: Investigators, Staff and Students - Lab Animal Research. Instructions for downloading your certificate from CITI may be found here.

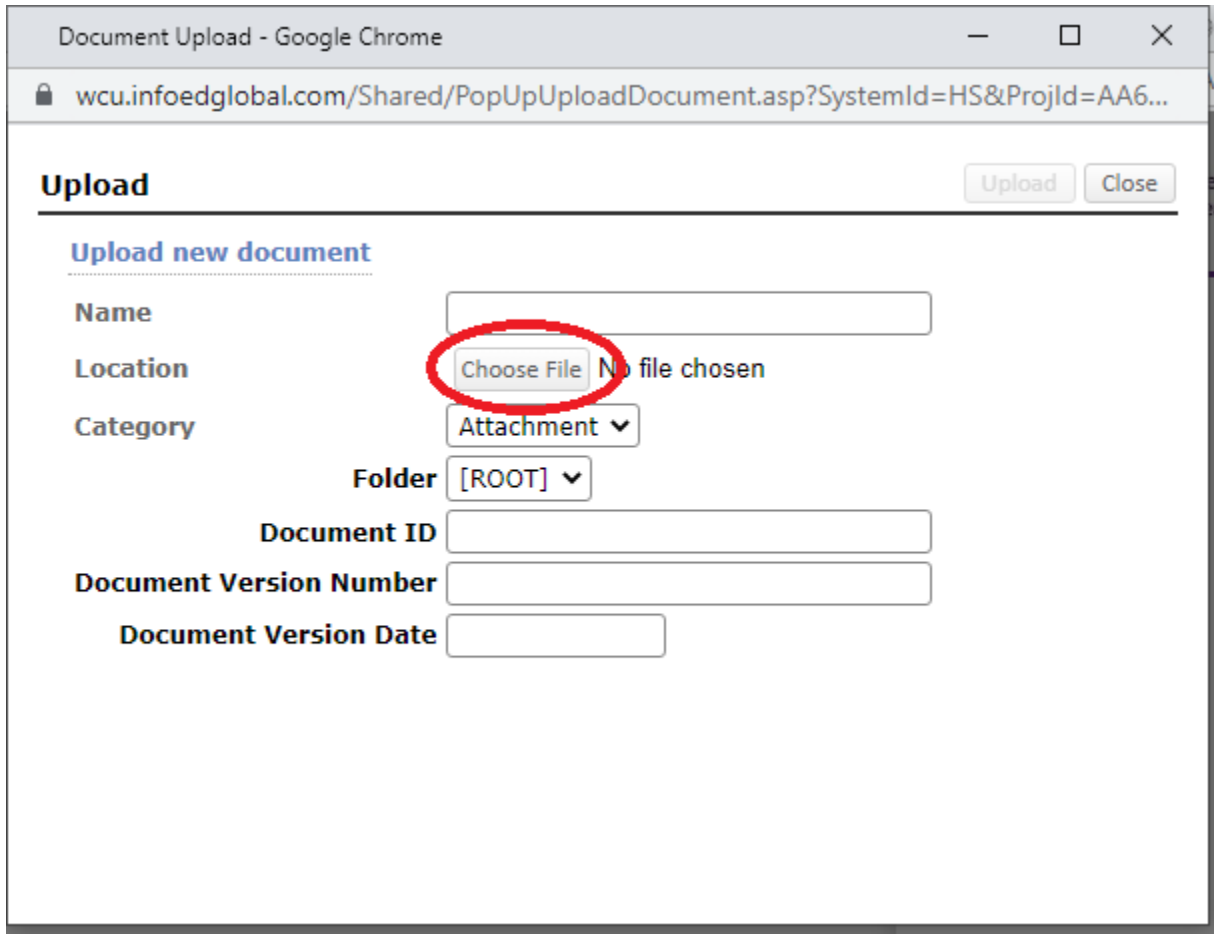⬆ **Click this icon to upload a document**

*WCU Role ⌄

*Responsibilities: List primary activities this person will conduct.

Click the icon to upload a document. A popup will appear. Click 'Choose File'. Find the document you wish to upload.

Document Upload - Google Chrome    —  ☐  ✕

🔒 wcu.infoedglobal.com/Shared/PopUpUploadDocument.asp?SystemId=HS&ProjId=AA6...

**Upload**    Upload    Close

**Upload new document**

Name

Location    Choose File  No file chosen

Category    Attachment ⌄

Folder    [ROOT] ⌄

Document ID

Document Version Number

Document Version Date

Name the document. No other information needs to be entered. Document ID, Document Version Number, and Document Version Date, are document control fields that may be used by the researcher.

Click 'Upload'. The upload is now complete.



The popup will close, and you will be returned to the application. To verify that your document was uploaded, click on the reading glasses that now appear next to the upload button.