**How to Upload Documents to the Trainee Files System**

**Staff**

**Step 1:** Log-in – this will be with your ‘ucj’ number and your password that was emailed out previously (which you are asked to change on your first login).

**Step 2:** Along the top-right hand side of the screen, you should see a number of options (you might not have all options, depending on your level of access):

**Home – Placements – Users – Submissions – My Account**

The option you need is ‘**Submissions**’.

**Step 3:** When you click into ‘**Submissions**’, you will see a list of trainees. To access a trainees’ file, click on the trainee name.

**Step 4:** Once in this, you will see a number of accordions organised by year, opened via pressing the little left-pointing arrow on the right hand side of the screen. The top accordion contains the trainees’ Personnel File.

**Step 5:** You will then see a break-down of the placements that occurred during each academic year, and a list of documents that should be uploaded.

**Step 6:** To upload a document, click where it says ‘Not Submitted’. This will open up a box, where you can then browse your desktop to find the relevant document.

**Step 7:** Once a file is uploaded, it will state the time/date the file was uploaded in the ‘Submitted’ column. If it does not show this then the upload did not complete.

**Additional**

* Please note the system only likes PDF or Word files to be uploaded.
* Once uploaded, you do not have access to delete the document. If you ever upload in error, please let the Clinical Placements administrator know and they will delete it for you.
* You have the option of uploading additional documents that you might feel relevant to add to the trainee files; you can do this under what accordion you feel relevant, under the area titled ‘Upload additional files for…’ If you would like the file to remain confidential from your trainee for some reason, please click the ‘Make file hidden from trainee’ box, which appears as part of the upload screen when clicking into ‘Not Submitted’. When uploading additional files, please ensure you give it an appropriate Title and Description in the necessary fields.