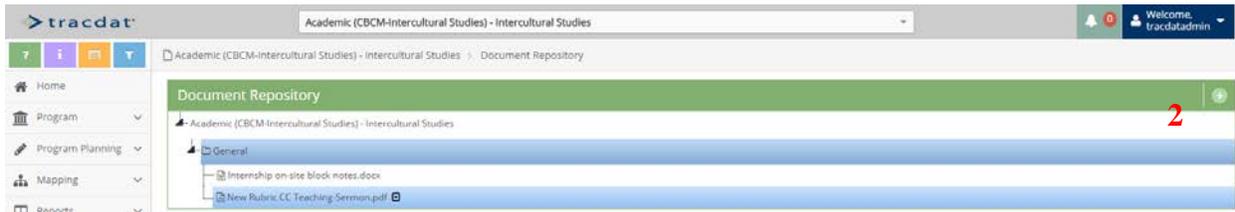# ADDING A DOCUMENT TO THE DOCUMENT REPOSITORY

1. From your program's home page click on Documents and Document Repository. This will open the Document Repository page.

2. To add a document to your program's repository, click the plus sign on the far right of the "Document Repository" field. This will open the Document upload page.

3. Choose the "General" folder. (NOTE- You can add and use other folders for your program if you choose. Contact the IE Office for details).

4. Click in the "Click to browse for files" field. This will open your computer's folder system. Choose the file from your folder system that you want to upload and click "open".

5. This will insert the file into the "Name" field. You may add a description if you wish.

6. Click on "Save." The document will be added to your repository.