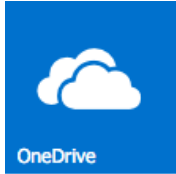


## How to Upload Your Documents for Final Dean's Review

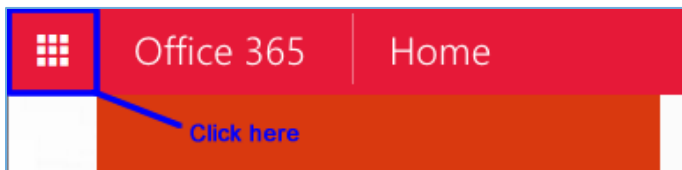
These instructions pertain to faculty who wish to upload their content for both Term Contract Renewal, and for Promotion and Tenure at the Dean's Review level.

1. Go to [portal.office.com](https://portal.office.com) to log into Office 365.
2. Log in using your [user name]@oneonta.edu and your **SUNY Oneonta password**.
3. Go into your OneDrive.

To access your OneDrive, click the OneDrive icon after you have logged in:



If this icon does not appear, click the App icon in the upper left, and then click the OneDrive icon



4. Once in your OneDrive, click "**Shared with me**" on the left.
5. Identify the relevant folder(s) which have been shared with you by your school's secretary. The naming convention for the folders is as follows:

**[Your Last Name], [Your First Name] – [Your Department] – [Relevant Semester/Year]**

An example:

 Faculty, Joe – Foreign Languages – Spring 2016

**Once inside your folder, you may upload your content. To upload your content:**

1. Click 'Upload'



2. In the resulting Browse dialog, navigate to the document in question
3. Click Open to upload the document.