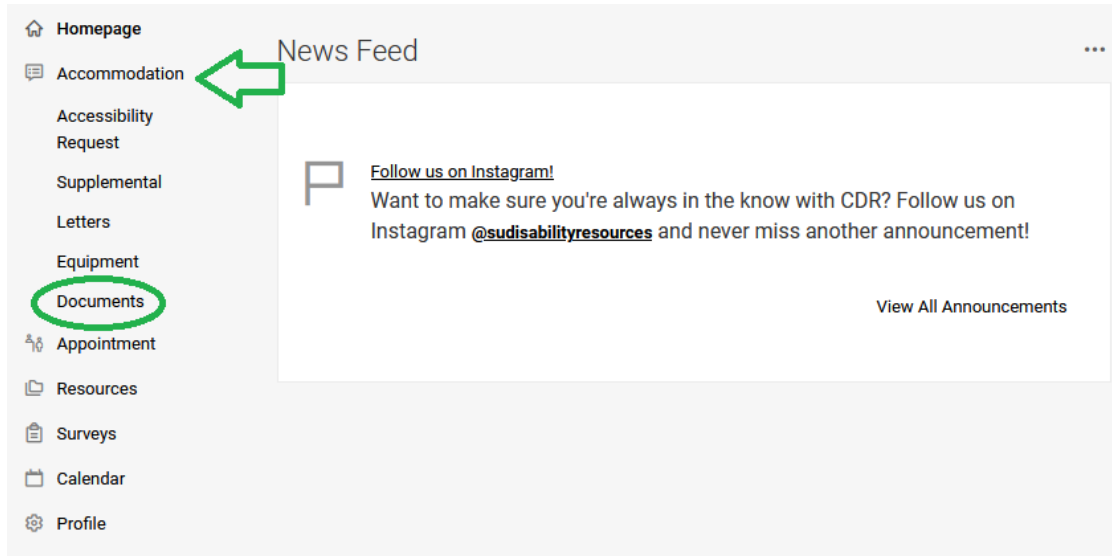
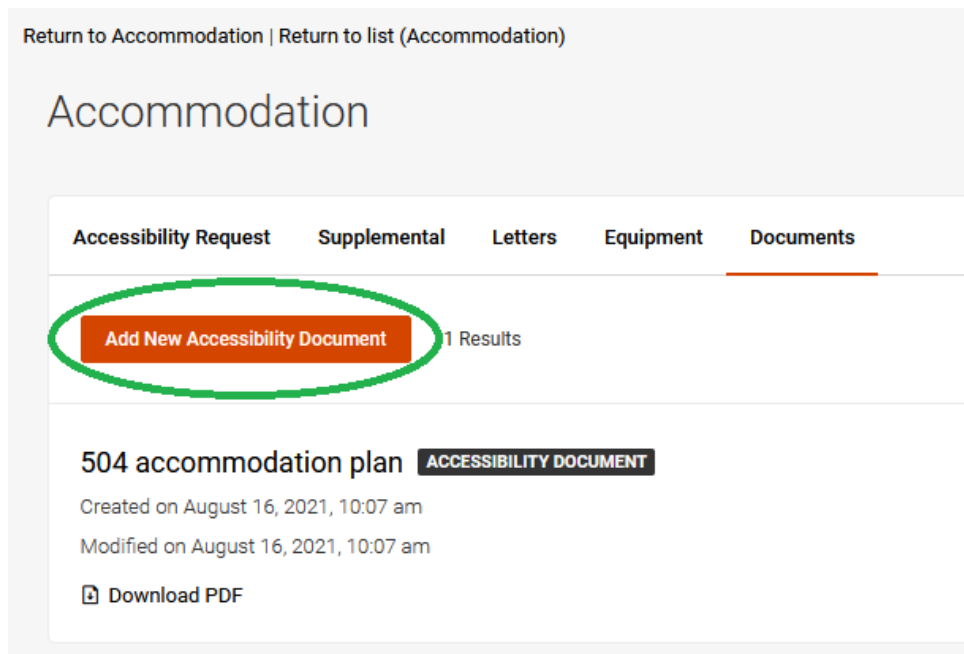


How To Upload Documents to your Disability Resource Portal

1. Log in to your Disability Resource Portal through your MySlice. Locate the **Disability Student Portal link** within your **Disability Resources** pagelet (you may need to scroll down to the bottom of your page). You should arrive at your profile home screen (shown below). Using the Accommodation drop-down menu in the navigation bar on the left, select the **Documents tab**.



2. From here, you will be able to access any documents that have previously been uploaded to your Disability Resource Portal. Select **Add New Accessibility Document** to upload new documents.



How To Upload Documents to your Disability Resource Portal

- From this screen, you can now upload your documents. **Name the file in the Document Title textbox, select the correct Document Type, and choose the correct file to upload through the Upload File button.** You may also provide a description or additional notes in the **Notes textbox** if needed. Once you have finished, click **Submit** (there will be two buttons for submit, either works).

The screenshot shows a web form titled "Documents" with a navigation bar at the top containing "Accessibility Request", "Supplemental", "Letters", "Equipment", and "Documents". Below the navigation bar are three buttons: "Submit" (highlighted with a green box), "Save", and "Cancel". A note below the buttons states "* indicates a required field".

The form is divided into three main sections:

- Document Information:** Contains two required fields: "Document Title *" (a text input box with a green arrow pointing to it) and "Document Type *" (a dropdown menu with a green circle around the arrow icon).
- Document:** A dashed box containing a file upload area. It features a folder icon with an upward arrow, the text "Drop files here to upload", and an "Upload File" button (circled in green).
- Notes:** A large text area for additional information, with a green arrow pointing to it.

If at any point in this process something is not working properly or you have questions, please send an email to CDRaccommodate@syr.edu or call the Center for Disability Resources at (315) 443-4498