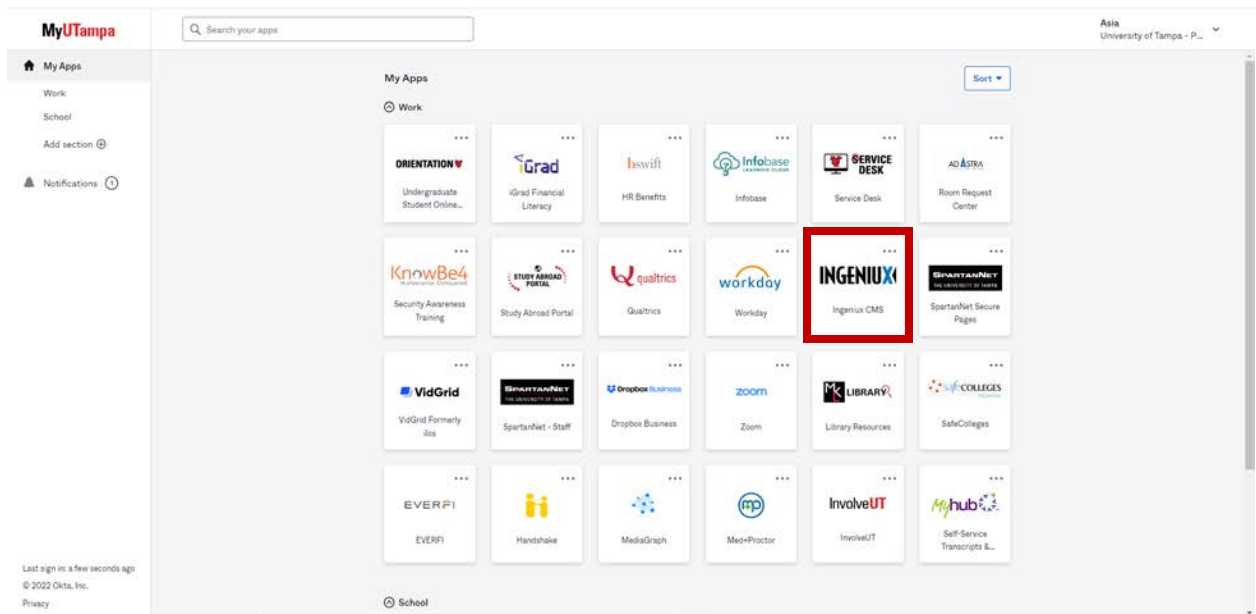


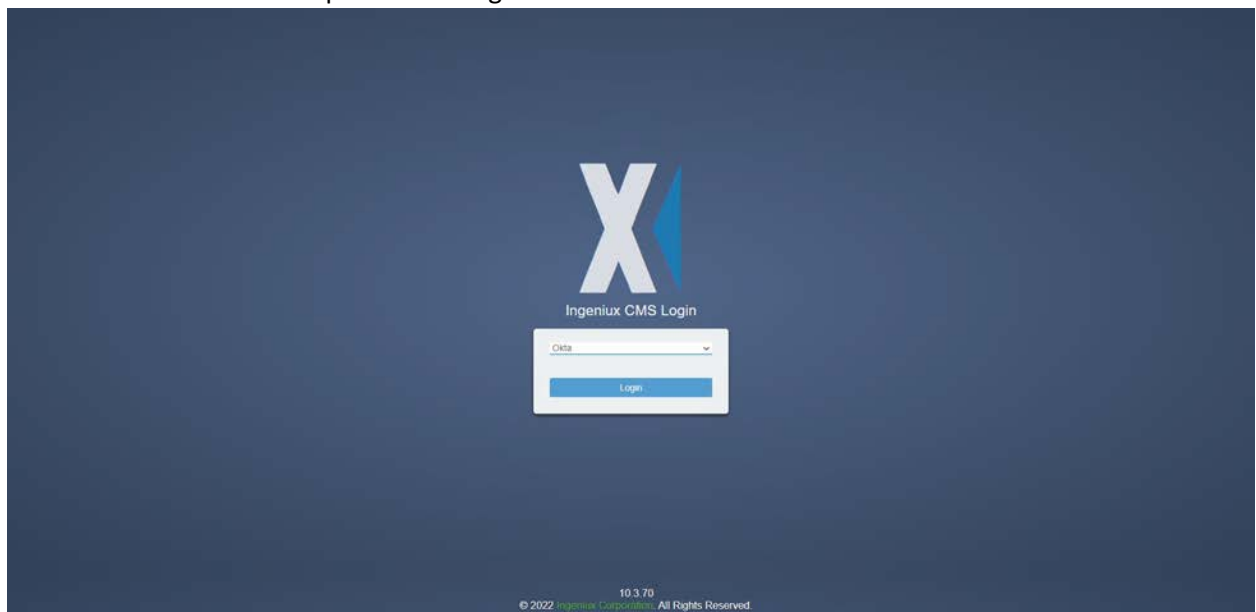
Step-by-Step Instructions on How to Upload a PDF

How to upload a new PDF

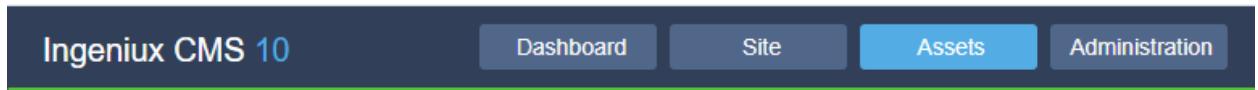
- Login to MyUTampa
- Click on Ingeniux chicket



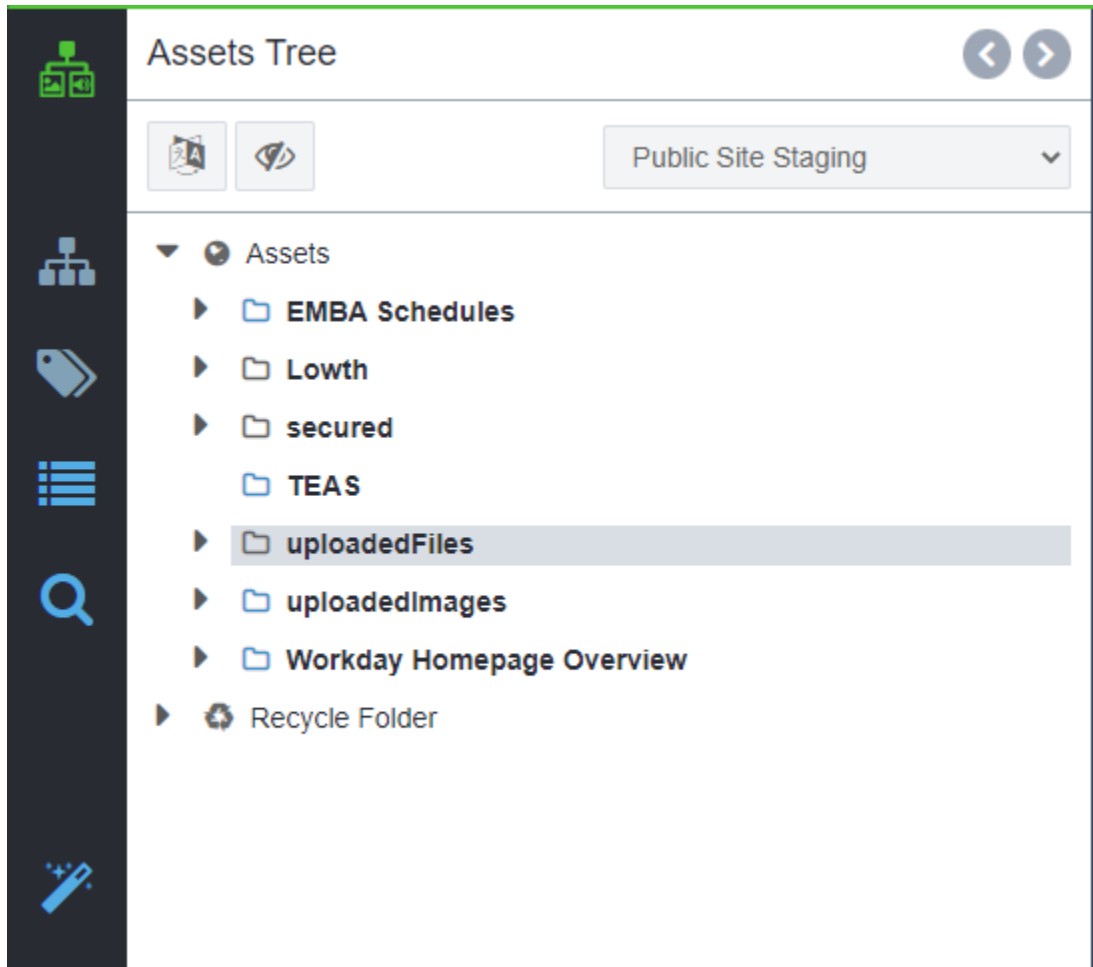
- Select “Okta” from the dropdown and login



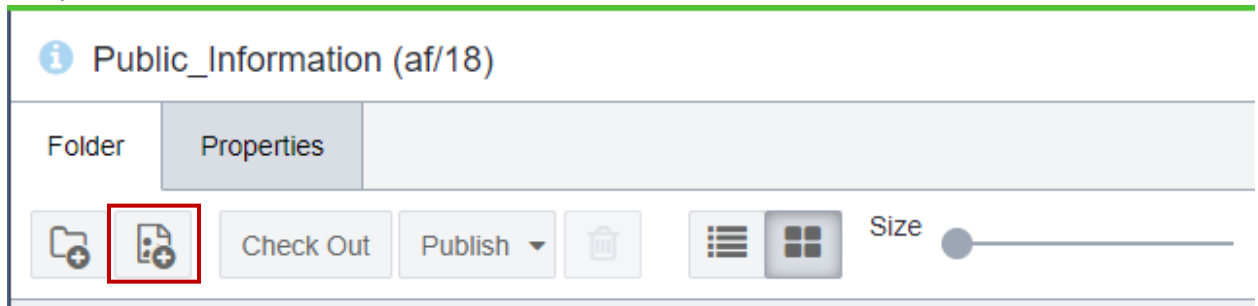
- Click on “Assets” in the toolbar



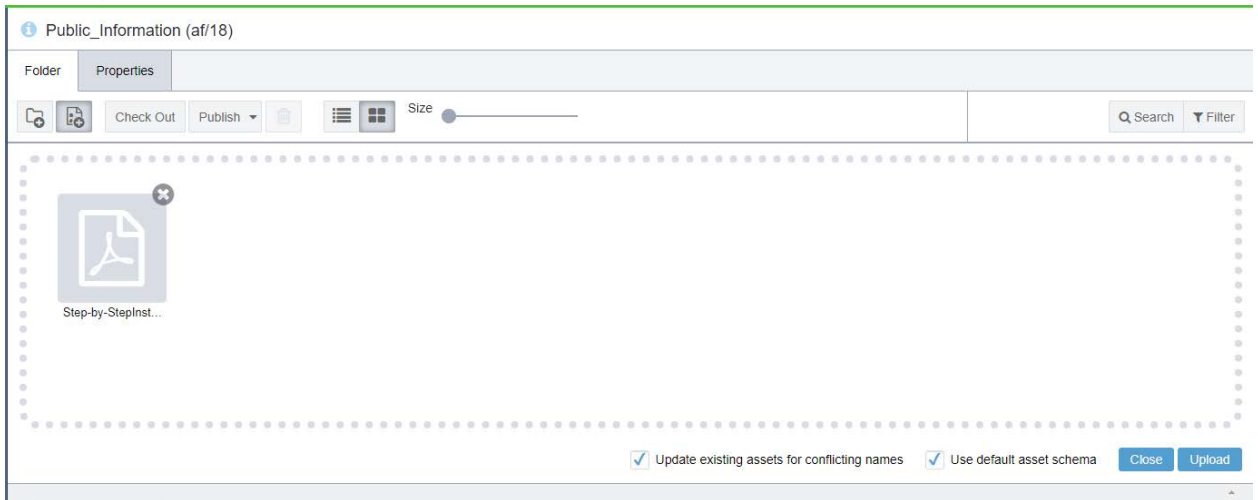
- Click on the Assets Tree on the left side of the screen



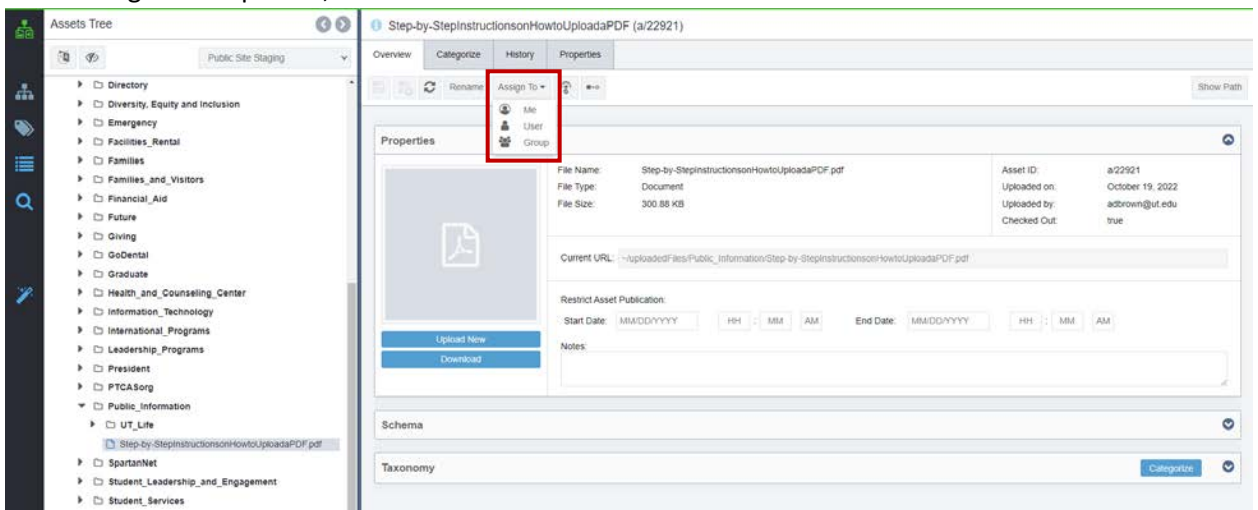
- Under “uploadedFiles” locate your department
- To upload a new PDF click the “Create New Asset” button



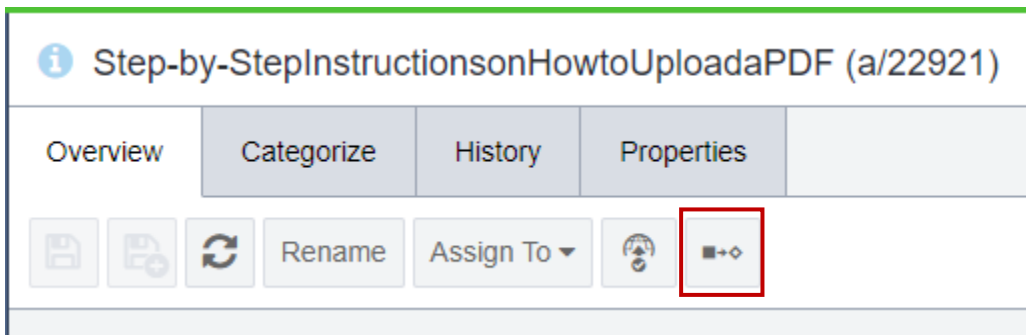
- Select your file and click “Upload” (make sure your file is saved without any spaces or the year in the title)



- Select your document from the menu
- In the Assign To dropdown, select “Me”



- Click “Advance in Workflow” button

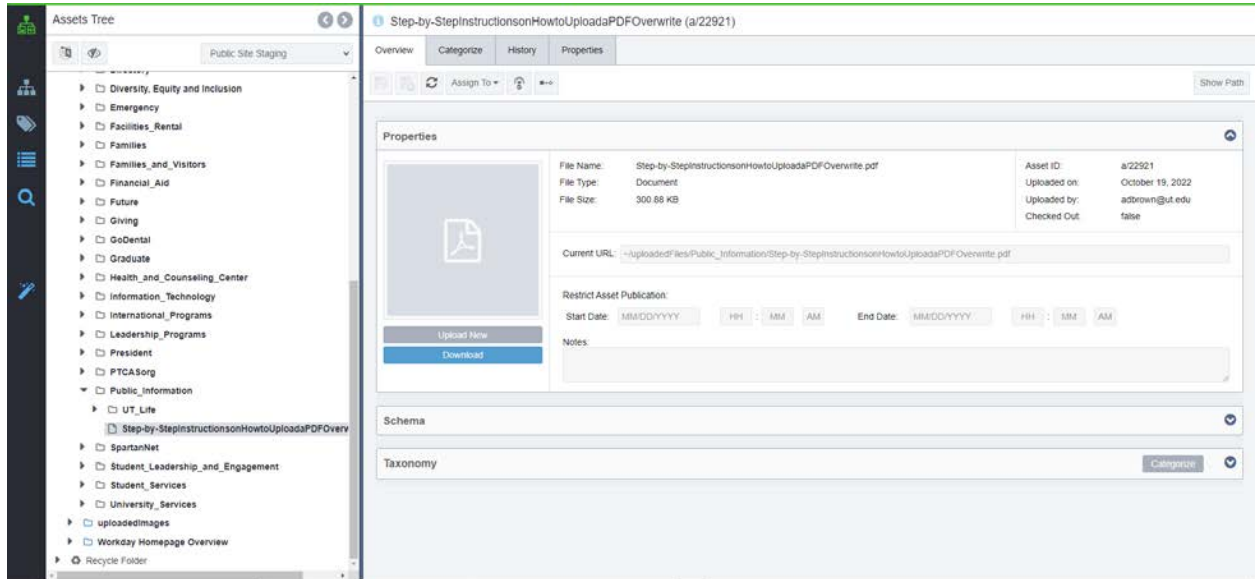


- Click “Advance Workflow”. Do not select anyone from the list.

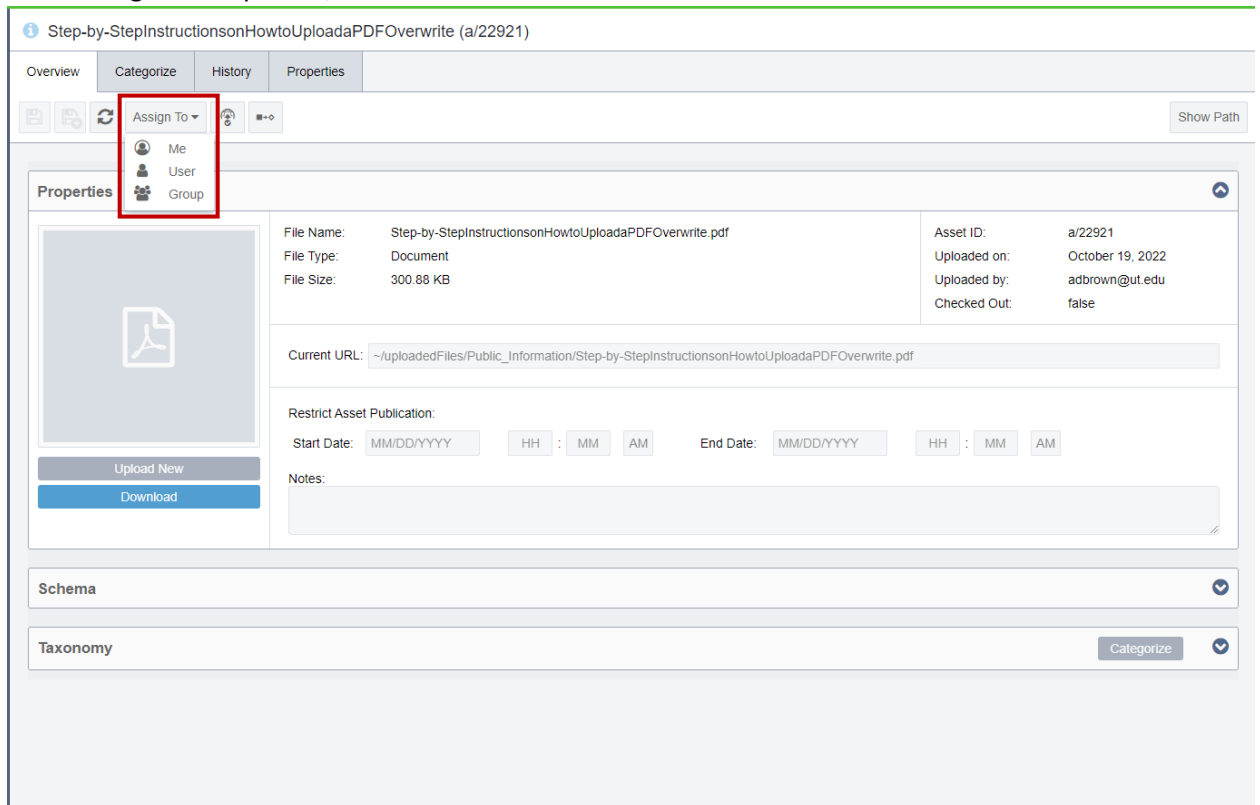
The screenshot displays a workflow management interface. On the left is an 'Assets Tree' with a search bar and a list of folders including 'Directory', 'Diversity, Equity and Inclusion', 'Emergency', 'Facilities_Rental', 'Families', 'Families_and_Visitors', 'Financial_Aid', 'Future', 'Giving', 'GoDental', 'Graduate', 'Health_and_Counseling_Center', 'Information_Technology', 'International_Programs', 'Leadership_Programs', 'President', 'PTCABorg', 'Public_Information', 'UT_Life', 'Step-by-StepInstructionsHowtoUploadaPDF.pdf', 'SpartanNet', 'Student_Leadership_and_Engagement', 'Student_Services', 'University_Services', 'uploadedimages', 'Workday Homepage Overview', and 'Recycle Folder'. The main area shows a document titled 'Step-by-StepInstructionsHowtoUploadaPDF (a/22921)' with tabs for 'Overview', 'Categorize', 'History', and 'Properties'. An 'Advance Workflow' dialog box is open, showing a vertical flowchart with three stages: 'Authoring' (top, blue circle), 'Accessibility' (middle, green circle), and 'Published' (bottom, white circle). The dialog contains the following fields: 'Send for Accessibility Review' (dropdown), 'Please select a workflow transition.', 'Next State: Accessibility', 'Next Group: Web Accessibility Reviewer', 'Asia Brown' (dropdown), and 'Comments...'. At the bottom of the dialog are 'Cancel' and 'Advance Workflow' buttons. In the background, the document's metadata is visible, including 'Asset ID: a/22921', 'Uploaded on: October 19, 2022', 'Uploaded by: adbrown@ut.edu', and 'Checked Out: true'. There are also date and time pickers (MM/DD/YYYY, FBI, MM, AM) and a 'Categorize' button at the bottom right.

How to overwrite a PDF

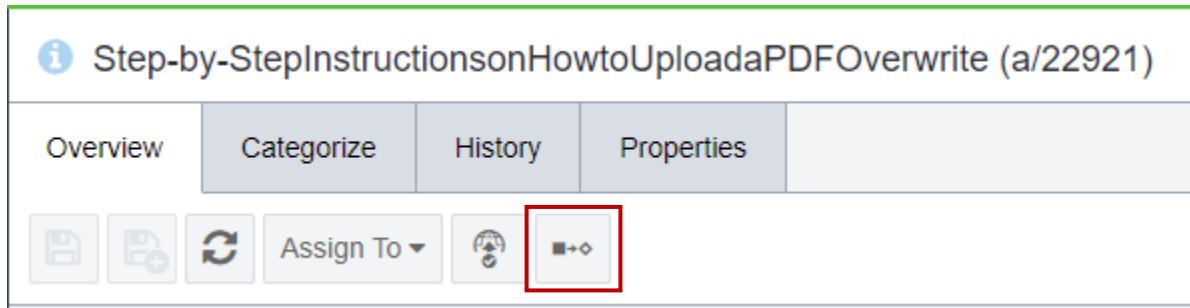
- Locate the PDF you want to overwrite in your department folder



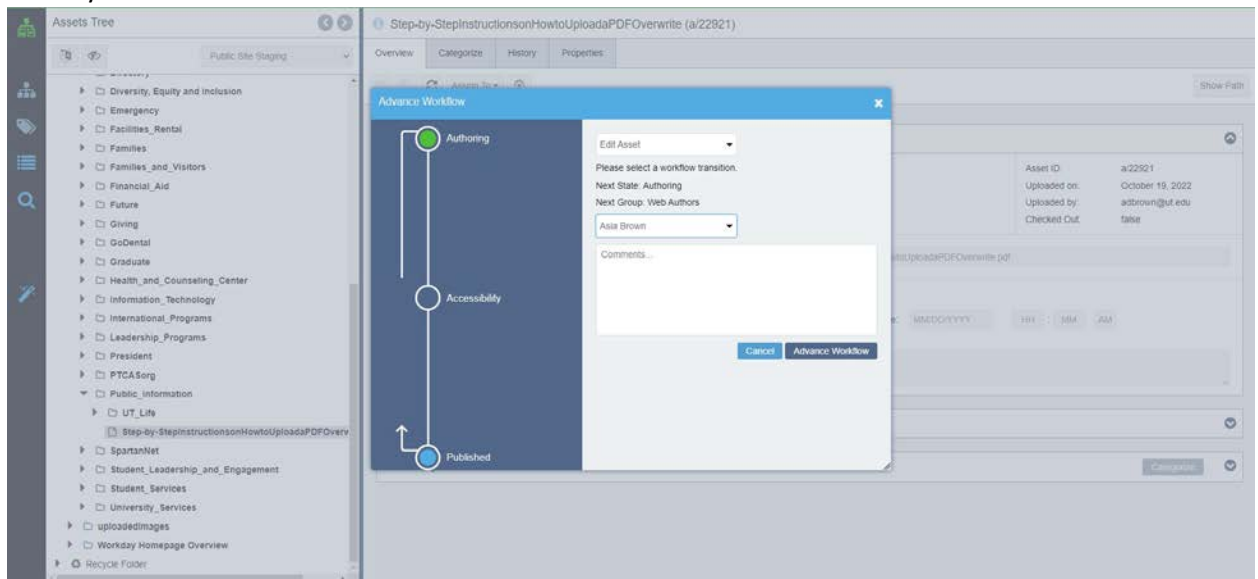
- In the Assign To dropdown, select "Me"



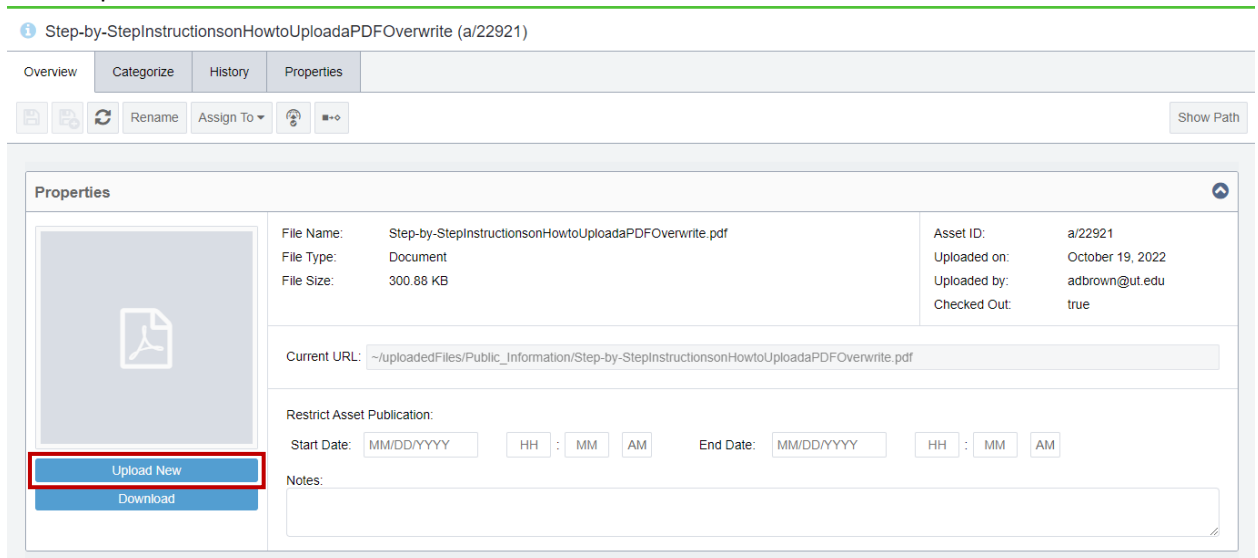
- Click “Advance in Workflow” button



- Select your name from the list and click “Advance Workflow”



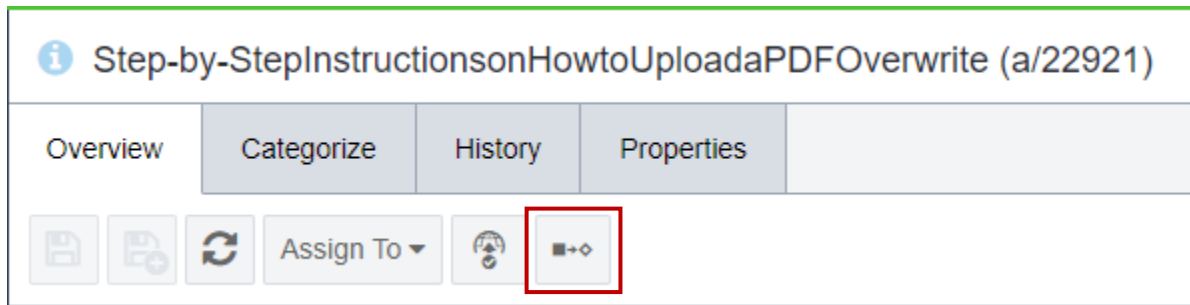
- Click “Upload New”



- Select your file and click “Upload”



- Click “Advance in Workflow” button



- Click “Advance Workflow”. Do not select anyone from the list.

