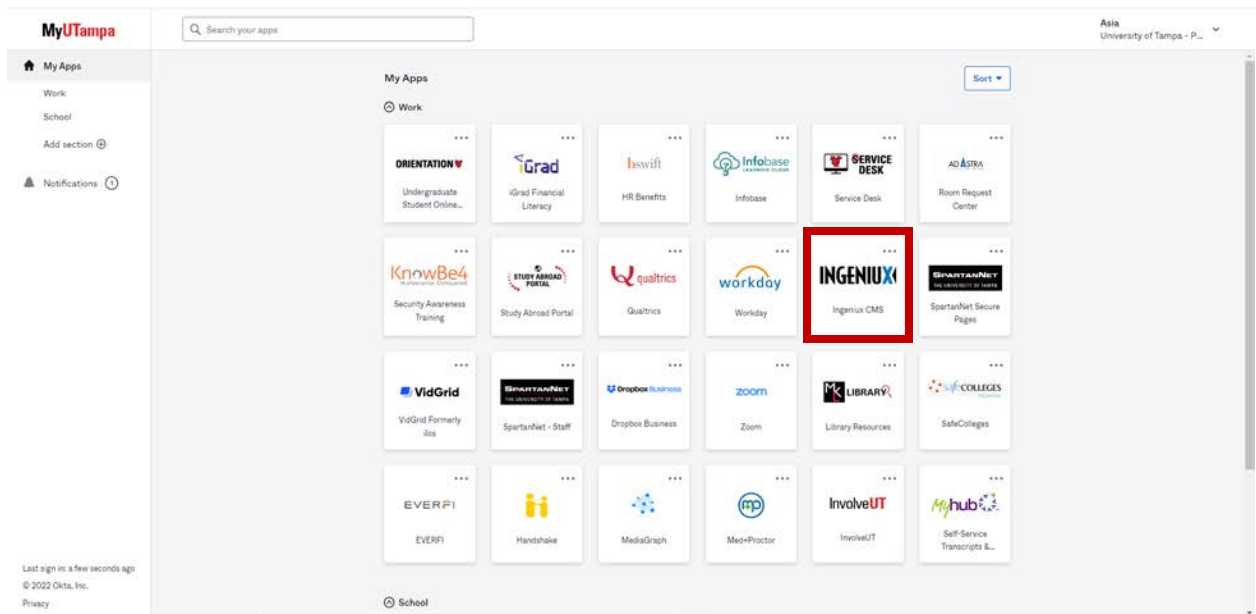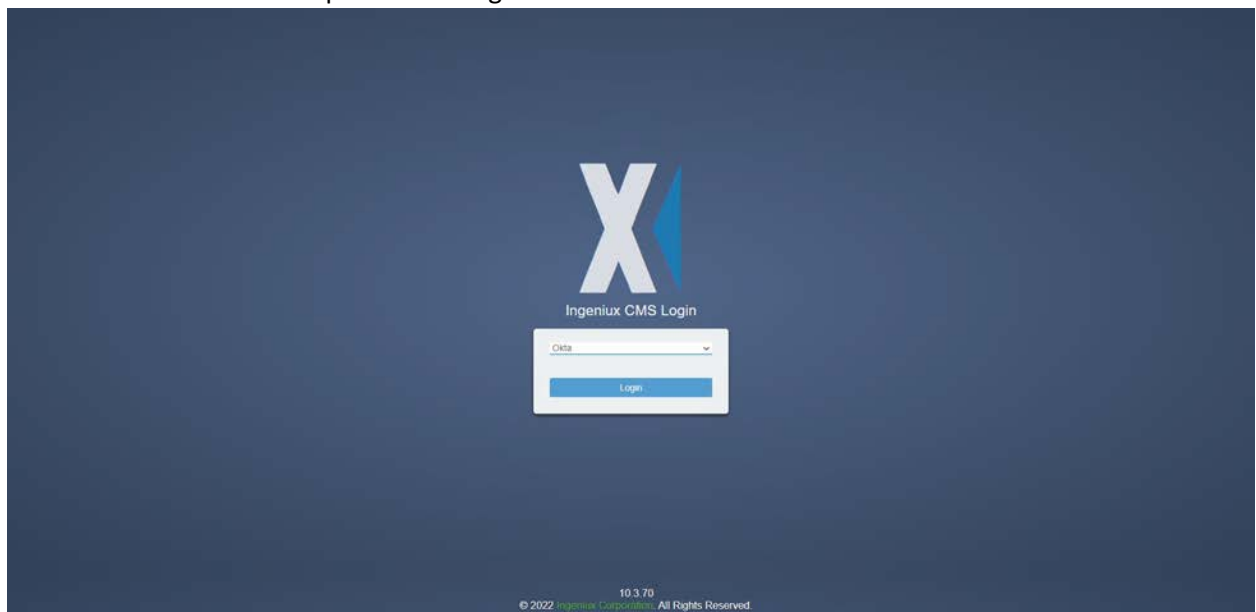# Step-by-Step Instructions on How to Upload a PDF

How to upload a new PDF
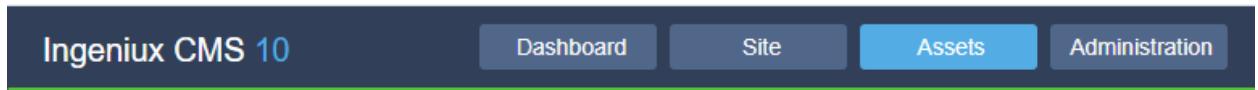- Login to MyUTampa
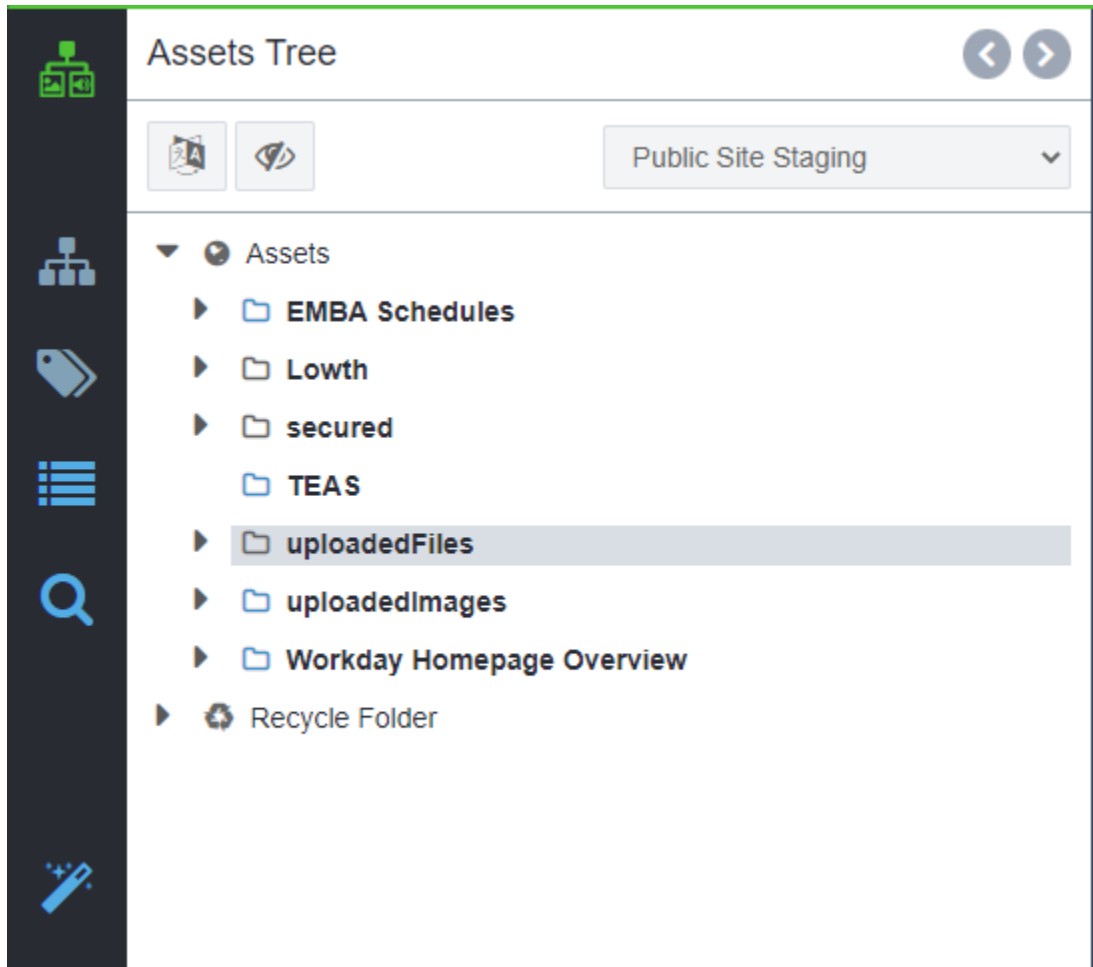- Click on Ingeniux chiclet

- Select "Okta" from the dropdown and login
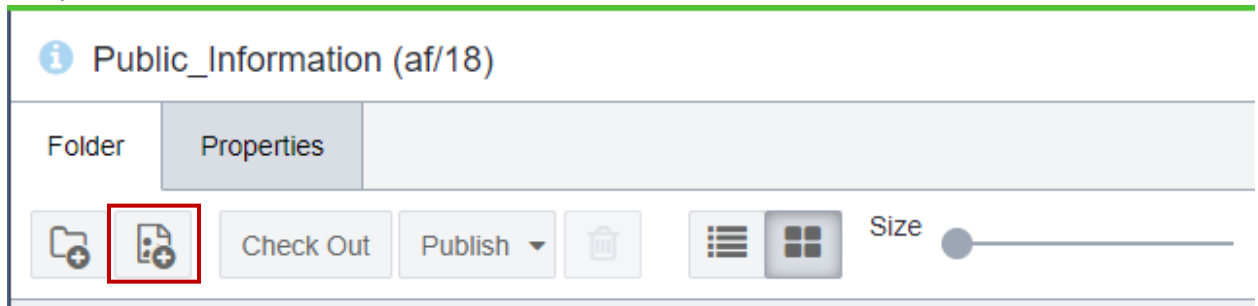
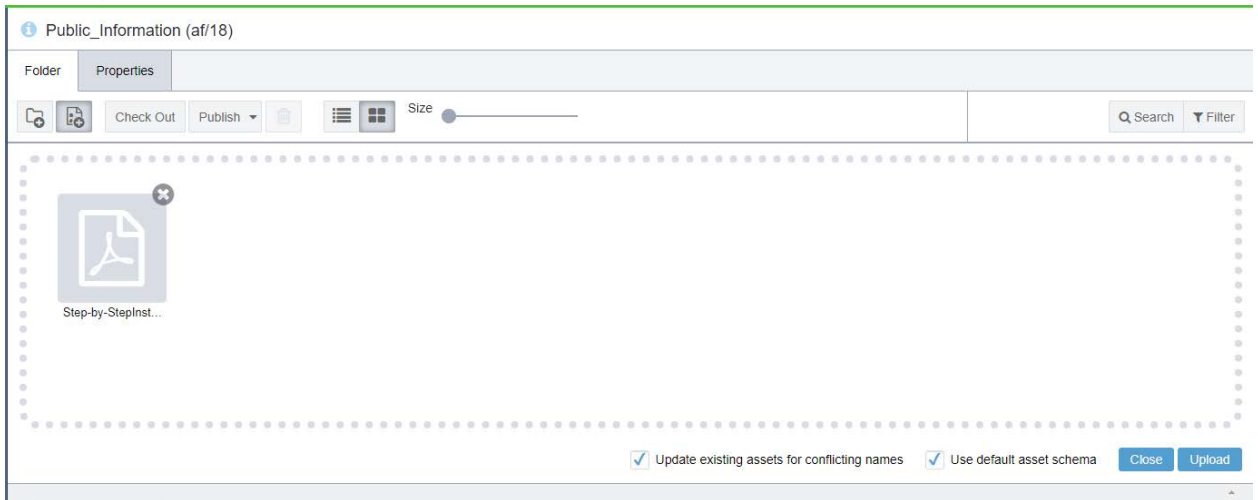- Click on "Assets" in the toolbar

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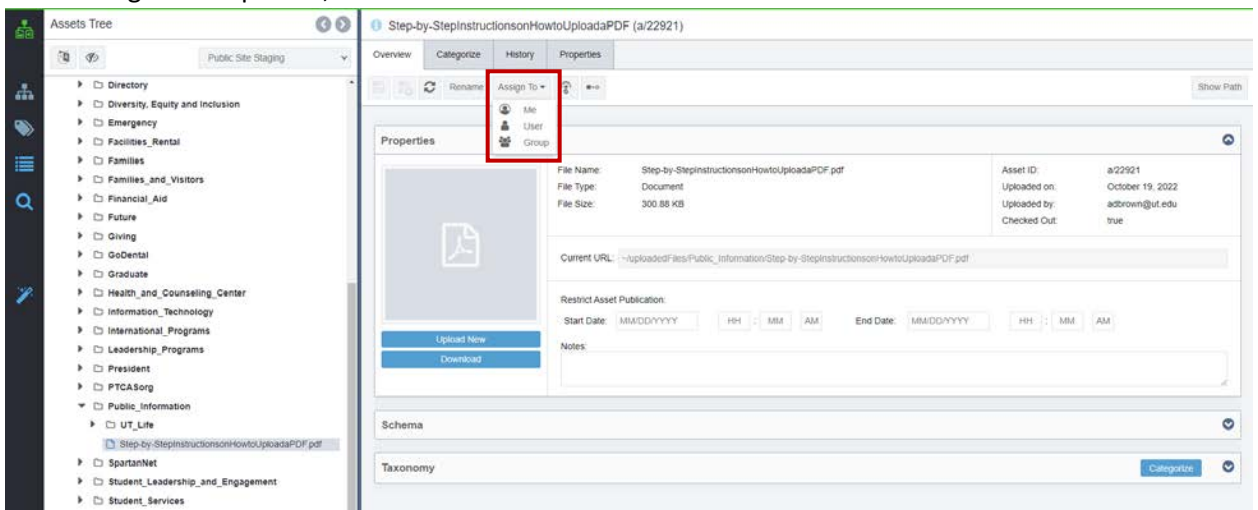

- Under "uploadedFiles" locate your department
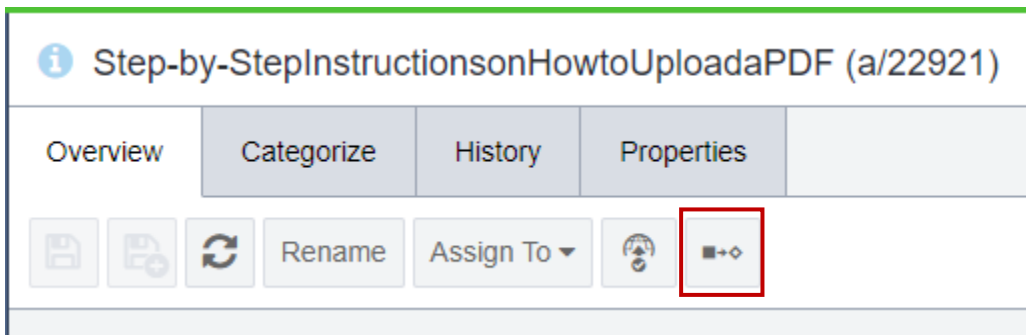- To upload a new PDF click the "Create New Asset" button

- 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"
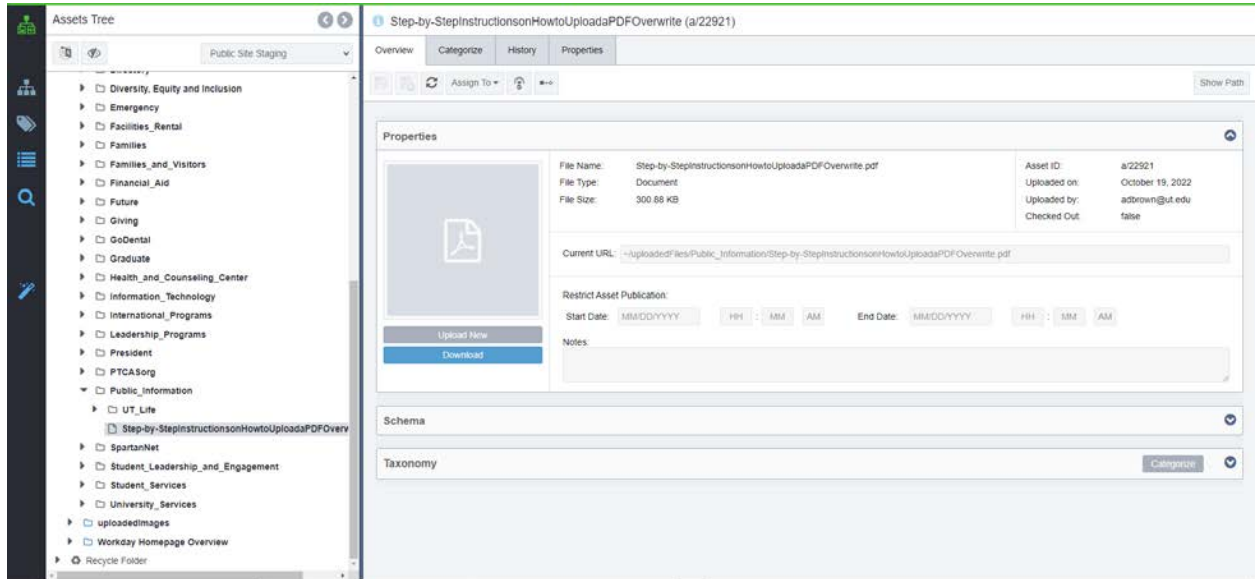

- Click "Advance in Workflow" button

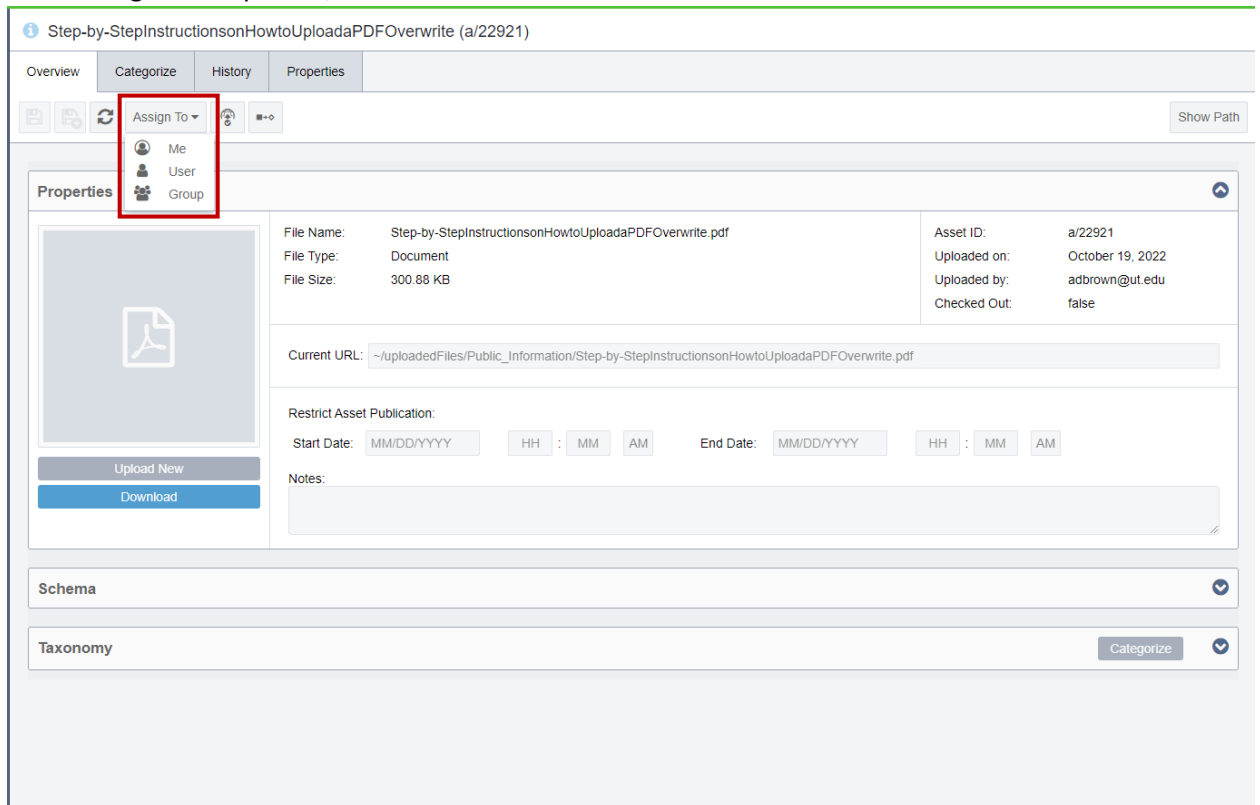- Click "Advance Workflow". Do not select anyone from the list.
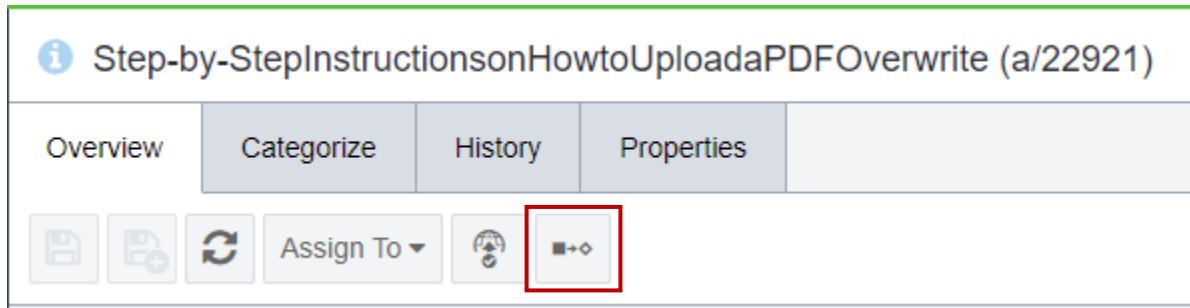
How to overwrite a PDF

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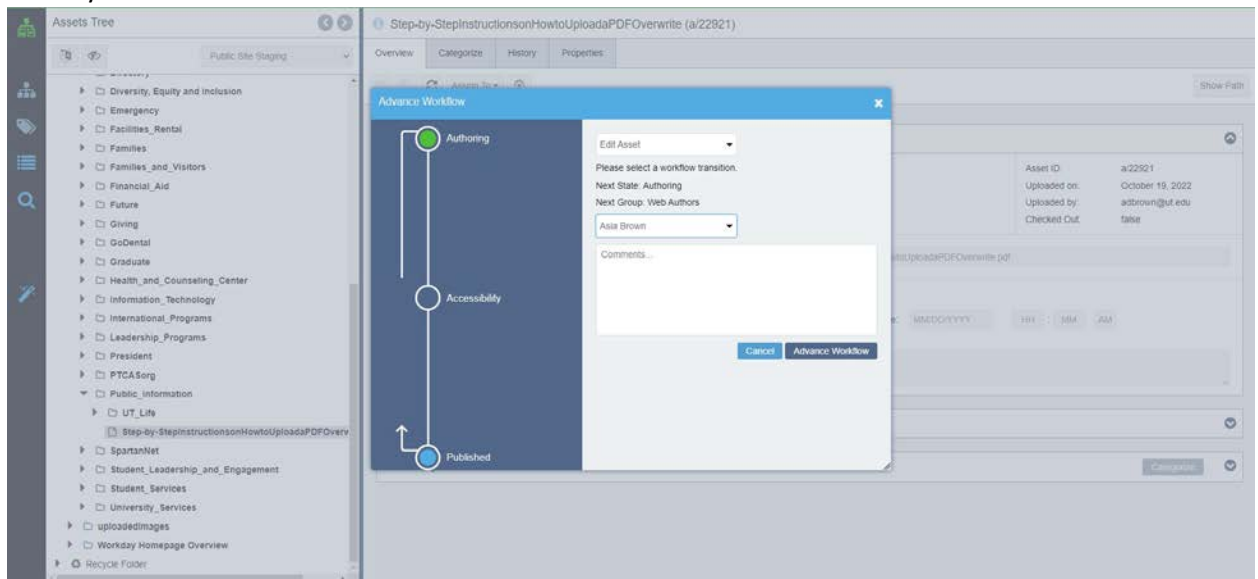

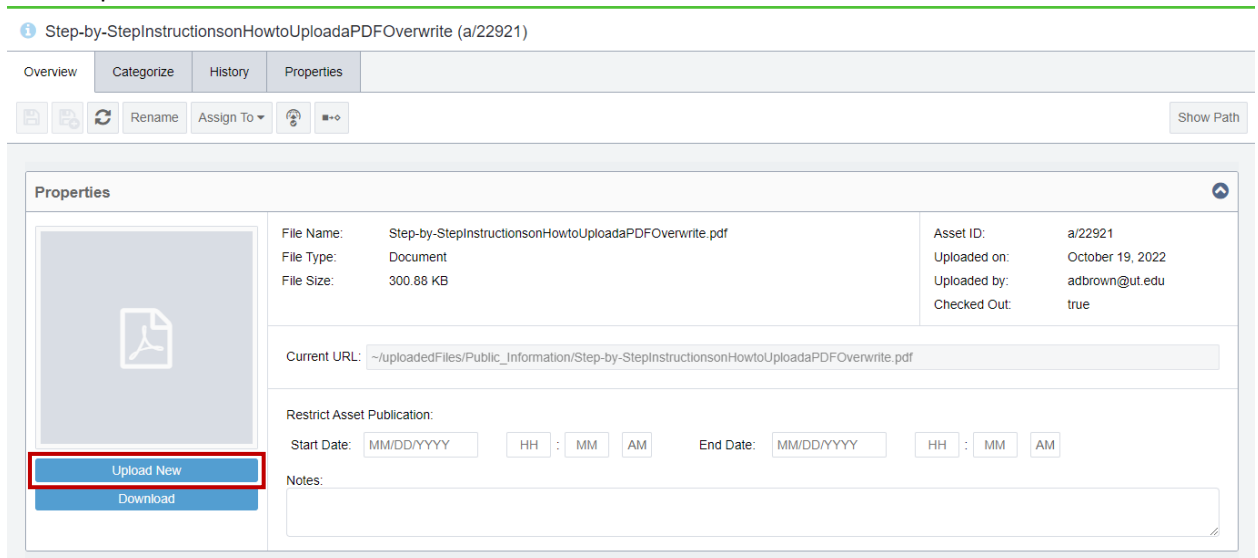- In the Assign To dropdown, select "Me"

- Click "Advance in Workflow" button

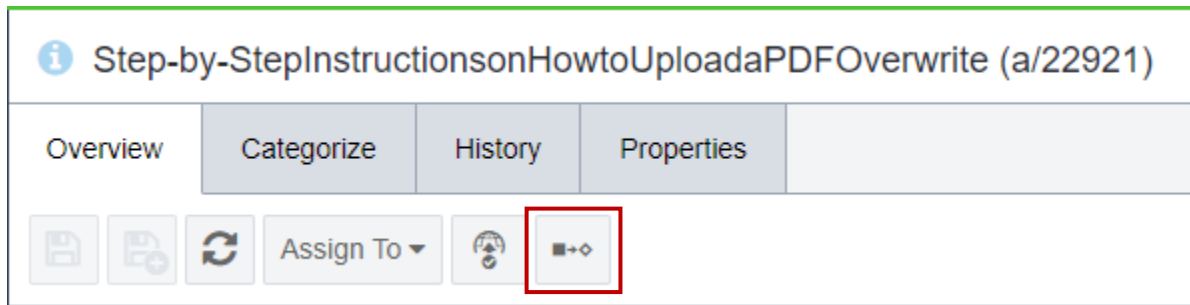- Select your name from the list and click "Advance Workflow"

- Click "Upload New"

- Select your file and click "Upload"

- Click "Advance in Workflow" button

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