Instructions to Upload a Document into your Career Cruising Portfolio

1. Save the document into your documents or desktop

2. Go into your portfolio under "My Plan" which is located under your name.

3. Scroll down to the bottom of the page on the right side.

4. You will see "My Files" also "Upload a File".

5. Click on the Upload File and it will automatically display your documents. Find the document you want to upload and double click on it or click on the "Open" button.

6. It will download into your portfolio and you will see it appear under "My Files".   Refresh your page and then click onto the new file to make sure all went well.