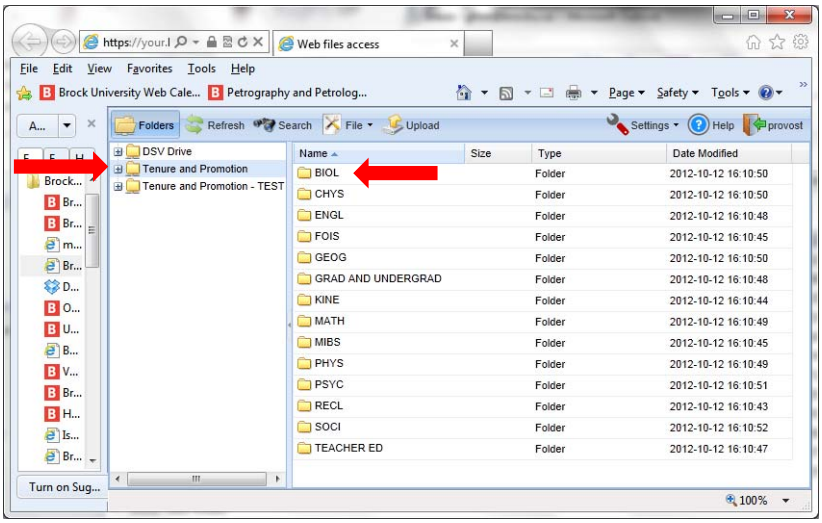
Instructions for Tenure and Promotion Applicants
August 28, 2013

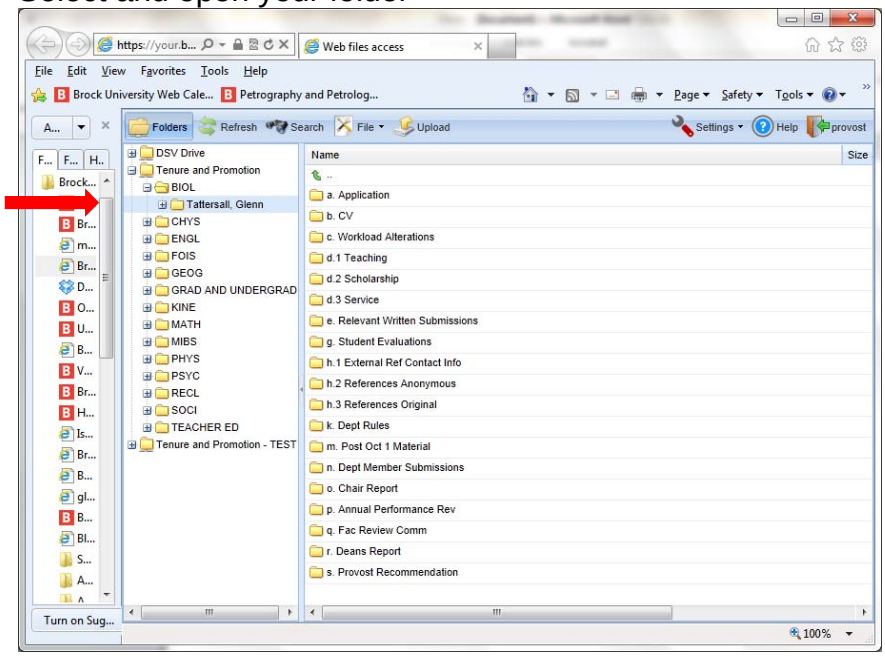
1) Log onto BrockBox site – See Instruction sheet “Two Ways to Connect to BrockBox”.

2) Select and open the Tenure and Promotion folder.

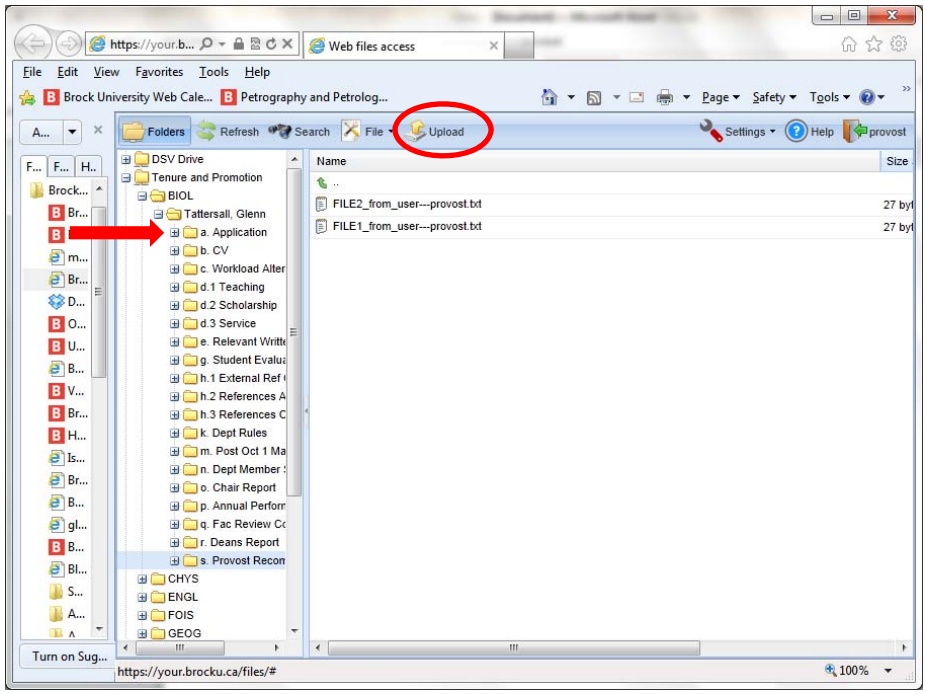
3) Select and open your Department Folder



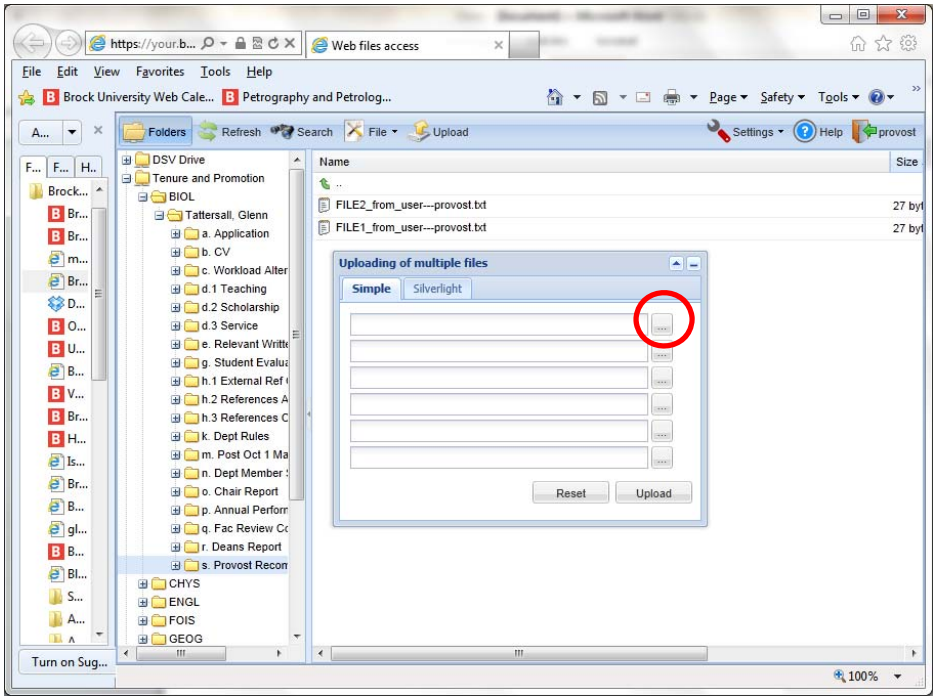
4) Select and open your folder



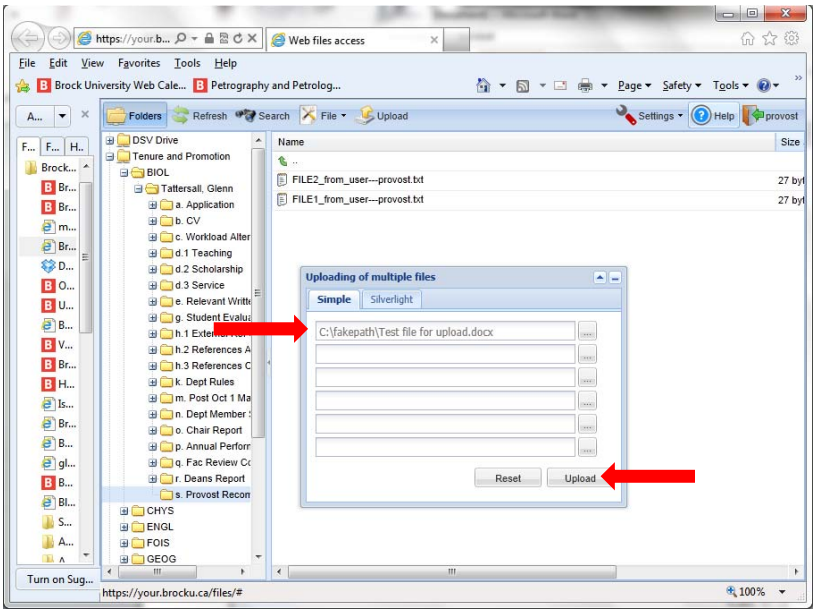
5) Select the folder into which you want to place a file, e.g. “a. Application” and select “Upload”



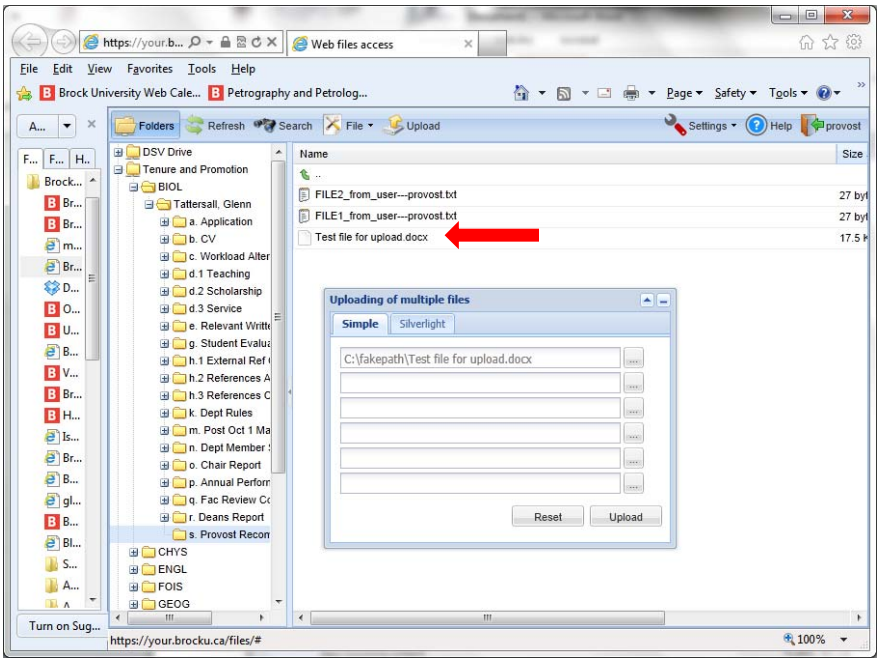
6) A dialogue box opens, select the “…” on the right side of the box. This will take you to your computer where you can locate and select the file(s) you want to upload. If you have other files to place into this folder, select the “…” on the right side of the box in the next line and repeat.



7) As you select the file it will appear to the left. Once you have selected all the files you want to upload to this folder, Click Upload.



8) The filename appears in the “Application” folder. If you have no other files to upload to this folder close the “Uploading” dialogue box and move to the next folder.



9) If you subsequently wish to change a file you have uploaded, it is recommended that you carry out the edits to the file on your own computer and save the file on your computer's hard drive.

   Once you have made the changes, log onto BrockBox and upload the new file to the correct folder, either deleting the file that you placed there previously or overwriting the old file with the new file. It is not recommended that you edit files contained in the folders directly while logged on BrockBox.

10) For technical assistance with the T&P site on BrockBox, contact: Brockboxsupport@brocku.ca