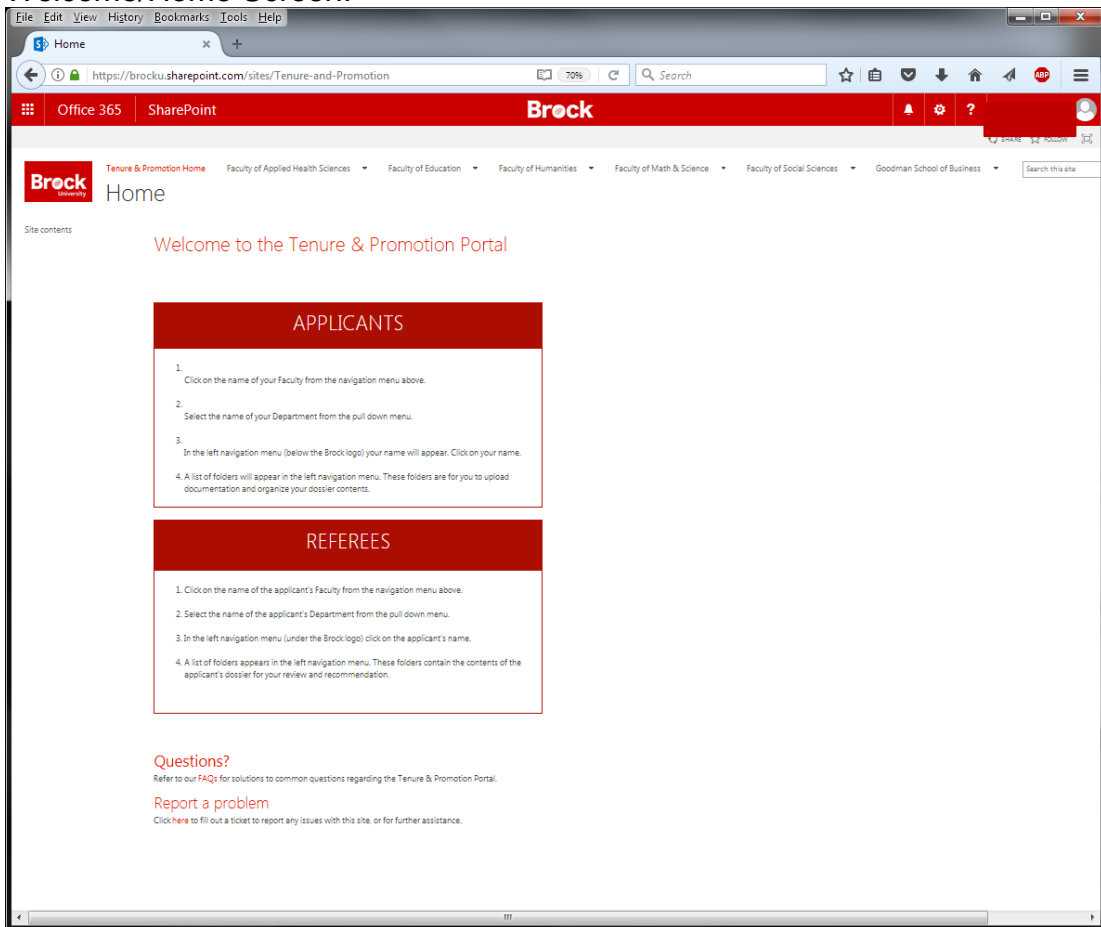


# Instructions for Tenure and Promotion Applicants

## September 11, 2018

- 1) Log onto the Brock T&P SharePoint site here:  
<https://brocku.ca/tap>  
or  
<https://brocku.sharepoint.com/sites/Tenure-and-Promotion>
- 2) Welcome/Home Screen.



- 3) Once you have selected your name, the list of folders that you have access to will appear in the left navigation panel. Selecting an individual folder allows you to add files to that folder by either:
  - a. Dragging and dropping files from your computer to the T&P site folder; or,
  - b. Via the Upload option on SharePoint.As necessary, the Applicant can add sub-folders within each main folder on the site.