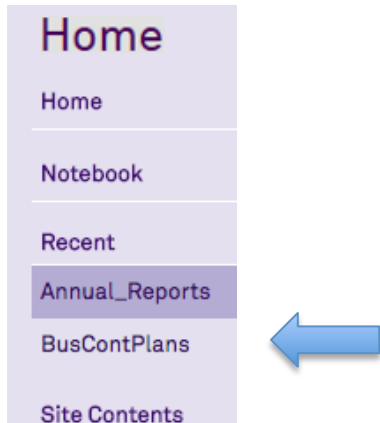


Upload Business Continuity Plan Instructions

(1) Follow <https://share.northwestern.edu/dept/OR-Core/SitePages/Home.aspx> and log in with your netID and password

(2) Navigate to the BusContPlans library (from the Home bar – below) and locate your core’s document(s). Listed alphabetically.



(3) Download by clicking on the ellipses between the 4th and 5th columns and clicking Edit

(4) Upload your updated plan by clicking on New Document - Upload Existing File

(5) Upon upload, fill in the fields (Title, Year, Core Facility name)

The document was uploaded successfully. Use this form to update the properties of the document.

Name * .docx

Title


Year

Core Facility Name *

Document Type

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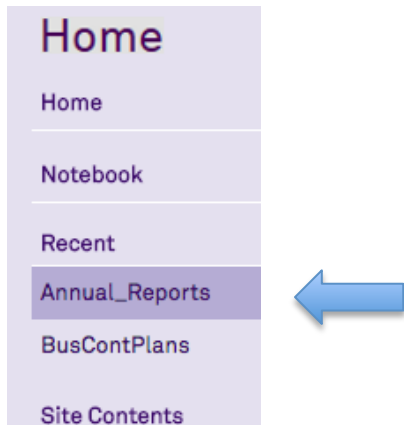
(6) Use the blank template if needed (first document in the library)

(7) Contact Sasha (aleksandra.mechetner@northwestern.edu) if you need help

Upload Annual Report Instructions

(1) Follow <https://share.northwestern.edu/dept/OR-Core/SitePages/Home.aspx> and log in with your netID and password

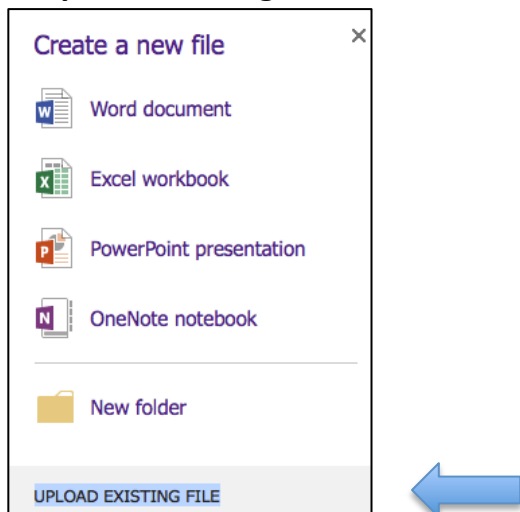
(2) Navigate to the Annual_Reports library (from the Home bar – below)



(3) Upload your updated plan by clicking on **New Document** – near the top of the page. Please do not drag and drop files, as this functionality does not work for all (depends on HTML5)



(4) Click **Upload Existing File** on the bottom of the menu (under New Folder)



(5) Browse to the documents on your computer and select the file(s) for upload.

(6) Upon upload, fill in the fields (Title, Year, Core Facility name)

The document was uploaded successfully. Use this form to update the properties of the document.

Name * .docx

Title

Year

Core Facility Name *

Document Type

Created at 4/29/2016 9:10 AM by Aleksandra Mechetner

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(6) The file(s) you uploaded should be visible to you once upload is completed

(7) Log out of SharePoint

