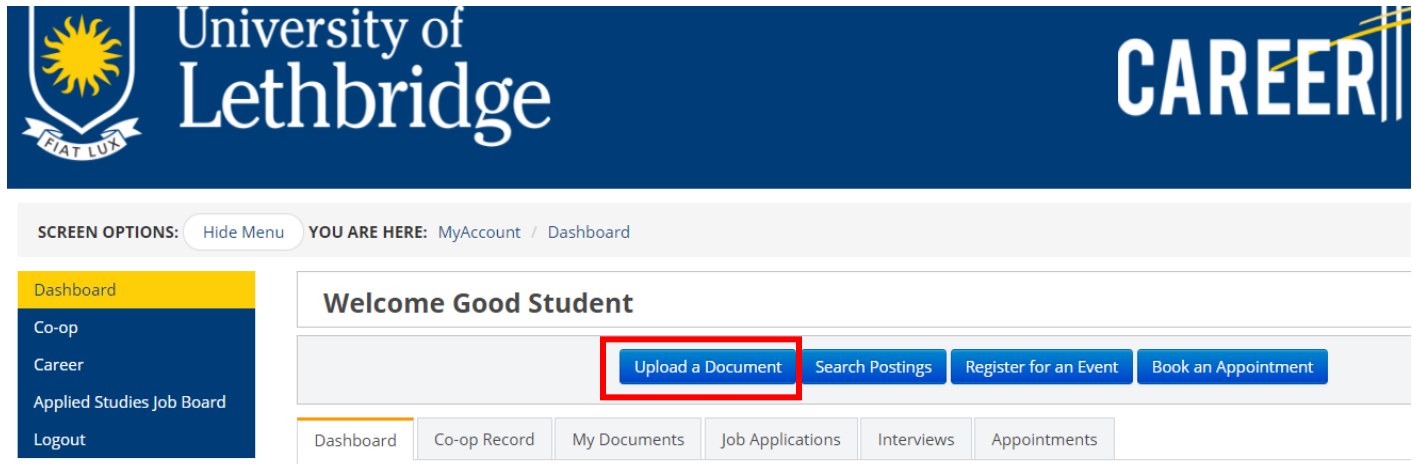


## Submitting Co-op Session Admission Documents

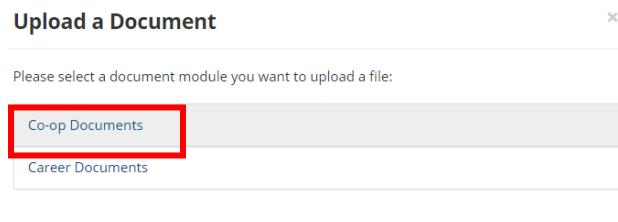
To submit your assignment for a Co-op Session, following these instructions:

1. Login using your U of L username and password
2. Select 'Upload a Document'



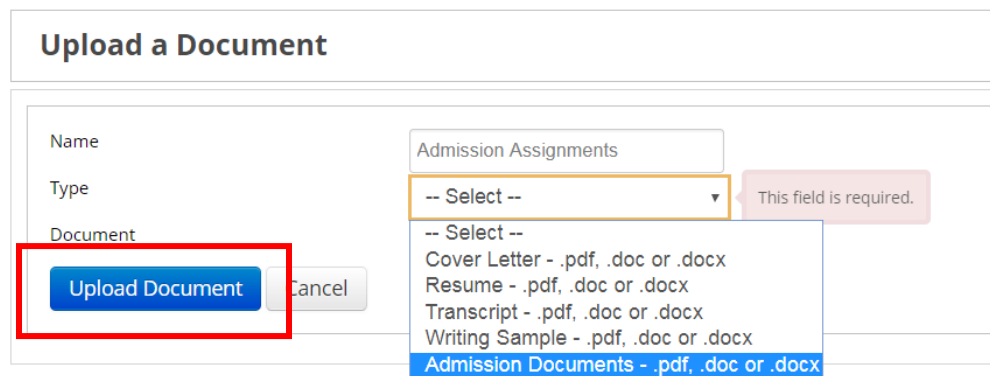
The screenshot shows the University of Lethbridge CAREER portal dashboard. At the top left is the University of Lethbridge logo with the motto 'FIAT LUX'. To the right is the word 'CAREER' in large white letters on a blue background. Below the header, there is a navigation bar with 'SCREEN OPTIONS: Hide Menu' and 'YOU ARE HERE: MyAccount / Dashboard'. A sidebar on the left contains a menu with 'Dashboard' (highlighted in yellow), 'Co-op', 'Career', 'Applied Studies Job Board', and 'Logout'. The main content area features a 'Welcome Good Student' message and a row of buttons: 'Upload a Document' (highlighted with a red box), 'Search Postings', 'Register for an Event', and 'Book an Appointment'. Below this is a horizontal menu with 'Dashboard', 'Co-op Record', 'My Documents', 'Job Applications', 'Interviews', and 'Appointments'.

3. Select 'Co-op Documents'



The screenshot shows the 'Upload a Document' modal window. It has a title bar with 'Upload a Document' and a close button. Below the title bar, it says 'Please select a document module you want to upload a file:'. There are two options in a list: 'Co-op Documents' (highlighted with a red box) and 'Career Documents'.

4. Select 'Admission Documents' and click 'Upload Document'



The screenshot shows the 'Upload a Document' form. It has a title 'Upload a Document'. Below the title, there are three input fields: 'Name' (with 'Admission Assignments' entered), 'Type' (with a dropdown menu open showing options like 'Cover Letter - .pdf, .doc or .docx', 'Resume - .pdf, .doc or .docx', 'Transcript - .pdf, .doc or .docx', 'Writing Sample - .pdf, .doc or .docx', and 'Admission Documents - .pdf, .doc or .docx' (highlighted with a blue box)), and 'Document'. The 'Type' field has a red box around it and a 'This field is required.' error message. Below the form, there are two buttons: 'Upload Document' (highlighted with a red box) and 'Cancel'.