

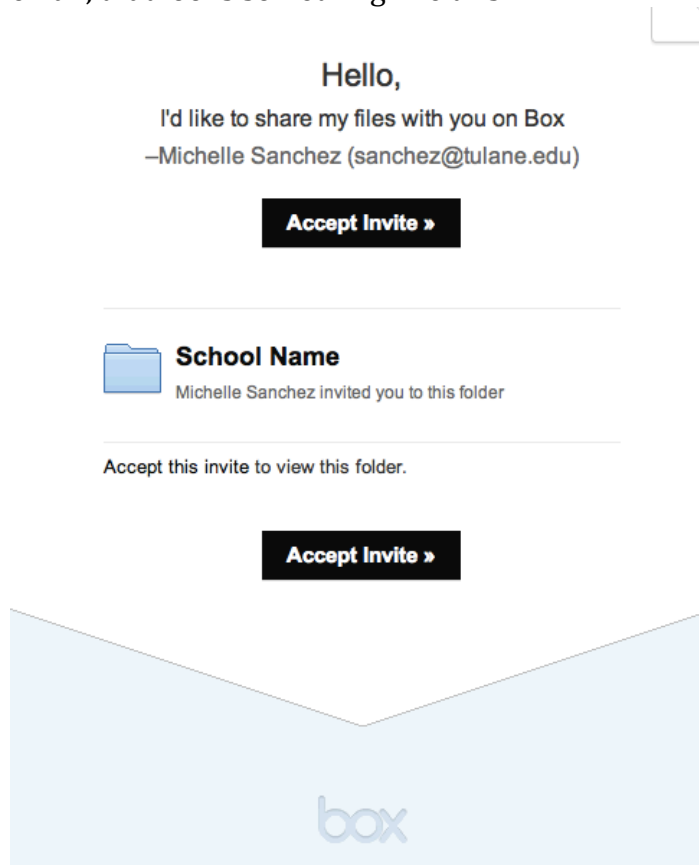
## **Submitting Project Documents to the GNOSEF Directions for using [box.com](https://www.box.com)**

### OUTLINE:

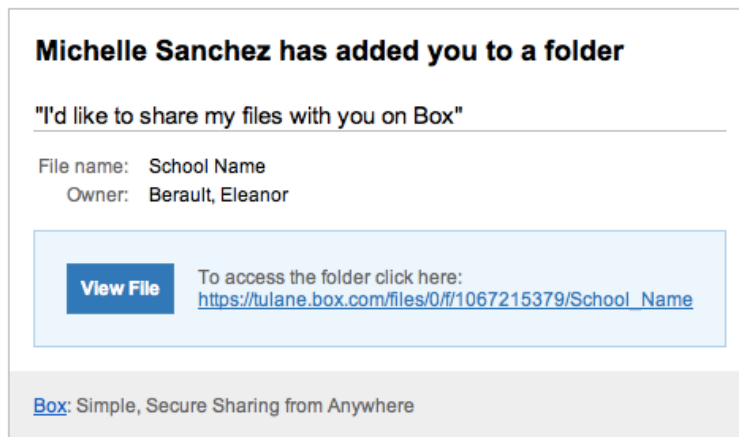
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## A. Setup box account

1. Once you have affiliated, if you are a new user to [box.com](https://box.com), you will receive an email, that looks something like this:




And, if you already have a [box.com](https://box.com) account, the email will look like this:



2. If you are a new user to [box.com](https://box.com), click on “Accept Invite”. This will bring you to the following screen where you will enter your name and a password.

**Michelle Sanchez has invited you to share files**  
Michelle Sanchez has invited you to share files in the ' School Name ' folder. To access your files, sign up for free to the right.



**School Name**  
"Please see the files I've shared with you by creating a free account"  
- Michelle Sanchez

**Sign Up**

Name:

Email:

Password:   
Strong

Confirm Password:

Then, click “Continue” and it will bring you to the folder that has been shared with you.

If you already had a [box.com](https://box.com) account, click on “View File” and it will bring you to the folder that has been shared with you.

3. Now your screen should show a folder with your School Name.


[Jump to folder](#)


## All Files and Folders

Files and Folders Upload New...

Sort by Name

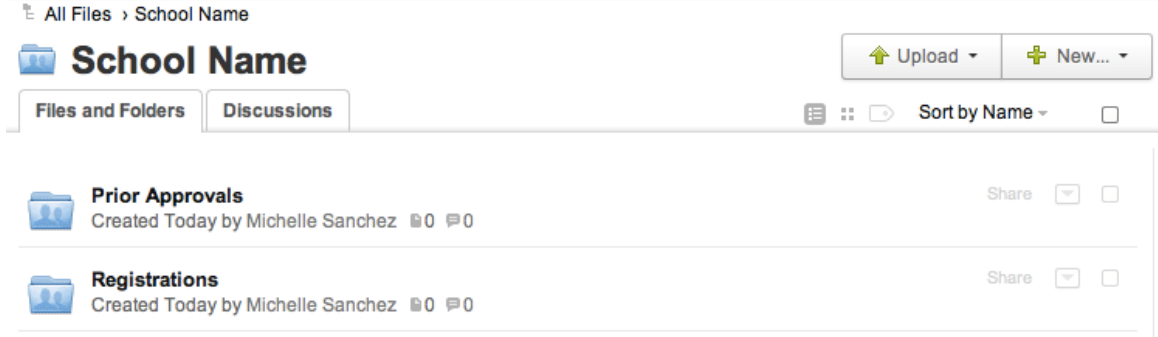
**You joined 1 folder since your last login. [Change your auto-accept setting.](#)**

 **School Name**  
Updated by Michelle Sanchez · 0 files · 0 B · 5 Collaborators

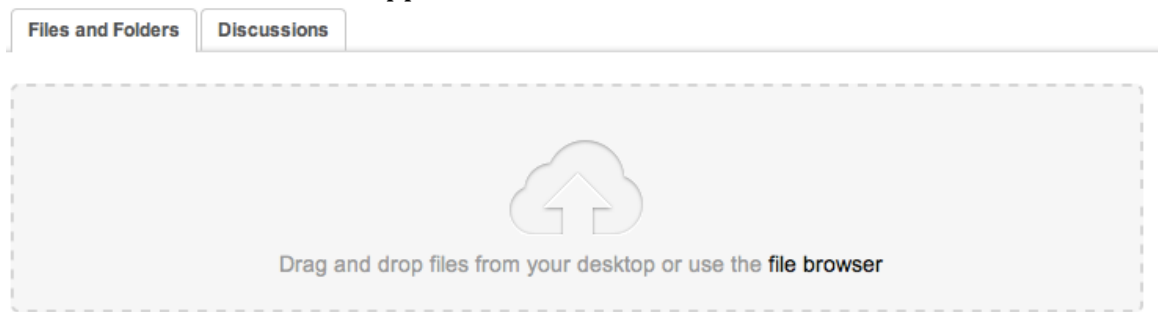
 **School Name**  
Created Today by Michelle Sanchez 0 0 1 Share

## B. Uploading files

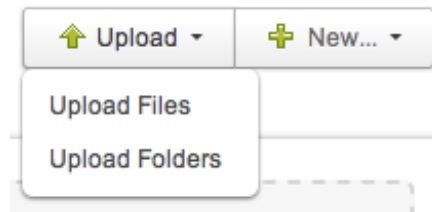
4. Click on “School Name” and you will see two folders: “Prior Approvals” and “Registrations”. You will use the “Prior Approvals” for your school’s prior approval paperwork and “Registrations” for your school’s normal registration paperwork.



5. You can click on either folder name and it will bring you into that folder. Let’s now enter the “Prior Approvals” folder.



6. Initially, the folder will be empty. To upload a file, click on the “Upload” to the right of the folder name, which in this case is “Prior Approvals”. When you click on “Upload” another menu will appear as shown here. Click on “Upload Files”.



7. Now, a screen will pop up with all of the files from your computer. Choose the file you want to upload and click “Open” or “Choose” depending on if you are using a MAC or a PC. **You should use the naming convention LASTNAME\_FIRSTNAME\_REASONFORPRIORAPPROVAL.pdf for prior approvals and LASTNAME\_FIRSTNAME\_CATEGORY.pdf for registrations when uploading to [box.com](https://www.box.com).**

To choose multiple files at one time, hold down the “CTRL” key on your keyboard and select the files you wish to upload.

8. Once the file has been uploaded, you should see it on the screen as shown here.

All Files > School Name > Prior Approvals

## Prior Approvals

Files and Folders | Discussions | Sort by Name

**"LASTNAME\_FIRSTNAME..." successfully uploaded.** Send Invite to folder

Tip: To upload multiple files at once, just hold down the command (⌘) key when selecting files.

**LASTNAME\_FIRSTNAME\_CATEGORY.pdf** Created Today by Michelle H. Sanchez · 512.3 KB

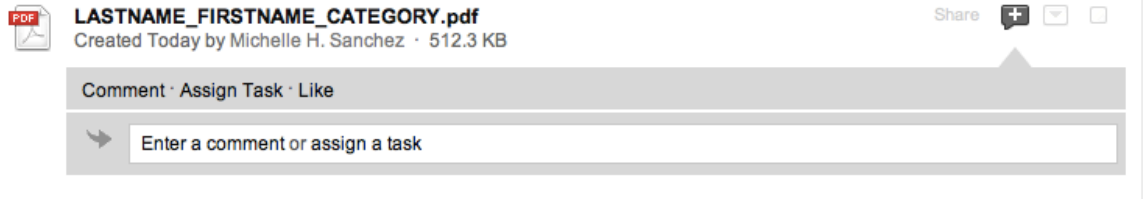
Share

Comment · Assign Task · Like

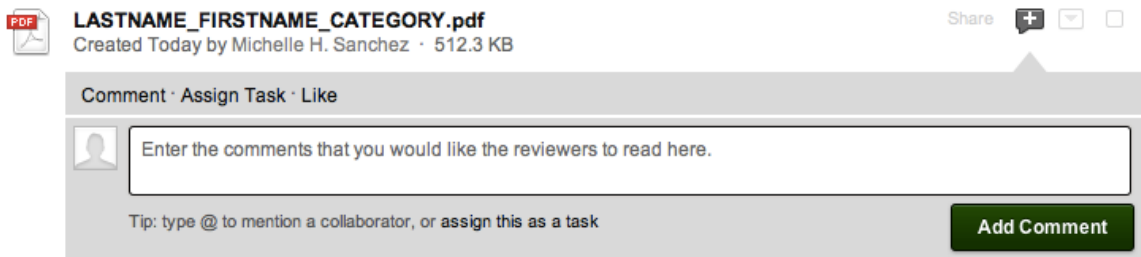
Enter a comment or assign a task

### C. Add/read comments

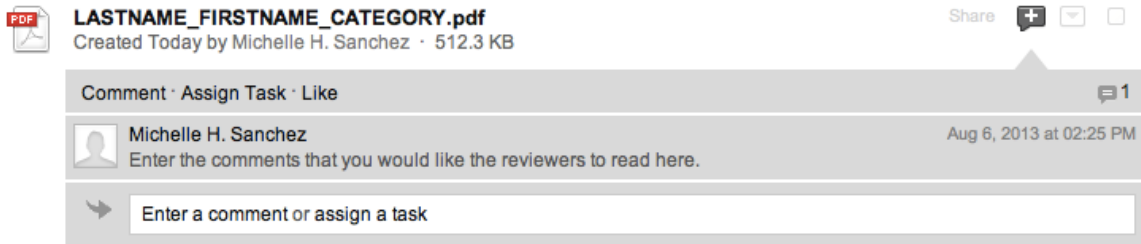
9. The plus sign to the right of the file allows you to add comments for a particular file.



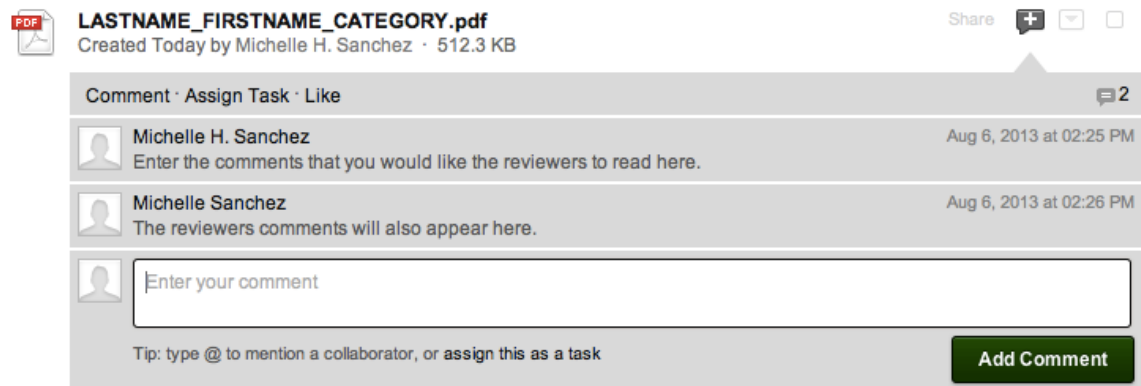
10. You can enter your comment in the text box where it reads “Enter a comment or assign a task” as seen here.



When you are done writing the comment, click “Add Comment” and it will be added as a comment for that particular file.



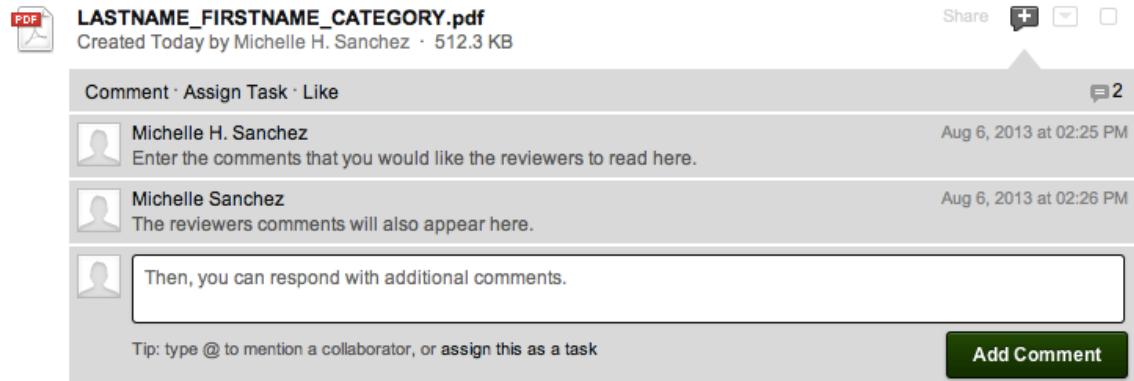
11. Reviewers will also add their comments here as well and you will receive an email when someone has commented on your file.



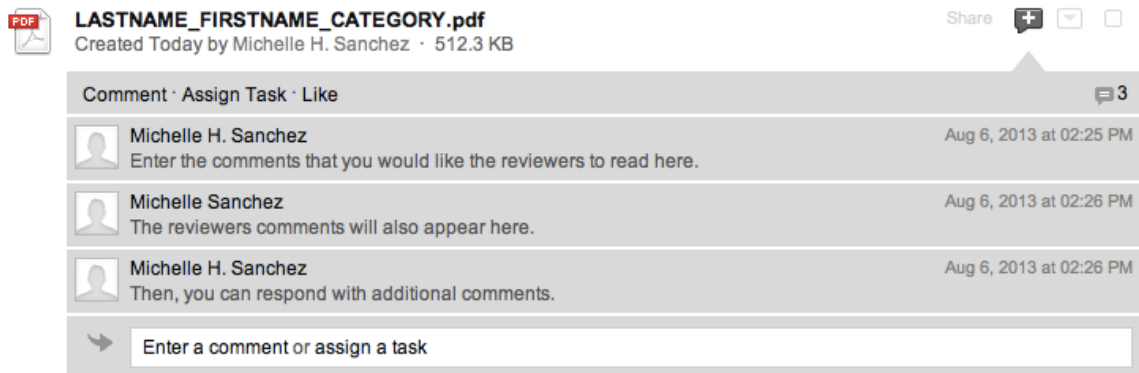
12. You can then add more comments as well. If the comments do not appear under the file, click the comment bubble or the number (of comments) to the right of the word “Share”.



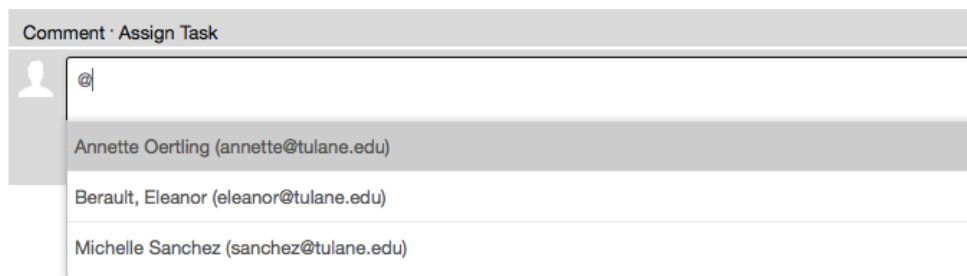
Once it is clicked, it will be expanded as seen below.



Again, click “Add Comment” and your comment will appear for that particular file.



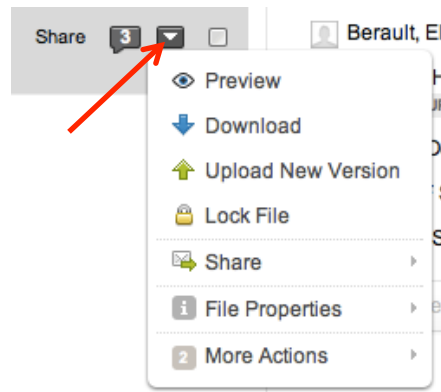
13. **NEW!!** – Type @ to mention a collaborator. In the comments box, if you type @ and then start typing the name of someone who has access to the folder, then they will get an email. This ensures that the person will definitely get an email even if their notifications are turned off.



## D. Upload files again using SAME NAME

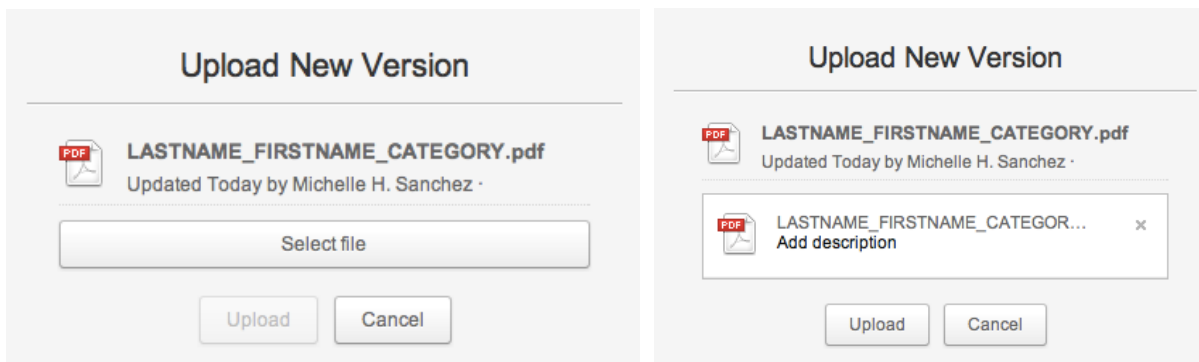
14. When a student's file has changed, instead of uploading the document with a new name, please use the **same name** and it will create a later version of the same document. **Note:** The reviewers will still be able to see older versions as well if necessary.

There are two different ways to upload a document with the same name. The first is to follow steps 6 and 7 exactly as you uploaded the original document. The second is to choose the down arrow to the right of the word "Share" as seen below.



The above menu will then pop up allowing you to "Upload New Version".

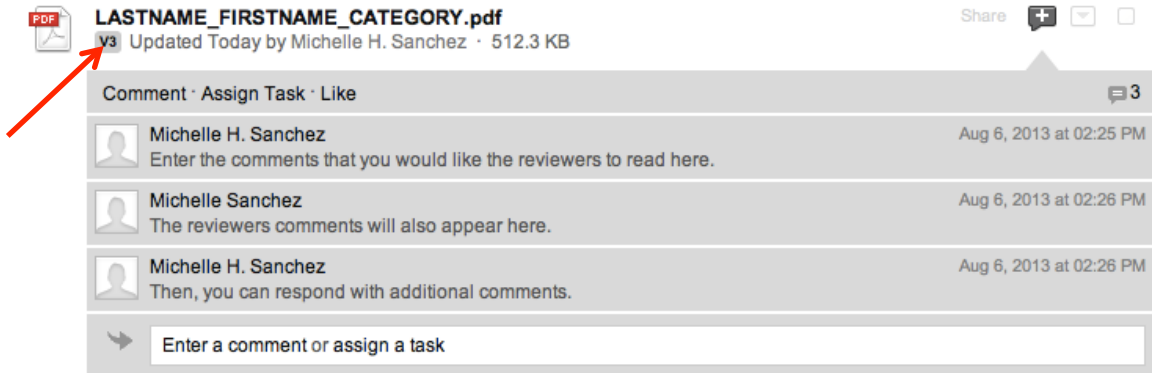
15. Choose "Upload New Version" and the screen on the left will appear. Click "Select file" and the left screen below will pop up a window with all of the files from your computer. Choose the file you want to upload and click "Choose".



After you have selected a file, you should see the screen above on the right. Click "Upload" and it will upload the new version.



After the new version is uploaded you should see v2, v3, etc. below the file name as shown below.



16. The menu in step 14 (shown on the left) can also be used for other tasks as well. You can also preview or download the file. Another way to preview the file is to click on the file name (shown on the right).

