# Upload a Paper, Presentation, and Publication Clearance Form

Your unclassified paper, presentation and publication clearance form must be uploaded to the JANNAF Secure site. Emailed documents will not be accepted. Please call JHU WSE ERG at (410) 992-7300 if you need assistance uploading your paper, presentation, and clearance form. If you have a classified paper and/or presentation, please follow the specific submittal instructions sent to you.

1. Go to https://www.jannaf.org; enter your user name and password for your JANNAF secure portal account. Click the login button.

		Who We Are	What We Do	Meetings	Logn reate Account Contact Us
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2. Onc loca	e you have logged in, in top right corner of the JAN te and click on <i>"MY JANNAF"</i> .	NAF Hom	lepage,	"I	Click on MY JANNAF"

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Who We Are	What We Do	Meetings	Secure Collaboration	

#### 3. Once on the "MY JANNAF" page, locate "Meeting Applications", and click on "Author Upload" icon.



## Upload a Paper, Presentation, and Publication Clearance Form Continued...

3. After clicking on *"Author Upload"*, you will see your personal information and upcoming meeting(s). Your abstract(s) are listed below the session(s) to which they have been assigned. Below the paper title and number, you will see three red links:

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#### **IMPORTANT TIPS:**

(1) Make sure to PDF your paper before you upload. **PDF is now the required format for all** *paper* **submissions.** (2) If you have more than one paper in the program, be sure the files you upload go into the folders for the correct paper. (3) When uploading multiple files for one deliverable (such as a PPT file and a video); both files must first be saved to a folder on your computer and compressed or "Zipped" before uploading to avoid accidentally overwriting a file. Only one file can be uploaded to each folder on the upload site. Each file uploaded to a specific folder will overwrite any previously uploaded file.

- 4. For each deliverable you upload (paper, presentation, or clearance form), the process is the same.
  - A. Select and click on the correct link for the file you're uploading.
  - B. Once on the Document Upload page, select the "Browse" button.
  - C. Select the file you wish to upload (Make sure your files are NOT password protected).
  - D. Click the "Upload file" button to submit your file.
  - E. The date of the most recent upload will display under "Last Upload" to indicate which files have been successfully uploaded. If you see "NA", that file has not been uploaded.

The screenshots on the next page are examples of what you will see when uploading deliverables.

## Upload a Paper, Presentation, and Publication Clearance Form Continued...



5. **To replace a previously uploaded document**, navigate back to the Upload page, select "Click here to upload" for the file you wish to replace (Paper, Presentation, Clearance)" and repeat steps mentioned in #4 on the previous page. *Remember:* subsequent uploads will overwrite previous files.