Upload Business Continuity Plan Instructions

(1) Follow [https://share.northwestern.edu/dept/OR-Core/SitePages/Home.aspx](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)

(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](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)

![Home](image)

(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)

![new document](image)

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

![Create a new file](image)

(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)

![Form with fields to fill in](image)

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

(7) Log out of SharePoint