Document Upload in Student Portal

1

Log into your portal account by clicking on this link: https://my.teex.org/teexportal

- Click on Dashboard on the top left corner
- A list of classes you are enrolled in will appear

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Support	OS OSH226 0287 OS OSH311 0257	Permit-Required Confined Space Entry (OSHA#2264) Fall Protection (OSHA#3115)	09/24/2019 11/12/2019	09/27/2019 11/14/2019	100RS 31 24	1 1			

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Click on the blue arrow on the far right of the course to begin upload process.

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Support	OS OSH311 0257	Fall Protection (OSHA #3115)	11/12/2019	11/14/2019	24	*		
7:00 AM - 6:00 PM								

3

Drop the file into the box and click Upload Now.

• File will be uploaded to the class file



