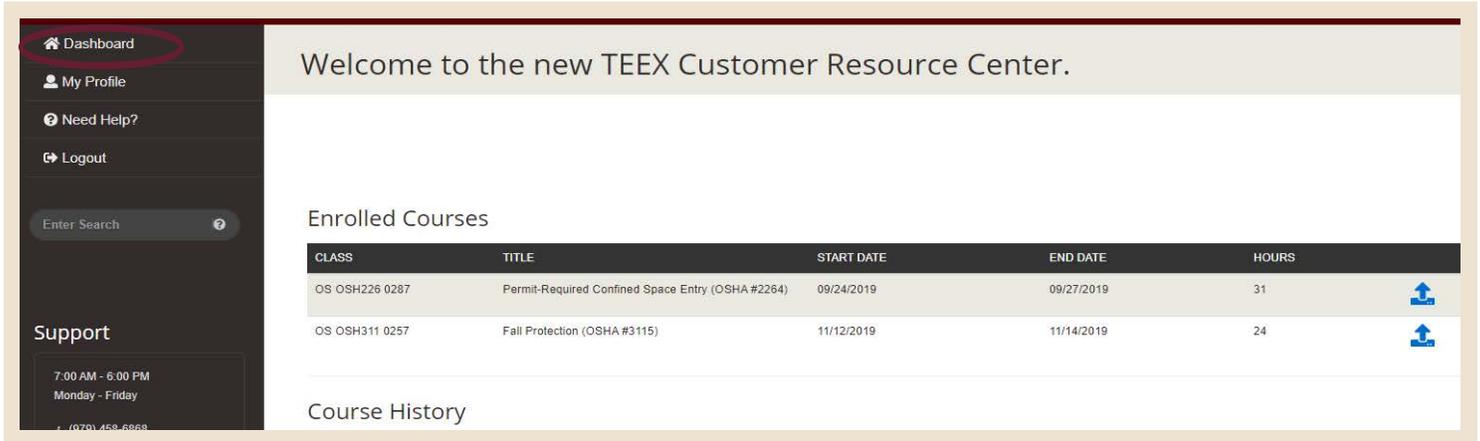


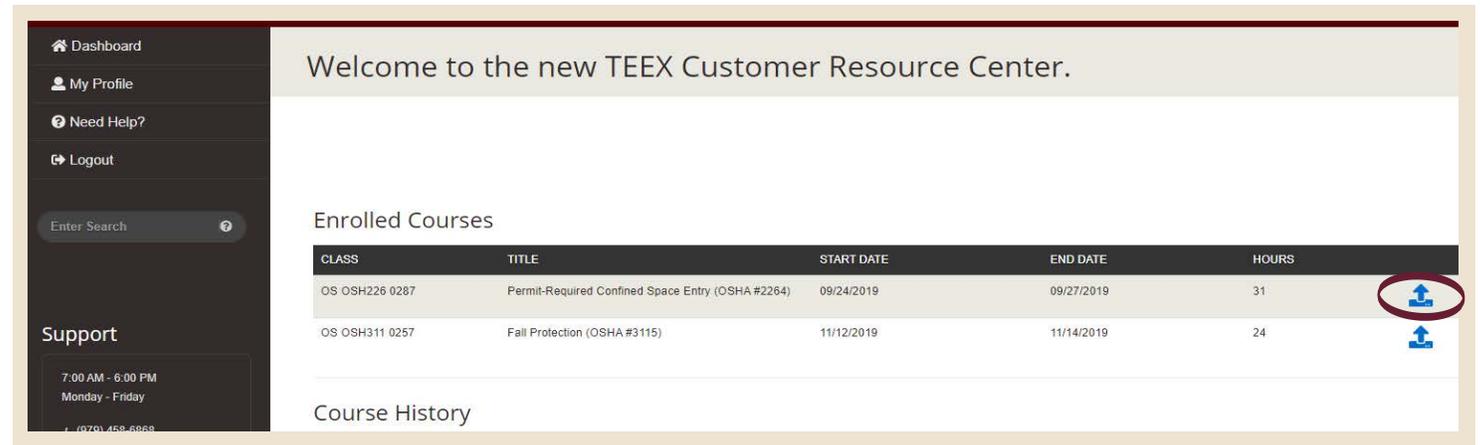
# Document Upload in Student Portal

**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



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



**3** Drop the file into the box and click Upload Now.

- File will be uploaded to the class file

