

## HOW TO UPLOAD DOCUMENTS

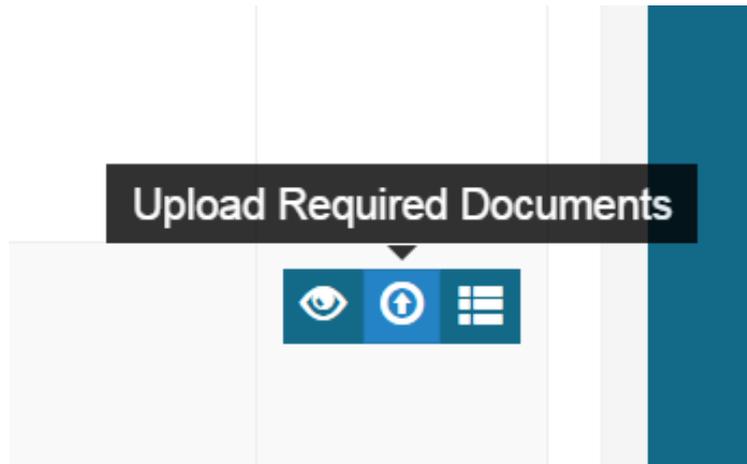
1. Login to the Springboard website
2. Click on “Applications” at the top right hand corner

The screenshot shows the Springboard website homepage. At the top right, a user is logged in as 'Welcome [Name]', with a dropdown menu containing 'Profile', 'Applications 4', and 'Logout'. The 'Applications' link is circled in red. The main navigation bar includes 'HOME', 'ABOUT', 'FAQ', 'HOW TO APPLY', 'REPORTS', and 'CONTACT'. The main content area features a banner with the text 'Your skills are needed in new high value employment sectors. Springboard will help you make the transition' and a photo of a man writing. Below the banner are two call-to-action buttons: 'SEARCH COURSES' and 'AM I ELIGIBLE?'. At the bottom, there are two promotional banners: '2015 COURSES NOW OPEN FOR APPLICATION.' and 'IRELAND'S CHANGING VOICES: STORIES THAT INSPIRE'.

3. Your list of applications will display. On the right hand side will be three small buttons. Click on the round button to upload documents.

The screenshot shows the 'My applications' page on the Springboard website. The top navigation bar includes 'HOME', 'ABOUT', 'FAQ', 'HOW TO APPLY', 'REPORTS', and 'CONTACT'. The page title is 'My applications'. Below the title, there is a search bar and a 'Clear' button. The main content area displays a table of applications with the following columns: Course name, Provider, Submitted, Status, and Acceptance Deadline. The table contains four rows of application data. The round button in the table is circled in red. At the bottom, there is a pagination bar showing 'Showing 1 to 4 of 4 entries' and 'Previous', '1', 'Next' buttons.

Course name	Provider	Submitted	Status	Acceptance Deadline	
Certificate in Digital Marketing (Jan 2015) [DIGIMARKJ]	National College of Ireland	2014-12-15 09:19:18	Draft	15/12/2014	  
Higher Diploma in Science in Cloud Computing [ICT CONVERSION] (Jan 2015) [HDSCCJ]	National College of Ireland	2014-12-16 09:19:37	Draft	2/2/2015	  
Higher Diploma in Science in Computing (Mobile Cloud Gaming) [ICT CONVERSION] [HDSMG]	National College of Ireland	2015-05-26 09:45:23	Submitted	N/A	  
Certificate in Mobile Applications Development (Sept 2014) [CMAD]	National College of Ireland	2014-06-10 00:00:00	UserCancelled	N/A	 



4. You will then be taken to the “File Management” screen, where you can upload additional documents and edit your existing documents.

A screenshot of the Springboard+ website's "File Management" page. The page header includes the Springboard+ logo and the URL www.springboardcourses.ie. A navigation menu contains links for HOME, ABOUT, FAQ, HOW TO APPLY, REPORTS, and CONTACT. Below the menu, a breadcrumb trail reads "Home / Application / File Management". The main heading "File Management" is on the left, with a "← Back" button on the right. A red arrow points from the left edge of the image to the "File Management" heading. The page content is organized into two sections. The first section is titled "Academic Transcripts" and includes the instruction: "Please submit a copy of your academic transcripts. Transcripts are a breakdown of your degree, module by module." Below this is a "File upload:" section with a "Choose File" button, the text "No file chosen", and an "Upload" button. The second section is titled "Final Degree Certificate / Diploma Supplement" and includes the instruction: "Please submit a copy of your final degree certificate. A Diploma Supplement will suffice if you do not have a copy of the degree." Below this is another "File upload:" section with a "Choose File" button, the text "No file chosen", and an "Upload" button. A red circle highlights the "File upload:" section of the "Academic Transcripts" section.